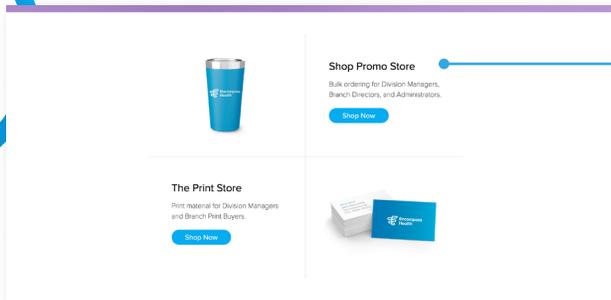
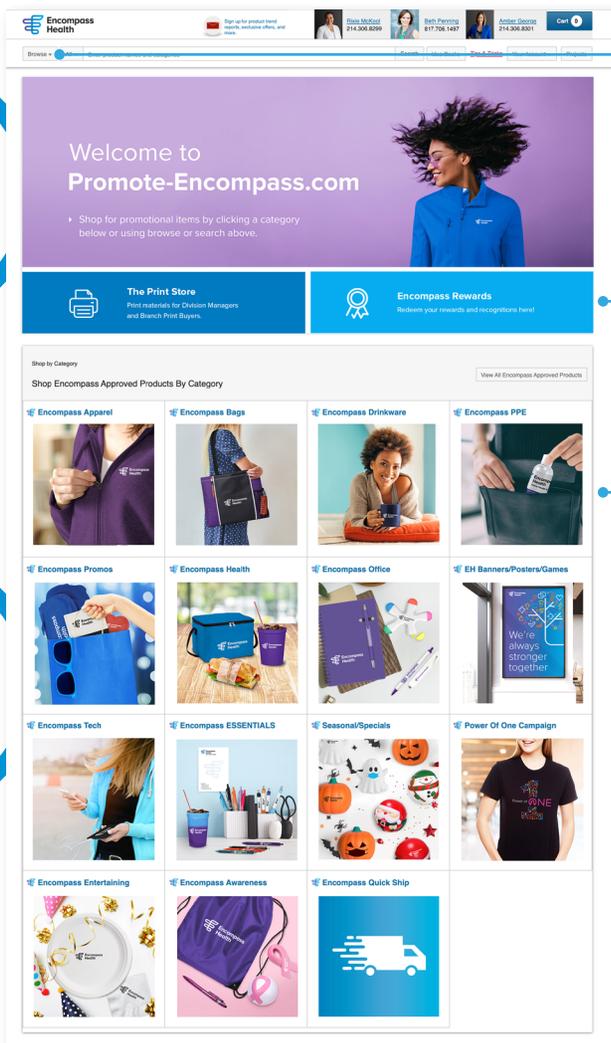


PORTAL USER GUIDE





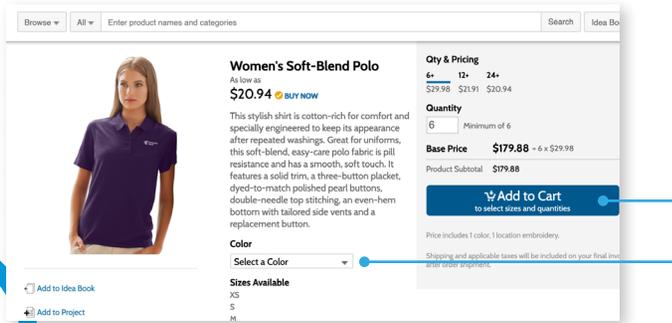
Find it. From the Promote-Encompass.com landing page, click the Shop Now button on the Shop Promo Store tile.



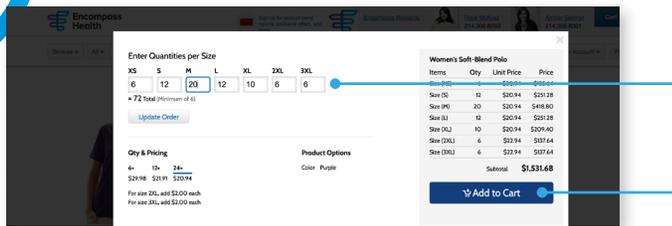
Welcome to Portal! Find products by browsing store categories or via keyword search. To search by category, click the "Browse" button in the top navigation and select your category. To search by keyword, simply type the keyword in the "Search" bar and click "Search".

Access the Print Store or the Rewards Store by clicking on the blue tiles directly below the hero banner.

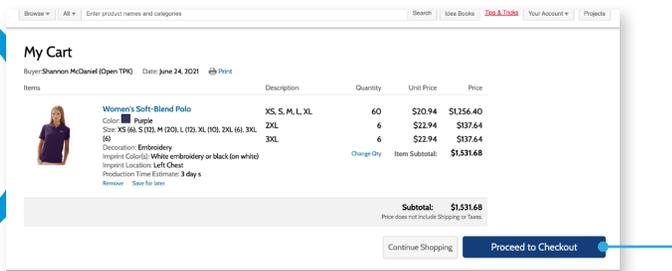
Click a category tile to browse all products within a specific category.



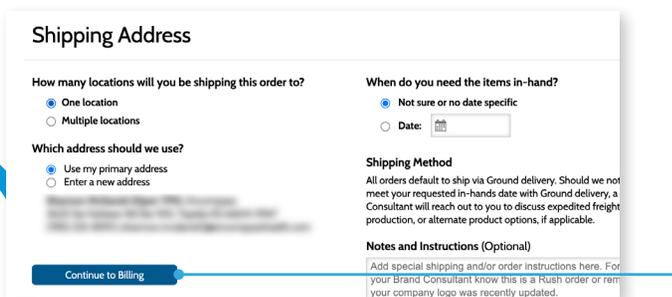
Select a color and click the “Add to Cart” button from any product page.



Enter the quantity for each size and click the “Add to Cart” button.



Review your order, make any necessary adjustments, or click the “Proceed to Checkout” button.



If you're shipping to one location, check the top radio button and use the primary address associated with your account or choose to enter a new address.

You may enter a requested “in-hands date” and any “Notes and Instructions” for your order, then click “Continue to Billing”.

If you want to ship one order to multiple branches, select multiple locations and then include details in the Notes and Instructions box. For example:

- 200 – Dallas
- 100 – McKinney
- 50 – Gainesville
- 350 Total

Select a payment type. Enter your credit card information or the three letter Branch Code.

- DMs : Enter DM Segment Code (e.g. 114-99)
- Branch Orders : Enter Branch code (e.g. 111)

**You must be an approved buyer to choose the Invoice w/ code option.*

Items	Change Cart	Qty	Unit Price	Total Price
Women's Soft Blend Polo Color: Purple Size: XS (6), S (12), M (18), L (24), XL (30), 2XL (36), 3XL (42)		60	\$20.94	\$1,256.40
Decorative Embroidery Impresso Color: White embroidery on black (on white) Impresso Location: Left Chest Production Time Estimate: 3 days		6	\$23.94	\$137.64
Item Subtotal:				\$1,531.68

Review you order. If everything appears correct, click the “Place Order” button!

If you need to make a change, click the “Change Cart” link.

Shipping and tax will not be included in your order estimate but will be added to final invoice or credit card receipt if purchasing via CC. Encompass covers all GROUND shipping costs. A promote-encompass team member will follow up confirming logo, delivery date and any additional order details.