

Customer Portal:
YOUR GATEWAY TO

CONVENIENCE

WHAT CAN A CUSTOMER PORTAL DO FOR YOU?

Customer Login Create An Account Password Reset

Log In

To access your online order center, enter your username and password into the fields below. If you have forgotten or misplaced your password, reset it below. If you don't have an online order center set up and are interested in one, please call or contact us online.

Username *

Need A Username?

Password *

Forgot Your Password?

LOG IN

A customer portal is your very own password-protected area, it's your private website within our website that makes it easy for you and others in your organization to do business with us.

Think of your portal as a digital Swiss army knife that allows you to:

- **Place orders from a personalized catalog.**
- **Approve your order(s) and view your order history.**
- **Make a payment.**
- **Place a new order.**
- **Request an estimate.**
- **Send a file.**
- **View a proof.**

Do you have multiple people ordering? No problem—we'll set them up!

Get started by going to our website at www.seagateprinting.com and logging in by clicking on "Customer Login" on the header bar.

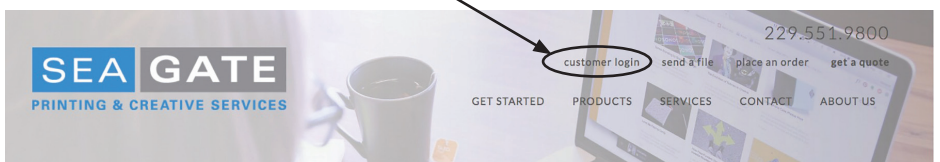
SEA GATE
PRINTING & CREATIVE SERVICES

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Thomasville, GA 31792

229.551.9800 P

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www.seagateprinting.com



You will be able to request that an account be created for you, so you will have access to your portal.

CUSTOMER PORTAL FEATURES

REQUEST AN ESTIMATE

Have a new job you'd like us to quote? Simply enter the job specifications from your portal and submit the request and we'll get back to you with an estimate in two shakes of a lamb's tail.

ORDER ONLINE

Browse your document library, choose a quantity and we'll do the rest. You'll receive confirmation of your order and we'll deliver it to your door or prepare it for pickup—your choice!

Document Library

To place an order click details and complete the form that follows. Your account representative will process the request and contact you as soon as possible. To view any file listed, click on the document's name or image.

| Item # | Item Name | Price | Subtotal | |
|---------|---|---------|----------|--|
| ad-2387 | Ad We use high quality, coated paper stock along with liquid inks to produce bright, beautiful, and smooth color tones that will reflect your professional image. | \$0.549 | N/A | Quantity <input type="text" value="1"/> <input type="radio"/> Add glossy finish <input type="radio"/> yes <input type="radio"/> no Graphic Design <input type="radio"/> Please design it for us <input type="radio"/> No design needed, artwork ready Upload your artwork <input type="button" value="Browse"/> No file selected. |

SEND A FILE

Save time and avoid the hassles and potential corruption issues commonly associated with email attachments. You can safely send us your files from your portal—that's right, even the big files (up to one gigabyte)—and we'll handle the job.

VIEW A PROOF

Receive an immediate email notifying you when you can view a proof—gone are the days of waiting around for a delivery. Approve your proof or request changes using the feedback form and we'll let you know as soon as we've posted an updated proof for your review.

ONLINE PAYMENTS

You're busy enough as it is. That's why we give you a simple and secure payment form to make it easy to quickly pay an invoice without using a stamp or picking up a phone.

ORDER APPROVAL

Want to approve orders before they're off to production? No problem. When an order is placed, we'll send you an email to approve or deny the order. Just let us know which employees you want to have access to the order approval feature and we'll get them set up.

| Order Items | Item # | Item Name | Quantity | Price | Subtotal | Status |
|-------------------------------|---------|---|----------------------------------|--------|----------|---|
| Approve <input type="radio"/> | en-2398 | Envelope | <input type="text" value="250"/> | \$0.32 | \$79.75 | Pending |
| Deny <input type="radio"/> | | Envelope Classic Business size envelopes that can be customized to the weight and texture of your choosing. Type of Envelope 70lb Bright White Upload your artwork | | | | |
| Order Total: | | | | | \$79.75 | <input type="button" value="Approve/Deny Items"/> |

ORDER HISTORY

View all of your past orders, keep track of the status of your current orders and export the details if you want to. Your order history makes it easy for you to quickly reorder common projects by choosing the quantity and clicking the reorder button.

Approval Form

Approval

- Approve as Provided
- Approve with Changes Indicated Below
- Request Another Proof Based on Comments Below
- Cancel this Project

Changes/Comments

Looks great! Thanks for the quick work!

Additional Info

I will provide a hard copy of the proof changes.

Your Name

Mary Smith

Your E-mail

**Log in and start using your portal today!
Give us a call at 229.551.9800 if you have questions,
and we can assist you.**