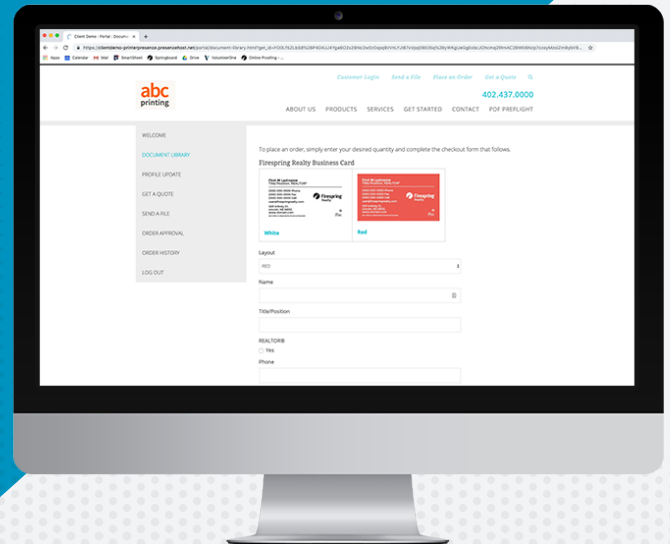# CUSTOMER PORTAL

YOUR GATEWAY TO ULTIMATE CONVENIENCE

WHAT CAN A CUSTOMER PORTAL DO FOR YOU?

A customer portal is your very own password-protected area. It's your private website within our website that makes it easy for you and others in your organization to do business with us.

Think of your portal as one handy location where you can:

- Place orders from your personalized catalog.
- Approve your order(s) and view your order history.
- Make payments.
- Place new orders.
- Request estimates.
- Send files.
- View proofs.

Do you have multiple people responsible for ordering?

No problem.

We'll set them all up to see and manage their own items.

PrinterPresence®

Your website. Your way.

CUSTOMER PORTAL FEATURES

REQUEST AN ESTIMATE
Have a new job you'd like us to quote? Simply enter the job specifications from your portal and we'll get back to you with an estimate in a flash.

ORDER ONLINE
Browse your document library, choose a quantity and we'll do the rest. You'll receive confirmation of your order and we'll deliver it to your door or prepare it for pickup—your choice!

SEND A FILE
Avoid the hassles of file size restrictions and potential corruption issues commonly associated with email attachments. You can safely send us your files from your portal—even the big ones (up to one gigabyte)—and we'll handle the job.

VIEW A PROOF
Receive proofs via email—gone are the days of waiting around for a delivery. Approve your proof or request changes using the feedback form and we'll let you know as soon as we've posted an updated proof for your review.

ORDER APPROVAL
Want to approve orders before they're sent to production? No problem. When an order is placed by someone in your organization, we'll send an email to the appropriate person to approve or deny the order. Just let us know which employees you want to have access to the order approval feature and we'll get them set up.

ORDER HISTORY
View all of your past orders, keep track of the status of your current orders and export the details if you want to. Your order history makes it easy for you to quickly reorder common projects by choosing the quantity and clicking the reorder button.

ONLINE PAYMENTS
You're busy enough as it is. That's why we give you a simple and secure payment form to make it easy to quickly pay an invoice without using a stamp or picking up a phone.

LOG IN AND USE YOUR PORTAL TODAY!