



## Ordering instructions for PromoLink Site

Bookmark this page or download instructions to your computer for future reference.

Then, in the future, you can log into the promo link site by click on the NATCI PromoLink log above.

### Ordering steps

- To view items, click on a catalog at the left. Some catalogs have sub-categories that may require you to click on Agent, Co-branded, or NATIC to view items.
- Click on the item you wish to order.
- Review all details of the item and enter the quantity you would like to order.
- Click on add to order. You will be able to add your imprint information at checkout time.
- To add more items to your order, click on continue shopping and repeat the steps above for each item you wish to order.
- When done adding items to your order, click on show basket. Below is what your basket will look like:

Ordering Site

https://dataguide.onet.net/cgi-bin/ver3/login.cgi

Logged in as naticagent | Logout

**Catalogs**

- Golf Balls
- Calendar Products
- Document Folders
- Drinkware
- Flashlights
- Golf Tees
- Keychains
- Housepads
- Notebooks
- Pens
- Print Marketing
- Sticky Notes
- USB
- Highlighter
- Mints

**Show Basket**

Item	Description	U/I	Price \$	Qty	AV	Uploaded File
60717	TITLEIST NXT GOLF BALLS	DZ/12	56.50	12	OK	<input type="button" value="Browse..."/> No file selected.
60037	NIKE DISTANCE GOLF BALL	DZ/12	29.20	12	OK	<input type="button" value="Browse..."/> No file selected.
						<b>Freight</b> 0.00
						<b>Sales</b> 0.00
						<b>Tax</b> 0.00
						<b>Total</b> 1028.40

The \* indicates that you may have ordered more than you intended.

**Totals: Line Items 2 Billable \$1028.40**

Upload your logo, photos, or other artwork you want included on each item using the browse button to locate the files on your computer then click the upload files button below.

If the information (logo etc.) you want included is the same for each item, you only need to upload it once. If any items will include different information (logo etc.)upload those files next to the appropriate item.

Click finish order to add your address, phone numbers, and additional information.

**You don't have to upload your logo to continue. Click Finish Order below to add your shipping and billing information and submit your order.**

We will contact you to get your logo if your order arrives without one. You will receive a complete proof for your approval before the order goes to production.

[Continue Shopping](#) | [Recalculate](#) | [Finish Order](#) | [Upload Files](#)

For questions or comments, please send an email to: support@dataguide.com, newton@dataguide.com

- Now you can upload logos/photos/artwork for your items.
- Click on the browse button next to the item you want to upload logos/photos/artwork for.
- A window will open so that you can find the logos/photos/artwork on your computer.

-Locate the logos/photos/artwork on your computer and double click on that file.

-The uploaded logos/photos/artwork will show next to the item that you chose.

-Repeat the above 3 steps for each item.

**NOTE:** If all items will use the same logos/photos/artwork, you only need to upload the logos/photos/artwork on one of the items.

-The below image shows what your screen will look like once you selected the logos/photos/artwork:

The screenshot shows the NATIC PromoLink web application. The browser address bar displays "https://dataguide.onet.net/cgi-bin/ver3/login.cgi". The page header includes the NATIC logo and "PromoLink a service of NATIC". The main content area is titled "Catalogs" and features a sidebar with various product categories. The central table lists two items: "TITLEIST NXT GOLF BALLS" and "NIKE DISTANCE GOLF BALL". Both items have a quantity of 12 and a price of \$6.50. The "Uploaded File" column shows that a file named "natic\_promolinklogo\_480x64\_032014(2)(1).jpg" has been uploaded for the first item. The "Show Basket" button is visible in the top right corner.

Item	Description	U/I	Price \$	Qty	AV	Uploaded File
60717	TITLEIST NXT GOLF BALLS	D2/12	66.50	12	OK	<input type="button" value="Browse..."/> natic_promolinklogo_480x64_032014(2)(1).jpg
60037	NIKE DISTANCE GOLF BALL	D2/12	29.20	12	OK	<input type="button" value="Browse..."/> No file selected.
				Freight	0.00	
				Sales	0.00	
				Tax	0.00	
				Total	1028.40	

The \* indicates that you may have ordered more than you intended.

**Totals: Line Items 2 Billable \$1028.40**

Upload your logo, photos, or other artwork you want included on each item using the browse button to locate the files on your computer then click the upload files button below.

If the information (logo etc.) you want included is the same for each item, you only need to upload it once. If any items will include different information (logo etc.) upload those files next to the appropriate item.

Click finish order to add your address, phone numbers, and additional information.

**You don't have to upload your logo to continue. Click Finish Order below to add your shipping and billing information and submit your order.**

We will contact you to get your logo if your order arrives without one. You will receive a complete proof for your approval before the order goes to production.

