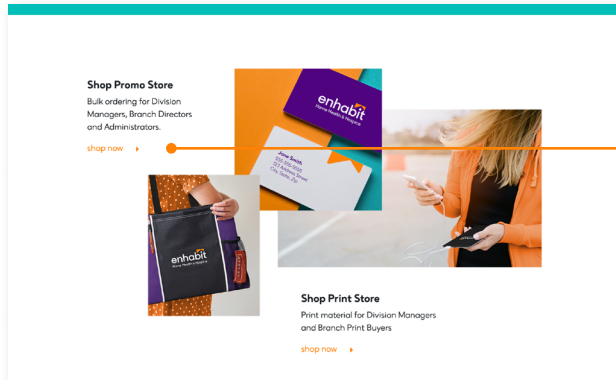
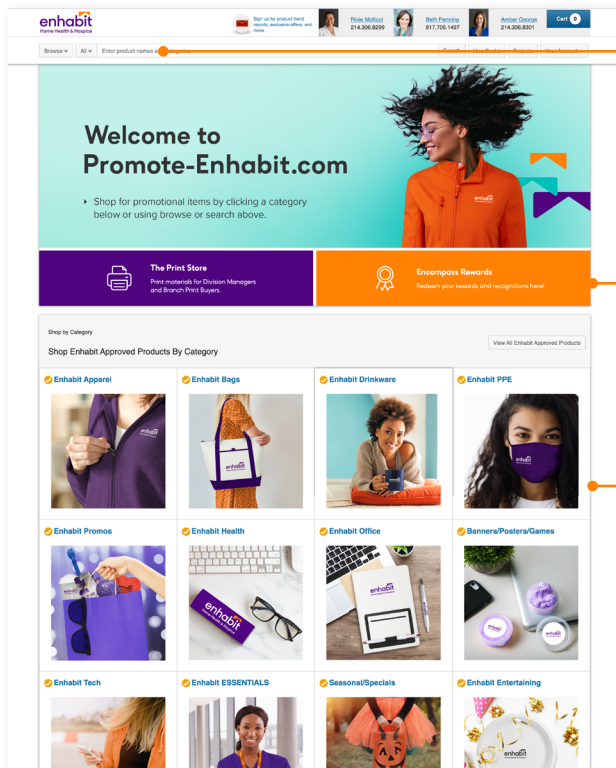


Portal User Guide



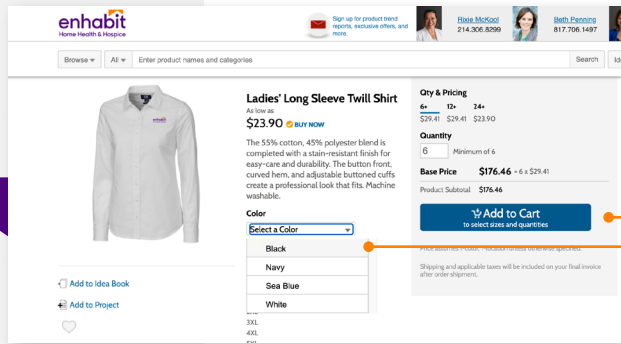
Find it. From the Promote-Enhabet.com landing page, click the Shop Now link on the Shop Promo Store tile.



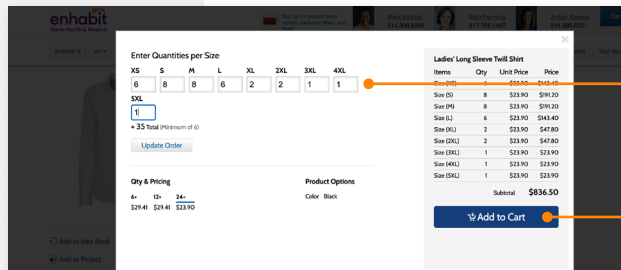
Welcome to Portal! Find products by browsing store categories or via keyword search. To search by category, click the "Browse" button in the top navigation and select your category. To search by keyword, simply type the keyword in the "Search" bar and click "Search".

