## 2025

# Marketing Orders & Customizable Materials Agent Portal





# Physical Orders



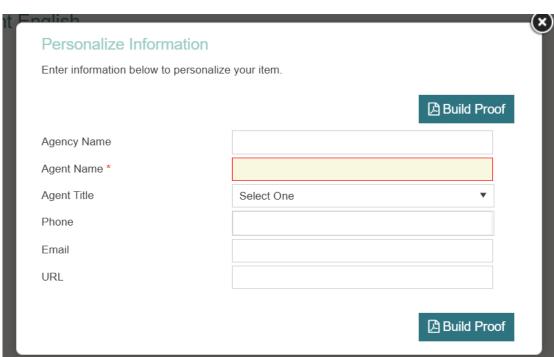


## Placing a Physical Order

1. Log into Agent Portal. Under Marketing Materials, select piece



2. Use pop-up window to personalize your piece - click Build Proof



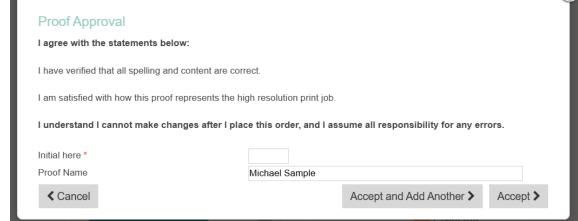
### 3. Review proof (this is not final artwork)

- If approved, click continue
- If you need to share, download proof PDF

### 4. Complete proof approval

- Initial and accept
- Add another to select other pieces



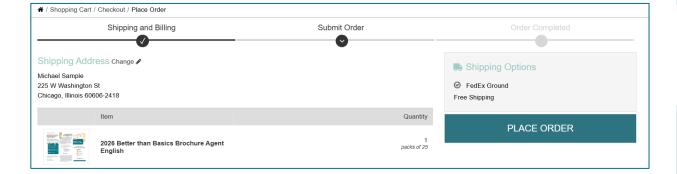


### 5. Select delivery: Physical

- With this option, your materials will be mailed via UPS
- Remember to add quantities

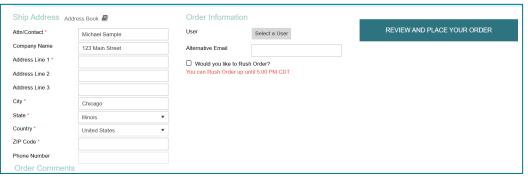


#### 7. Place order

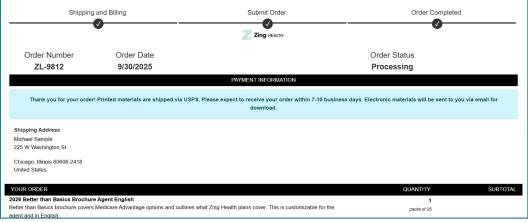


## 6. Complete shipping form, review and place order

- Provide detailed information
- Share any delivery specifications



8. Order completed: You will receive an email confirmation for your records



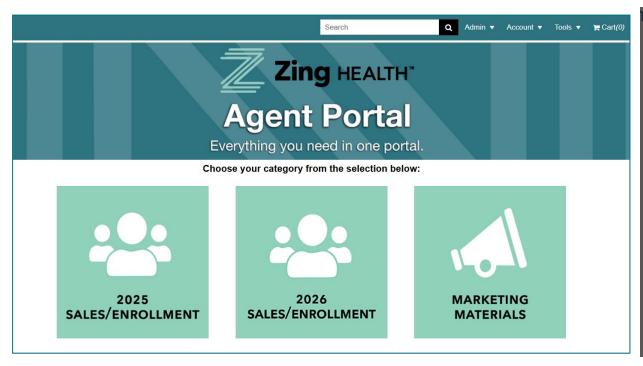
# ::Electronic Orders



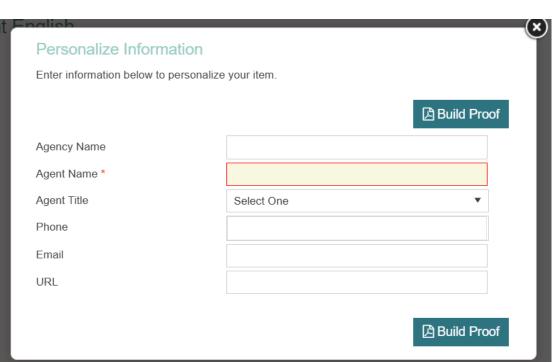


## Placing an Electronic Order

1. Log into Agent Portal. Under Marketing Materials, select piece



2. Use pop-up window to personalize your piece - click Build Proof



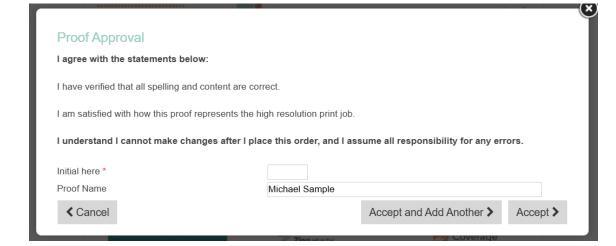
### 3. Review proof (this is not final artwork)

- If approved, click continue
- If you need to share, download proof PDF



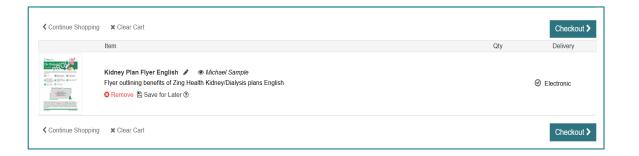
### 4. Complete proof approval

- Initial and accept
- Add another to select other pieces

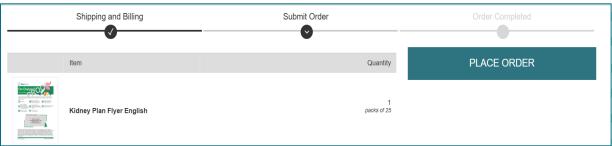


### 5. Select delivery: Digital

• With this option, you will receive material via email ready for download



### 6. Place Order



### 7. Order completed

- You will receive an email confirmation for your records
- Second email will follow with your files ready to be downloaded

