

**Welcome to the  
Mitsubishi Electric  
Diamond Contractor<sup>®</sup>  
Portal**

# **Onboarding Process for Diamond Contractors**

# Setting up your account

**As the HVAC Champion for your Diamond Contractor account, you will receive an email from our Salesforce Administrator asking you to enter a new password for the new Diamond Contractor Portal. Click the link and add a new password.**

# Sample Email

**This is what the email will look like. It will come from our  
Salesforce Administrator.**

Hi Donald,

Your password has been reset for the META Contractor Portal. Please go to:

[https://meushvacp1-meushvac.cs65.force.com/Contractor/login?  
c=qH1PObP80fqTeU7alD61zfrOBiri7Gla.9FQrOFM0u2BbPMXjt.qmB0so.Pf.l3lF9yZXT\\_AXRRwm1VyBRM8UaS.5ZlWUJ\\_a1tkSXoNF53l.Drilfcn36itzSSpVDgYvAAo46O9mdb2V6R7Pe53zsLUU6wsgQbHeAlj\\_9w3AOPkA0k1RVvg%3D](https://meushvacp1-meushvac.cs65.force.com/Contractor/login?c=qH1PObP80fqTeU7alD61zfrOBiri7Gla.9FQrOFM0u2BbPMXjt.qmB0so.Pf.l3lF9yZXT_AXRRwm1VyBRM8UaS.5ZlWUJ_a1tkSXoNF53l.Drilfcn36itzSSpVDgYvAAo46O9mdb2V6R7Pe53zsLUU6wsgQbHeAlj_9w3AOPkA0k1RVvg%3D)

Thank you,  
The Mitsubishi HVAC team

# Setting up your account

**When you click the link you will be taken to this screen to set your password. Your email is your username.**



## Change Your Password

Enter a new password for **don@donshvac.com**. Your password must have at least:

- 8 characters
- 1 letter
- 1 number

\* New Password

\* Confirm New Password

Change Password

Password was last changed on 5/17/2018 11:35 AM.

# Logging In

**After your account is setup, you will then login with your username and password here:**

**<https://meushvac.force.com/Contractor>**

**We suggest you book mark this page.**



COOLING & HEATING

If you do not already have an Account, please reach out to your Mitsubishi Electric Sales Representative or call Customer Care at 1-800-433-4822.

 Email

 Password

**Log in**

Forgot your password?

**When you log in, you will see your customized dashboard featuring our latest announcements, your accepted leads, the status of your cases, and your support team. You will be able to access all of the many resources we have to help you be successful.**



 DONALD DIAMOND ▾

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## INTRODUCING THE SLEEK MLZ CEILING-CASSETTE

Homeowners will love the seamless ceiling integration and you will love the between the joist fit for easy installation and service.

[FIND OUT MORE](#)

### MY DIAMOND CONTRACTOR JOURNEY

#### CURRENT STATUS



[Diamond Contractor Program >](#)  
[View/Download Journey >](#)

**You represent two of the strongest brands in the industry, Mitsubishi Electric Cooling & Heating and Diamond Contractor.™**

Diamond Contractor™ tier level is based upon program performance and engagement, measured by the Balanced Performance Scorecard.

#### PERFORMANCE

- Product Registration
- Product Purchase Dollars
- Lead Acceptance Rate
- Service Cases

#### ENGAGEMENT

- Dedicated Web Page
- Contractor Programs
- Strategy & Marketing
- Sales Tools
- Training

#### TIER CLASSIFICATION POINTS

- Diamond Contractor 20-39
- Preferred Diamond Contractor 40-74
- Elite Diamond Contractor 75-100

# Adding Additional Users

**As the HVAC Champion for your Diamond Contractor account you can add additional users to your portal. From your dashboard, locate your name in the upper right corner.**

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#### PERFORMANCE

- Product Registration
- Product Purchase Dollars
- Lead Acceptance Rate
- Service Cases

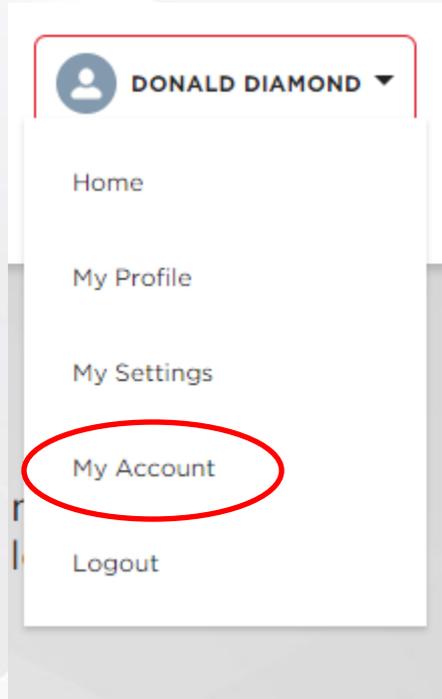
#### ENGAGEMENT

- Dedicated Web Page
- Contractor Programs
- Strategy & Marketing
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#### TIER CLASSIFICATION POINTS

- Diamond Contractor 20-39
- Preferred Diamond Contractor 40-74
- Elite Diamond Contractor 75-100

# Adding Additional Users



To add additional users within your company go to the drop-down menu under your profile name. Select “My Account”.