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.

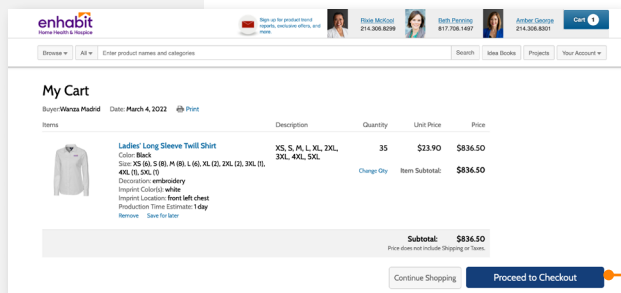


Select a color and click the “Add to Cart” button from any product page.

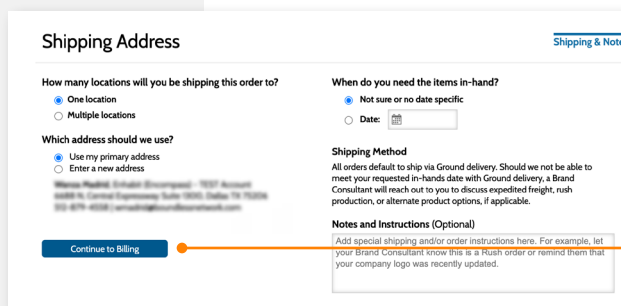


Enter the quantity for each size.

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”.

Shipping Address

How many locations will you be shipping this order to?

☐ One location

☒ Multiple locations

Your Brand Consultant will contact you within 24 hours of receiving your Order Request to collect and confirm shipping addresses and instructions.

For your convenience, you may use the Notes and Instructions section to enter multiple Ship-to locations.

Continue to Billing

When do you need the items in-hand?

☒ Not sure or no date specific

☐ Date:

Shipping Method

All orders default to ship via Ground delivery. Should we not be able to meet your requested in-hands date with Ground delivery, a Brand Consultant will reach out to you to discuss expedited freight, rush production, or alternate product options, if applicable.

Notes and Instructions (Optional)

Add special shipping and/or order instructions here. For example, let your Brand Consultant know this is a Rush order or remind them that

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

Billing Information

Payment Process

We will contact you with any questions or issues (if any). Once your entire order has shipped, the invoice will be generated.

Select payment type

☒ Credit card

☐ *3 digit Branch code; for DMs use "DM"

Back to Shipping

Continue to Order Review

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.

Review Your Order

Please verify the order details and shipping & billing information included below. Clicking "Place Order" will submit this order request to your Brand Consultant so they can review and confirm details. You will also receive an Order Acknowledgment email with the order details listed below.

Shipping Info

One Ship-To Location

Waco, Madrid
Enhabit (Encompass) - TEST Account
6608 N. Central Expressway Suite 1000
Dallas TX 75206
US
512-679-4558
www.enhabit.com/encompass

Billing Info

Pay by *3 digit Branch code for DMs use "DM"

Michelle Dallmeier
6608 N. Central Expressway Suite 1000
Dallas TX 75206
US
CNA 239-4500

Order Summary

Items	Order Total before applicable taxes and freight
	\$836.50

You must be an approved buyer to use the Inquire option in your billing system. Please note if billing by company code, all invoices will be sent for company vs. your billing address.

Place Order

Items	Change Cart	Description	Quantity	Unit Price	Total
		Ladies' Long Sleeve Twill Shirt Color: Black Size: XS (S), S (M), M (L), L (XL), XL (2X), 2X (3X), 3X (4X) 4XL (5X), 5X (6X) Decorations: embroidery Impress: Calicut white Impress Location: front left chest Production Time Estimate: 1 day	35	\$23.90	\$836.50
Item Subtotal:					\$836.50

Shipping and taxes are not included. The final total will be provided after your Brand Consultant confirms order details and shipping method has been selected.

Review your 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.