[Continue Shopping](#) | [Recalculate](#) | [Finish Order](#) | [Upload Files](#)

-Once all of the files needed are showing next to the items, click on upload files. This is what you will see after you click upload files:

The screenshot shows the NATIC PromoLink web application. The browser address bar displays "https://dataguide.onet.net/cgi-bin/ver3/login.cgi". The page header includes the NATIC logo and "PromoLink a service of NATIC". The main content area is titled "Catalogs" and features a sidebar with various product categories. The central table lists two items: "TITLEIST NXT GOLF BALLS" and "NIKE DISTANCE GOLF BALL". Both items have a quantity of 12 and a price of \$6.50. The "Uploaded File" column shows that a file named "natic\_promolinklogo\_480x64\_032014(2)(1).jpg" has been uploaded for the first item. The "Show Basket" button is visible in the top right corner.

Item	Description	U/I	Price \$	Qty	AV	Uploaded File
60717	TITLEIST NXT GOLF BALLS	D2/12	66.50	12	OK	<input type="button" value="Browse..."/> natic_promolinklogo_480x64_032014(2)(1).jpg
60037	NIKE DISTANCE GOLF BALL	D2/12	29.20	12	OK	<input type="button" value="Browse..."/> No file selected.
				Freight	0.00	
				Sales	0.00	
				Tax	0.00	
				Total	1028.40	

The \* indicates that you may have ordered more than you intended.

**Totals: Line Items 2 Billable \$1028.40**

Upload your logo, photos, or other artwork you want included on each item using the browse button to locate the files on your computer then click the upload files button below.

If the information (logo etc.) you want included is the same for each item, you only need to upload it once. If any items will include different information (logo etc.) upload those files next to the appropriate item.

Click finish order to add your address, phone numbers, and additional information.

**You don't have to upload your logo to continue. Click Finish Order below to add your shipping and billing information and submit your order.**

We will contact you to get your logo if your order arrives without one. You will receive a complete proof for your approval before the order goes to production.

[Recalculate](#) | [Finish Order](#) | [Upload Files](#)

-Now click on finish order.

-Fill in all required fields (marked with an\*) and enter any additional information or instructions on what should be imprinted on each item in the large box provided at the bottom of the screen:

File Edit View History Bookmarks Tools Help

Ordering Site

https://dataguide.onet.net/cgi-bin/ver3/login.cgi

Google

Logged in as naticagent | Logout

**NATIC** NORTH AMERICAN TITLE INSURANCE COMPANY

**PromoLink** a service of NATIC

New Order Show Basket

Catalogs

- Golf Balls
- Calendar Products
- Document Folders
- Drinkware
- Flashlights
- Golf Tees
- Keychains
- Mousepads
- Notepads
- Pens
- Print Marketing
- Sticky Notes
- USB
- Highlighter
- Mints

Billing Address: Same as ship-to

Company

Attn

Address

City

State

Zip

Delivery Instructions

E-mail Address

Print

**Inventory availability**

Item	Description	U/I	Price \$	Qty	OK	File
60717	TITLEIST NXT GOLF BALLS	DZ/12	56.50	12*	OK	File: natic_promolinklogo_480x84_032014(2)
60037	NIKE DISTANCE GOLF BALL	DZ/12	29.20	12*	OK	(1).jpg
					Freight	0.00
					Sales	0.00
					Tax	0.00
					Total	1028.40

The \* indicates that you may have ordered more than you intended.

Totals: Line Items 2 Billable \$1028.40

Add info to be printed on items below:

Please use the same logo on both items.  
Add our phone number 800-343-0583 & website [www.dataguide.com](http://www.dataguide.com) under the logo.

Please type all address, phone numbers and contact information you want included on your items in the box above. A proof showing your logo and contact information will be sent for your approval before the order proceeds. Changes can be made at proof time.

If you have a promotional code you can enter it on the next screen, promo codes are case sensitive please enter code exactly as provided.

CHARGE CARD ABANDON

For questions or comments, please send an email to: [support@dataguide.com](mailto:support@dataguide.com), [marketing@dataguide.com](mailto:marketing@dataguide.com)

-Click on charge card.

-If you have a promo code enter it now, the next screen will show the details and then click on continue.

If you do not have a promo code, click on continue.

-Enter all credit card information and click on send order.

-Once your order has been sent, our art department will start working on proofs for each item.

-The proofs will be emailed to the email address you provided.

-Changes can be made at proof time before your items will be sent into production.

-Items will not be sent into production until we receive a proof approval from you.

**D | A | T | A | G | U | I | D | E**  
MARKETING, PRINT & ONLINE SOLUTIONS

Dataguide | 800-343-0583