



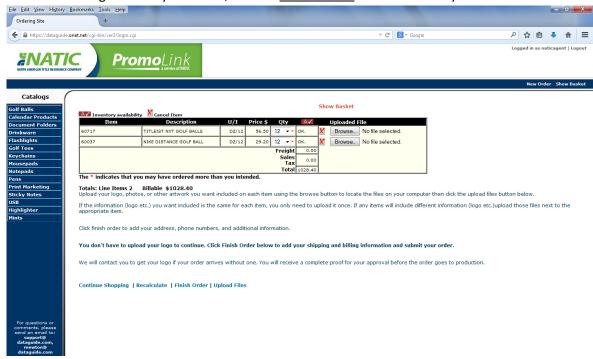
Ordering instructions for PromoLink Site

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 <u>continue shopping</u> 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:

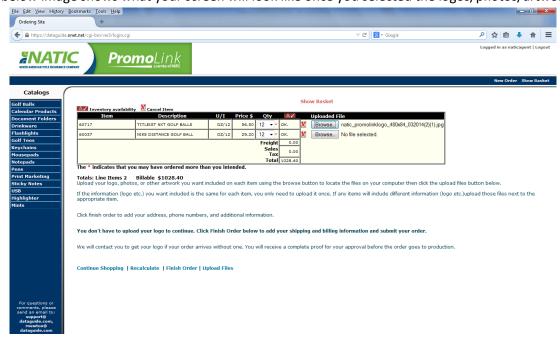


- -Now you can upload logos/photos/artwork for your items.
- -Click on the browse button next to the item you want to upload logos/photos/artwork for.
- -A window will open so that you can find the logos/photos/artwork on your computer.

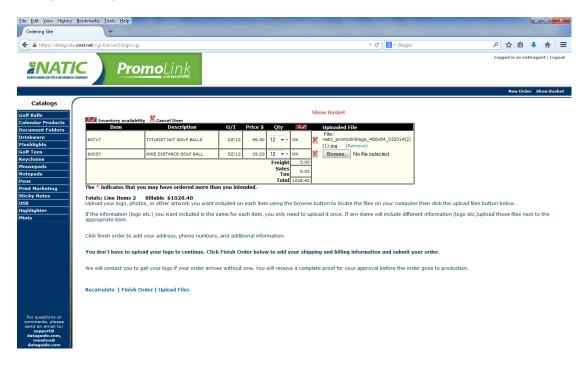
- -Locate the logos/photos/artwork on your computer and double click on that file.
- -The uploaded logos/photos/artwork will show next to the item that you chose.
- -Repeat the above 3 steps for each item.

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.

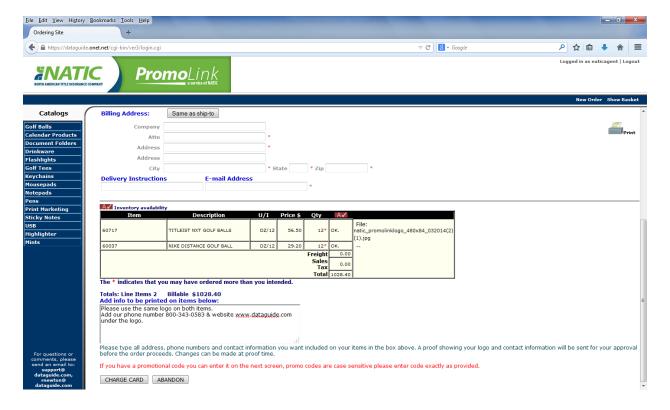
-The below image shows what your screen will look like once you selected the logos/photos/artwork:



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



- -Click on charge card.
- -If you have a promo code enter it now, the next screen will show the details and then click on <u>continue</u>. If you do not have a promo code, click on <u>continue</u>.
- -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.

