

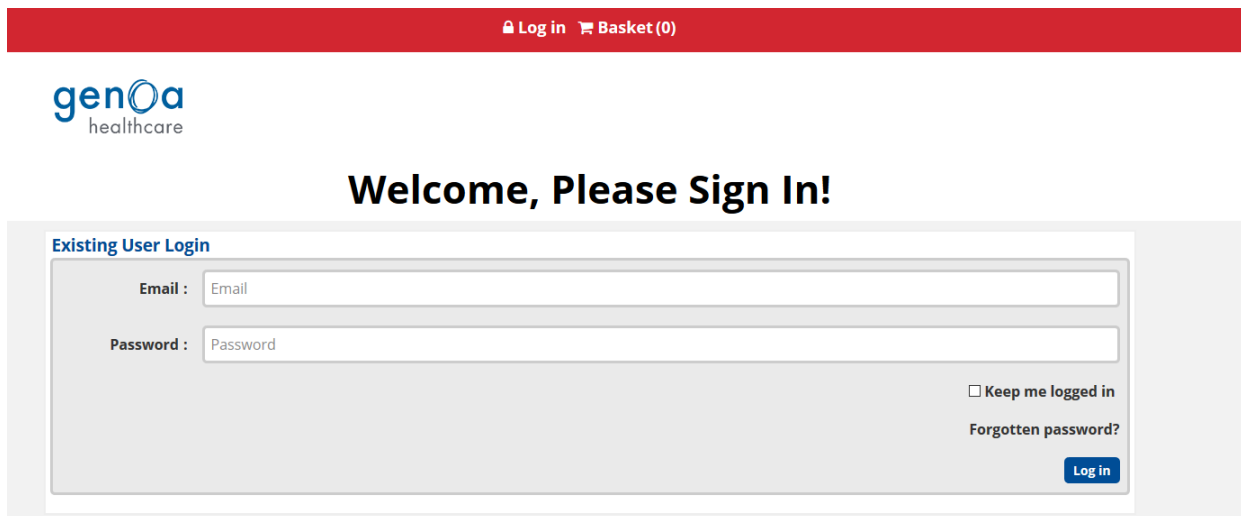
User Guide: Marketing Material Order Site

Login at: <https://genoa.printtechofwpa.com>

For questions or support, please reach out to:

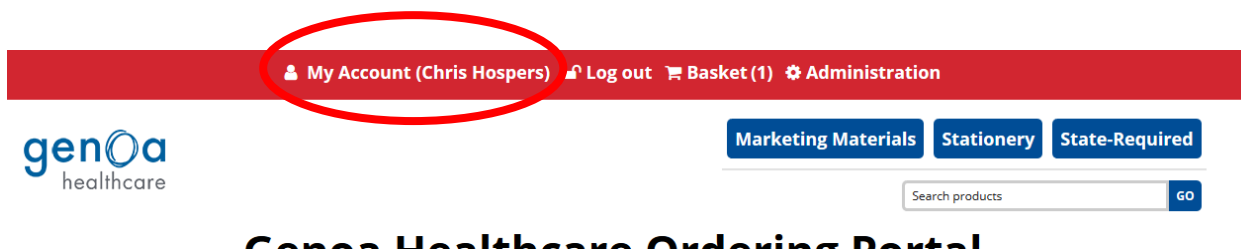
- Technical support: websitesupport@printtechofwpa.com
- Questions about an order: pamm@printtechofwpa.com
- Questions about the marketing materials: marketing@genoahealthcare.com

If this is your first time logging in, click on **Forgotten Password** and follow the steps to reset your password (it will simply ask for your email address and send the reset link via email).



The screenshot shows the top navigation bar with "Log in" and "Basket (0)". Below is the "genoa healthcare" logo and the heading "Welcome, Please Sign In!". The main content area is titled "Existing User Login" and contains a form with "Email:" and "Password:" fields, a "Keep me logged in" checkbox, a "Forgotten password?" link, and a "Log in" button.

