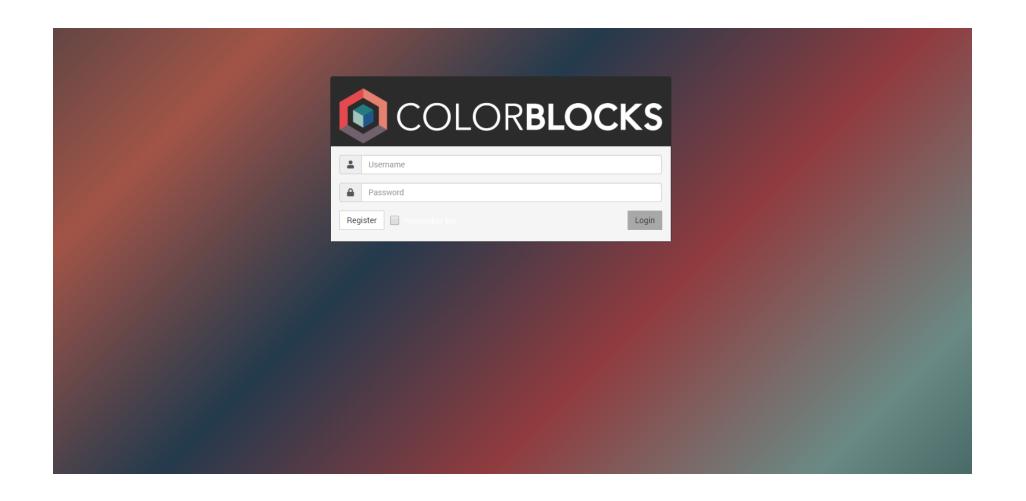


Welcome to your new portal!

With this portal we can offer you products with variable customization, order approval settings, online order statuses, and live inventory tracking.

Click here to get started:



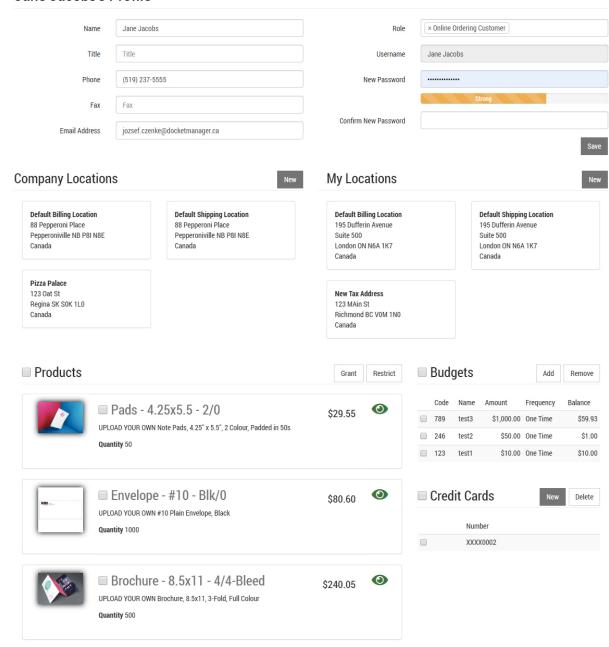
Signing In

You have been pre-registered! Simply click "Login" below to sign into the portal.

Username: Password:

Once you have logged in, you can change your password by clicking your name at the bottom of the page

Jane Jacobs's Profile



Your Profile

Locate your profile by clicking your name at the top right of the page.

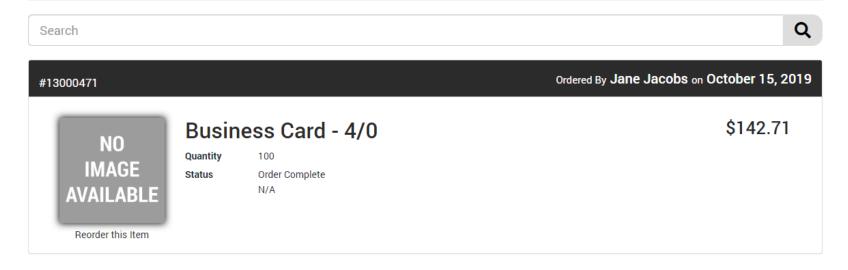
Add locations for more efficient ordering on the checkout page.

Here you can also update your password after your first login.