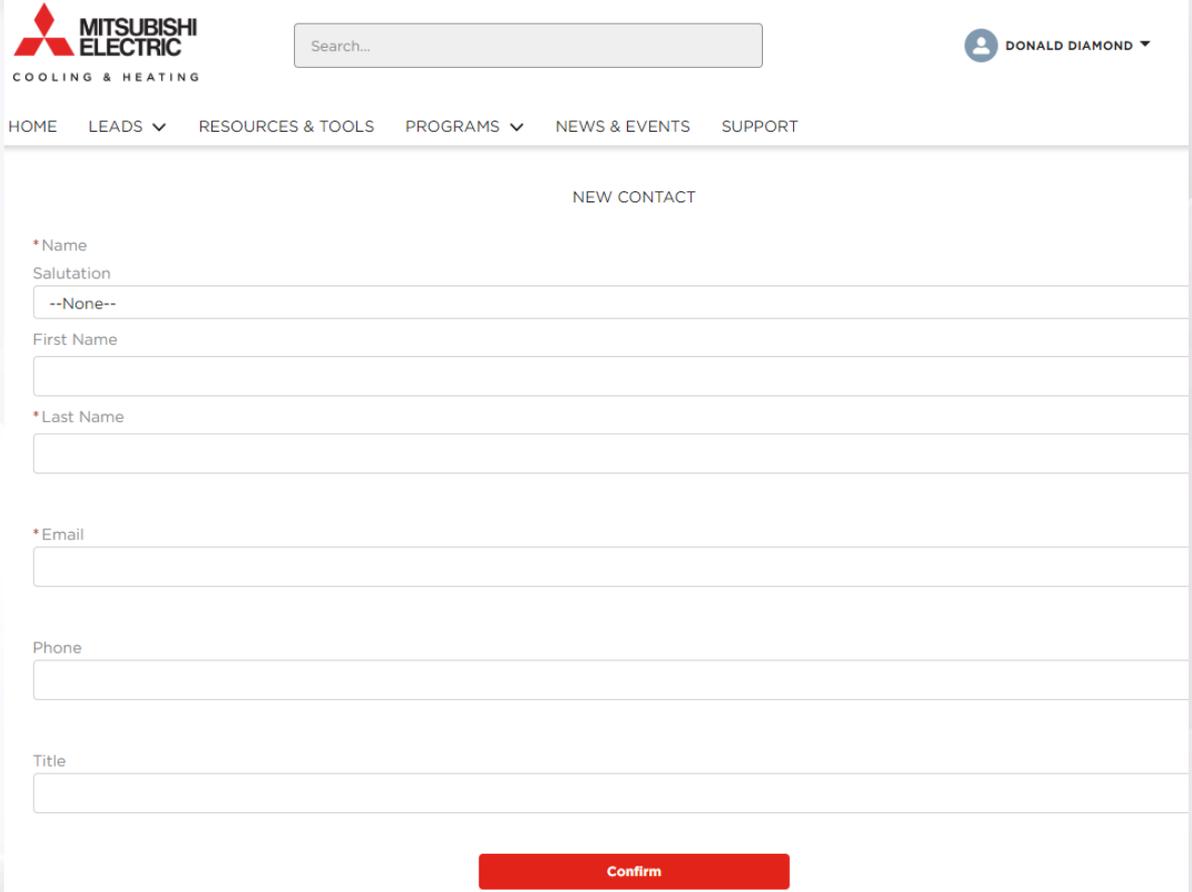
# Adding Additional Users

**INVITE ADDITIONAL STAFF**

·Click here to add additional staff to the portal.  
They will receive an email to setup their account.

**From the account page,  
click the “Invite Additional  
Staff” button.**

**Fill in the information  
and select confirm.  
The new user will be  
sent a confirmation  
email. You can add as  
many users as you  
need.**



The screenshot shows the Mitsubishi Electric website's user interface. At the top left is the company logo and name. A search bar is located at the top right, next to a user profile icon labeled 'DONALD DIAMOND'. Below the navigation bar, the page title is 'NEW CONTACT'. The form contains several input fields: a dropdown for 'Salutation' with '--None--' selected, and text boxes for 'First Name', 'Last Name', 'Email', 'Phone', and 'Title'. A red 'Confirm' button is positioned at the bottom right of the form.

**MITSUBISHI  
ELECTRIC**  
COOLING & HEATING

Search...

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NEW CONTACT

\* Name

Salutation

--None--

First Name

\* Last Name

\* Email

Phone

Title

Confirm

# Adding Additional Users

**This is the sample email the new user will receive. Your account representative will receive a notification to activate the new user. Accounts should be active within 24-48 hours.**

**Sandbox: Mitsubishi Electric Diamond Contractor Community**

Mueller, Melissa

Sent: Thu 5/17/2018 12:08 PM

To: Rigdon, Suzanne

Hi Sam,

Another Day Another Test Contact nominated you to join the Mitsubishi Electric Diamond Contractor Community. You will be receiving a welcome email with login directions soon.

Thank you,

The Mitsubishi HVAC Team

You can always go to [www.mehvac.com/extranet](http://www.mehvac.com/extranet) or the old extranet link to access the portal. We have set up redirects to send you to the new portal.

**Please reach out to your Mitsubishi Electric  
Account Representative with questions. If you  
do not know who your Account Representative  
is please contact customer care  
at 1-800-433-4822.  
Thank you.**