Upon login, please review your site information under the My Account link at the top of the page:



The screenshot shows the user account page with a red navigation bar containing "My Account (Chris Hospers)", "Log out", "Basket (1)", and "Administration". The "My Account (Chris Hospers)" link is circled in red. Below the navigation bar are buttons for "Marketing Materials", "Stationery", and "State-Required", a search bar with "Search products" and a "GO" button, and the heading "Genoa Healthcare Ordering Portal".

Please double check that all information in the main **My Account** page (same as Customer Info on the left hand navigation) and the **Addresses** page are correct and make any necessary updates. This is the address that will populate your shipping information when you place an order.

My Account (Emily Gilbert) Log out Basket (0)

genoa healthcare

Marketing Materials State-Required Stationery Custom Orders

Search products GO

My Account

My account

- Customer Info
- Addresses
- Orders
- Change password
- Saved Projects

Your Personal Details

First Name : Emily

Last Name : Gilbert

Email Address : egilbert@genoahealthcare.com

Site Number

Site Number : Company name

Your Address

Address Line 1 : 3140 Neil Armstrong Blvd.

Address Line 2 : Suite 110

City : Eagan

Country : United States

State : MN

Zipcode : 55121

Your Contact Information

Phone : 6514474417

My Account (Emily Gilbert) Log out Basket (0)

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Marketing Materials State-Required Stationery Custom Orders

Search products GO

My Account

My account

- Customer Info
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+ Add new

Shipping Billing Address:

Emily Gilbert Address: : 3140 Neil Armstrong Blvd, Suite 110, Eagan, MN, 55121, United States

After logging in you will have access to three categories:

- 1) Marketing Materials (signage, printed communication and promotional items)
- 2) Stationery (Envelopes, Letterhead, Badge, Business Card and Magnets)
- 3) State Required Signage



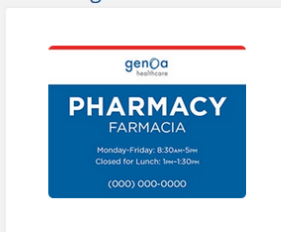
Genoa Healthcare Ordering Portal

Featured categories

Marketing Materials

Stationery

State-Required



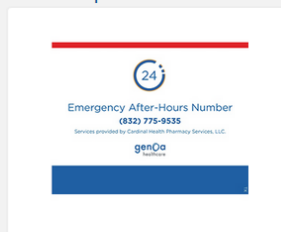
Select from multiple different products you can edit!

[View](#)



Choose between these Miscellaneous items to best suit what you need!

[View](#)



Select the State-Required item you need!

[View](#)

Would you like to order a custom **product**? Check out the **Form** page.

Ordering Process

- 1) Navigate to category then to the items you wish to order.
- 2) **Static Items:**
 - a. Choose the desired quantity and select add to basket

