



Order Center Distribution and Control Requesting Access

The following instructions will guide you through requesting access to **Order Center Distribution and Control store**.

Existing MyEaton users requesting access to Order Center or additional accounts

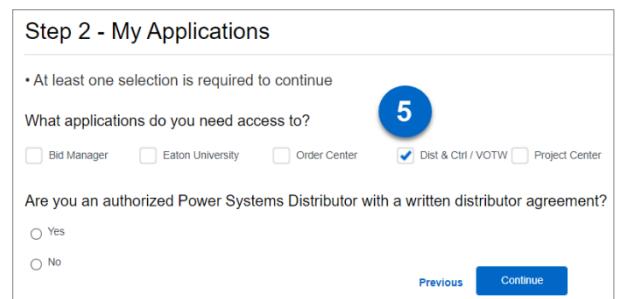
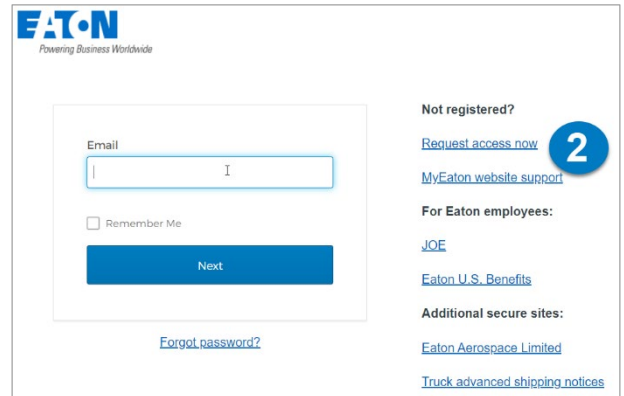
1. Login to MyEaton. <https://login.eaton.com>
2. From the Quick Links, click **My.Eaton.com (legacy)**.
3. From the top menu bar, click on your name.
4. Click on the **My Current Access** tab and then on the **Update or Request New Access** button.
You will now see the applications and product categories you currently have access to within MyEaton.
5. Under the **What new or additional access would you like to request?**, check the box titled **New or Additional access to Order Center - Distribution and Control Store - VOTW**

6. Click **Continue**.
7. Provide your Eaton Contact and the Vista Customer Numbers of the accounts to which you need access.
8. Then click **Submit**.

Please allow 5 days for Eaton to review your request and update your profile. Upon completion, you will receive an e-mail confirming that you now have access to Order Center.

New users requesting access to both MyEaton and Distribution and Control Order Center Store

1. Go to to MyEaton. <https://login.eaton.com>
2. Click **Request access now**.
3. Select your country, if requested. Then fill in the required personal and company details on the Step 1 page, including Eaton business group: Electrical.
4. Click **Continue**.
5. Under **What applications do you need access to?**, check the **Dist & Ctrl / VOTW** box and click **Continue**.
9. Provide your Eaton Contact and the Vista Customer Numbers of the accounts to which you need access.
10. Then click **Submit**.



Note - If you requested access to other applications in addition to Order Center, additional information may be required.

Please allow 5 days for Eaton to review your request.

Upon completion, you will receive an e-mail confirmation from EIAM@eaton.com.