

elo Touch Services Portal User Guide

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2.1 References

Touch Services Portal

Welcome to the Elo Touch Services Portal!

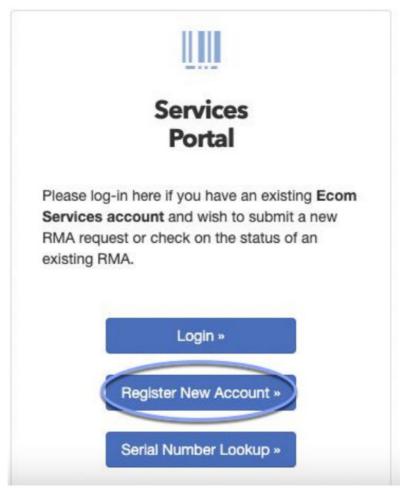
 Click <u>here</u> to log into the RMA Portal or type the following web address into a browser to begin: <u>https://portal.elotouch.com/Services</u>

First, an account will need to be created before submitting a request for a repair or return. Click Register



Request a Repair or Return

2. Click Register New Account



3. Fill in the fields and click Register

Create A Services Account

Enter your email address and password below to register.



4. After clicking register, an email confirmation message will show on the screen and an email will be sent to the registered email account. Open the Elo email and click the link to confirm the email address is valid.



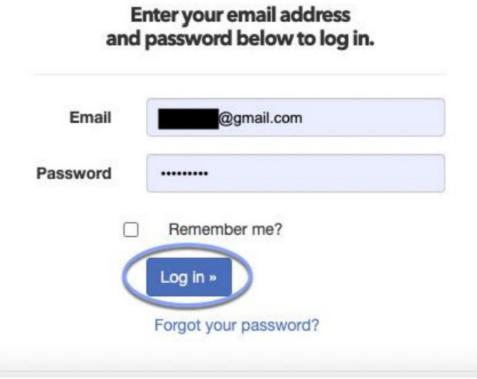
EloTouch Services Portal

5. Click Log In on the email confirmation page



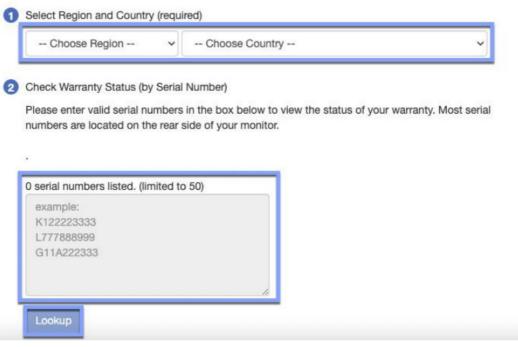
6. Credentials will autopopulate, if not, manually enter them and click Log In





7. Select Region and Country from the drop down and enter the serial numbers for the product(s) needing repaired or returned.

IMPORTANT: Please double check the serial numbers are correct, it is very easy to mistype and may cause the wrong unit with a similar number to populate.

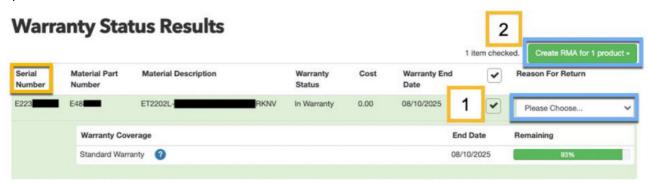


- 8. Complete the following:
 - 1 Choose from the drop-down menu the reason for return Please select "Physical Damage" if the unit has any form of damage, even if other issues are present as well.

The warranty coverage details will generate. If the unit is not covered under the warranty, or it is expired, the "Warranty Status Results" shows what the repair cost will be if you choose to still have it repaired.

2 – Click Create RMA for 1 product to continue with the RMA if the unit(s) are in warranty or if you would like to pay the fee to repair.

Please double check the serial numbers are correct under "Serial Number" and fix any errors in the previous step.



9. Enter the Shipping Address – This will be where the unit(s) currently are/where they will be returned to after the repairs are made.

RMA Processing - General Information Portal Home & Login » Terms and Conditions Payment Complete General Info Shipping Address Existing **Email Address** @elotouch.com Choose A Shipping Address. Addresses North America Company Name North America - United States of America Attn (Name) (optional for your records) City Postal Code Fax Telephone

10. Fill in the box "Reason For Repair" with as much detail as possible (up to 100 characters) to assist the technicians to find and fix the issue(s). After, click Continue >



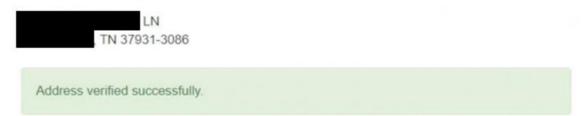
11. Confirm the address is correct and click Verify

Address Verification

USPS Address Verification

Elo Touch utilizes the United States Postal Service to verify shipping addresses. We do this to ensure accurate shipping.

Please verify the address below.





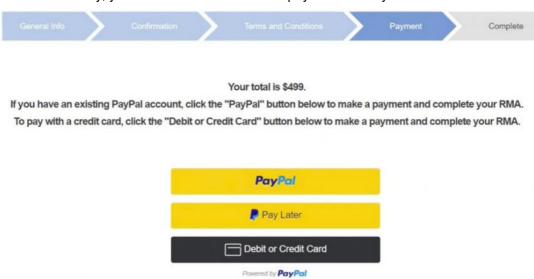
- 12. Double check all the information is accurate and click at the bottom of the page.
- 13. Check the box to agree to the "Terms and Conditions" and click "Agree & Checkout"

Terms and Conditions

All purchases of Elo products are subject to Elo's standard Terms of Sale which can be found at https://www.elotouch.com/terms-of-sale



14. If the unit is out in warranty, you will be directed to submit payment via PayPal before the order is complete.

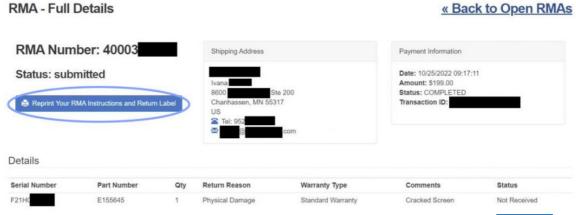


This total will be pre-tax. The invoiced total will include tax, which will be higher than the amount above. Charges will occur when the unit is shipped back.

Please note: Tax-exempt customers will need to contact RMA Services with the RMA # and code for this to be applied to the order.

15. If the unit is in warranty, or payment has been submitted, this will complete the order. An email will be sent with a summary of the return and instructions.

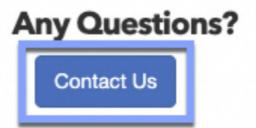
Click the Print Return Instructions button to print and review the return. The button will change to Reprint Your RMA Instructions and Return Label if this order was submitted prior to logging into the account. Please take a moment and review this information.



If you encounter any problems with or have questions about your RMA, please utilize the Contact Us button on the Portal or contact the RMA department by email rma.services@elotouch.com.

Quick Links

- Find Part and Serial Number
- · Return and Repair Policy
- Advance Unit Replacement
- Extended Warranty
- On-Site Exchange Program





Documents / Resources



<u>elo Touch Services Portal</u> [pdf] User Guide Touch Services Portal, Services Portal, Portal

References

- ēlo Services Portal EloTouch.com
- User Manual

Manuals+, Privacy Policy