SUDS Quick Start

1 Log in at automaticleasing.com/**suds**

2 Create a case.

Click **Accounts** in the main navigation and select the **Account Name** for the unit you would like to create a case for.

On the Account information page, click **Create Case** (in the upper right on desktop or under more on mobile).

* Note: if there are any open cases for that unit, they will be displayed so you can confirm if you want to create another new case.

3 Complete case details.

Case Reason: Select Requesting for Service -or- Inquiry/Question/Support.

Service Details: If requesting service, make a selection from the drop-down menu.

Subject: Populate with a general subject for your case.

Description: Provide a brief overview of the service needed.

Requested Time Frame: Select your preferred service date.

Click **Next** to submit request.

* Note, if applicable, on the next screen select the Asset/Machine that needs to be serviced.

Scan to access Suds.

Once your case has been submitted, you will receive a New Case Confirmation email. For service requests, you will receive a separate Service Appointment email once your service has been scheduled.

FIND YOUR PERFECT LAUNDRY SOLUTION   CALL 800.558.2342   VISIT **automatic**leasing.com