Search

Search

Order Status

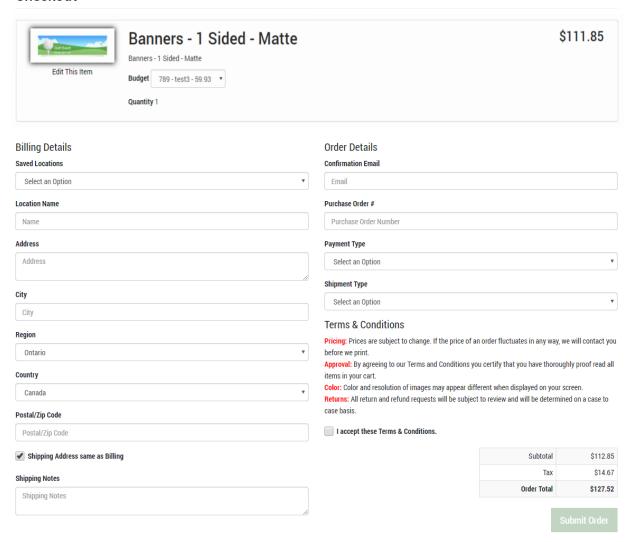


Search & Order Status

Trouble finding an item? Click "Search" in the navigation bar to easily type in and search for what you're looking for.

Track the status of your orders as they move though production to completion by clicking "Order Status" in the navigation bar. Here, you can view the date, quantity, and order number from your order. For repeat orders, simply click "Reorder this Item" to add to your cart.

Checkout



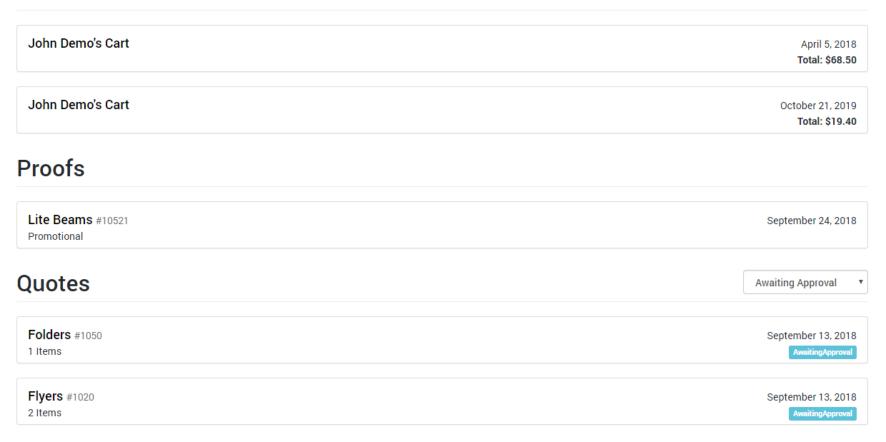
Checkout

On the checkout page, fill in your billing and shipping address and confirmation email.

You can choose you payment method and method of Shipping.

Once you've checked over your order, submit it for approval. You will receive an order confirmation email after you have submitted.

Carts



Approvals

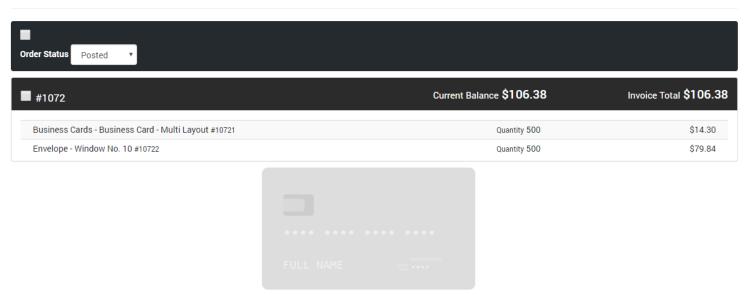
Users on this portal may be set to require approval. If you are one of these users, before your order goes through it will first be sent to your approver to confirm.

If you are an approver on the portal, you will have access to the "Approvals" page. On this page you will be able to approver other user's carts, approve/reject proofs and approve/reject quotes.

Inventory

Name	On Order	On Hand	Available
Business Card - Full Color	2000	500	0
Envelope - #10 Win - Blk/0	0	1000	1000
Flyer - Flyer - 8.5x11 - 2/2-Bleed	0	5000	5000
Forms - Invoice - 8.5x11	10000	0	0
Postcard - 8.5x5.5 - 4/Black-Bleed - CG	500	500	0

Orders with Balances



Inventory & Balances

You can see the status of any inventoried item on the "Inventory" page.

If you have orders that have not yet been paid for, you can find them on the "Balances" page. You can also make payments from this page directly to your orders to ensure your account is always in good standing.

Questions?

Reach out to us at