

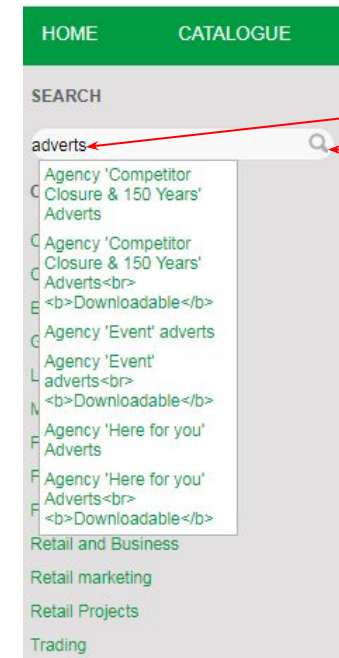
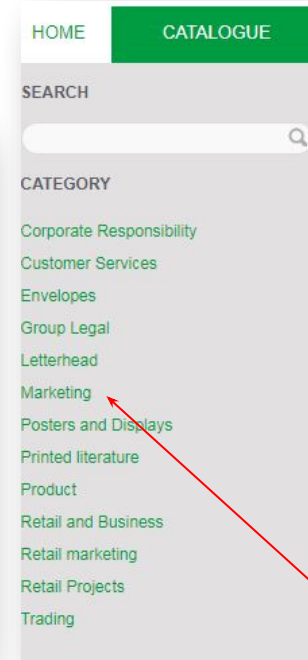
**YORKSHIRE  
BUILDING  
SOCIETY**

# Paragon PEP training guide for Agency Marketing Hub

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# Process for ordering Local adverts/leaflets

- Please ensure your activity has been agreed a month in advance with your Development Manager
- From the hub there is a link that takes you through to the log in page of our printers (Paragon) ordering system, which is called PEP <https://www.paragon-ebiz.com/index.jsp?ContractId=1044>
- Logon - if you don't know your Paragon PEP agency logon details speak to the user in your agency who places Paragon orders or speak to your DM
- Click on 'Catalogue' on the top menu bar
- Click on the 'Marketing' category on the left hand menu bar
- Type 'adverts' into your search bar and click the magnifying glass - this will give you all the agency advert/leaflet options



Type 'Adverts' into your search bar

Then Click on the Magnifying glass

# Local adverts/leaflets - PEP system

The image displays six screenshots of the PEP system interface, each showing a different advert option. Each screenshot includes a preview of the advert, a title, a code, a pack quantity, and an 'ORDER' button. Red arrows point from the 'ORDER' buttons to red boxes containing explanatory text.

Advert Title	Code	Pack qty	Button Label
Agency 'Here for you' Adverts For Printing	01YBM12202	1	ORDER
Agency 'Here for you' Adverts Downloadable	01YBM12202D	1	ORDER
Agency 'Competitor Closure & 150 Years' Adverts For Printing	01YBM12203	1	ORDER
Agency 'Competitor Closure & 150 Years' Adverts Downloadable	01YBM12203D	1	ORDER
Agency 'Event' adverts For Printing	01YBM12210	1	ORDER
Agency 'Event' adverts Downloadable	01YBM12210D	25	ORDER

For printing i.e. leaflets/ Doordrops

Downloadable i.e. Ads for press

Green 'order' button

- You will see that there are two versions of each set of adverts i.e. one of which is labelled 'For Printing' (this is for ordering printed leaflets) and one which is labelled 'Downloadable' (which is for ordering downloadable adverts to use in local press)
- To pick your advert click on the green 'order' button and this will allow you to build your advert by selecting images and/or event dates from a drop-down list(s) on the left.

# Local adverts/leaflets - PEP system

Choose your background – image/message. *Scroll down for more background options*

For event templates choose your date and time as well as image/message. *Scroll down for full months and times list*

- Check the address for your agency has pulled through as you would expect on your advert. If address changes are necessary before you place the order contact [retailcampaigns@ybs.co.uk](mailto:retailcampaigns@ybs.co.uk) so these can be updated
- Order your printed leaflets and/or downloadable version if it is for local press
- Your DM will then receive an approval notification for your order. They will approve within 48 hours
- Once the DM has approved your leaflet print order the leaflets will be printed and then delivered to your office, usually within 8 working days.

# Downloading press adverts - PEP system

Once the DM has approved your downloadable advert for press you will need to download the advert as follows:

- From Paragon PEP home screen - click on 'order history'
- Click on your PEP order reference number

Click on order history

Click on your PEP order reference number

**YORKSHIRE BUILDING SOCIETY**

HOME CATALOGUE **ORDER HISTORY** STOCK LEVEL BUYERS REPORTS MY DATA

**ORDER HISTORY**

PEP ORDER REF	CLIENT REF	ORDER DATE	BUYER
4175882	Susan Firth	18/12/19	CLECKHEATON
4175639	Amy Bartholomew	18/12/19	HALIFAX
4175069	THIS IS A TEST	18/12/19	01 PCC_YBS_Mar
4174703	THIS IS A TEST	18/12/19	ASHSTEAD
4174667	andrea/mandy	18/12/19	DOWNEND
4174574	THIS IS A TEST	18/12/19	01 PCC_YBS_Use
4174559	THIS IS A TEST	18/12/19	01 PCC_YBS_Use

STATUS: -- All orders --

View Delivery Address

Search: Enter your search string

Anywhere in text

PEP Order No: Enter your orderid

SAVED BASKET

# Downloading press adverts - PEP system

- At the bottom of the screen click on the download button

Your downloads remain in your order history, so if you wish to use the same advert more than once please pick it up from here rather than placing another order, to avoid YBS being incurred additional cost.

Buyer: 01 PCC\_YBS\_Man      Cost Centre:

Authorised: 01 PCC\_YBS\_Man

Test Mode? False


Invoice to: YBS - Cost Support  
Yorkshire Building Society  
Cost Support  
Yorkshire House Yorkshire Drive  
Bradford  
BD5 8LJ  
UK

Deliver to: YBS - C/O Hine Downing Solicitors  
Yorkshire Building Society  
Hine Downing Solicitors and Financial Advisers  
9 Killigrew Street  
Falmouth  
TR11 3PG  
UK

Comments (249 chars max):

Comments (249 chars max):

ITEM CODE	NAME	STATUS	UNIT QTY	UNITS REQUIRED	URGENT?	COST CENT
BM12202D	Agency 'Here for you' Adverts Downloadable Your ref (this item) : Show multipage preview	Acknowledged	1	1	Standard	

ITEMS	NAME	DOWNLOAD
	Agency 'Here for you' Adverts Downloadable	 Download

[EDIT ORDER LINES](#)

Click to download  
your advert for  
press