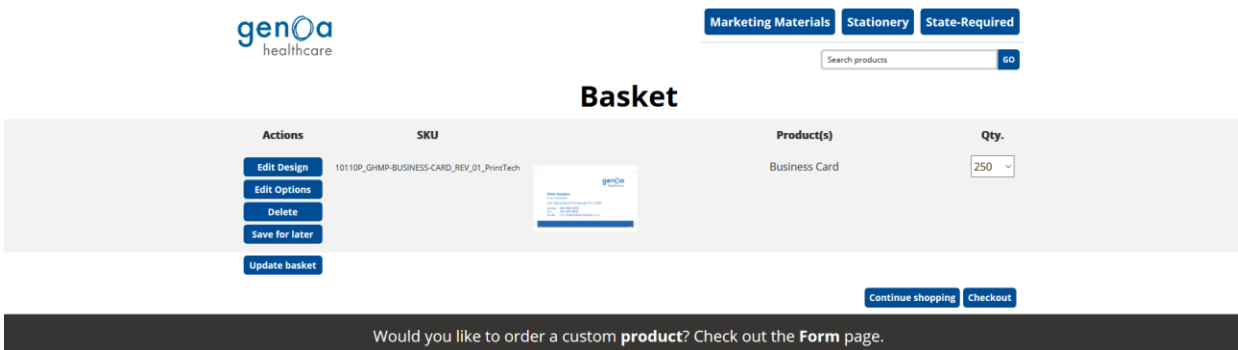


- 3) **Variable Items:** For variable items you will see a live preview of your product. The fields are automatically populated with name, title, address, phone number, fax number and email. If you wish to make changes to these fields, do so in the form on the right hand side of the page.
- a. Once the fields are populated correctly, you can do one of four things:
 - i. Download Preview, which will allow you to save a PDF to your desktop for review
 - ii. Add to Basket, if ready to proceed with your order
 - iii. Save as Project, so you can save in the portal and review later for additional changes
 - iv. Restart, which will bring you back to the beginning



The screenshot shows the 'Genoa Healthcare Ordering Portal' interface. At the top, there is a search bar and a 'GO' button. Below the search bar is the title 'Genoa Healthcare Ordering Portal' and a 'Back' button. The main content area is titled 'Business Card' and features a preview of a business card for Chris Hospers, Vice President, with contact information for 250 Alpha Drive in Pittsburgh, PA. To the right of the preview is a form with fields for Name, Title, Address One, Address Two, City, State, and Zip. Below the form are buttons for 'Download Preview', 'Add to Basket', 'Save as project', and 'Restart'. On the left side of the preview, there are 'Page Controls' and a 'Reset' button.

- 4) Ready to order? Proceed to your **Basket**.
- a. Here you can view, edit, change the quantity, or save for later any of the products you've added to your basket. Ready to check out? Click Checkout.



The screenshot shows the 'Basket' page. At the top, there are filter buttons for 'Marketing Materials', 'Stationery', and 'State-Required', along with a search bar and a 'GO' button. The main content is a table with the following columns: 'Actions', 'SKU', 'Product(s)', and 'Qty.'. The table contains one row for a 'Business Card' product with a quantity of 250. The 'Actions' column for this row includes buttons for 'Edit Design', 'Edit Options', 'Delete', 'Save for later', and 'Update basket'. Below the table, there are 'Continue shopping' and 'Checkout' buttons. At the bottom of the page, a dark banner contains the text: 'Would you like to order a custom product? Check out the Form page.'

- 5) The **Checkout** process walks you through the final steps to place your order:
- Verify billing address (which is always the default address attached to your account)
 - Verify delivery address (if different from the billing)
 - Verify delivery method (FedEx)
 - Confirm your order (after which, you will be taken to the Order Reference page, which will display your order number)

Once you confirm your order:

- You'll see an **Order Reference** page, which will display your order number.
- You will receive an **Order Confirmation** via email.
- When your order ships, you'll receive a **Shipment Notice** via email that includes a tracking number

Saved Projects

- 1) To access your saved projects, click on **My Account** at the top of the screen, which will take you to your account page. On the left is link for saved projects.

My Account (Chris Hospers) | Log out | Basket (0) | Administration

genOa healthcare

Marketing Materials | Stationery | State-Required

Search products

My Account

My account

- Customer info
- Addresses
- Orders
- Change password
- Saved Projects

Your Personal Details

First Name :

Last Name :

Email Address :

Your Address

Address Line 1 :

Address Line 2 :

City :

Zipcode :

Country :

State :

- 2) Once in the Saved Projects screen you can continue edit, delete or give your custom project name.

My Account (Chris Hospers) | Log out | Basket (0) | Administration

genOa healthcare

Marketing Materials | Stationery | State-Required

Search products


My Account

My account

- Customer info
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- Saved Projects

Saved Projects

Search in saved projects

View Saved Project	Details	Name	Additional Information
<input type="button" value="Continue editing"/>	<p>Product : Admin Business Card</p> 	Chris Hospers Business Card	<input type="button" value="Edit"/>

Would you like to order a custom **product**? Check out the **Form** page.

- 3) To order the product, click **Continue Editing** and follow step four above and click add to basket.