



User Guide to the Taylor Communications Portal

Revision Date: January 2018

Internal Use Only

CONFIDENTIAL INFORMATION: This document contains confidential information that is proprietary to Taylor Communications. Any unauthorized review, use, disclosure, or distribution is prohibited and may violate law.

Table of Contents

Section 1: Order.TaylorCommunications.com..... 3

- Purpose & Scope..... 3
- Portal Page..... 3
- Register for a New Account..... 4
- Forgot Your Password? 4
- Company Page..... 5
- Edit My Account..... 6

Section 2: Review/Revision History..... 7

- Purpose 7
- Review and Revision History..... 7

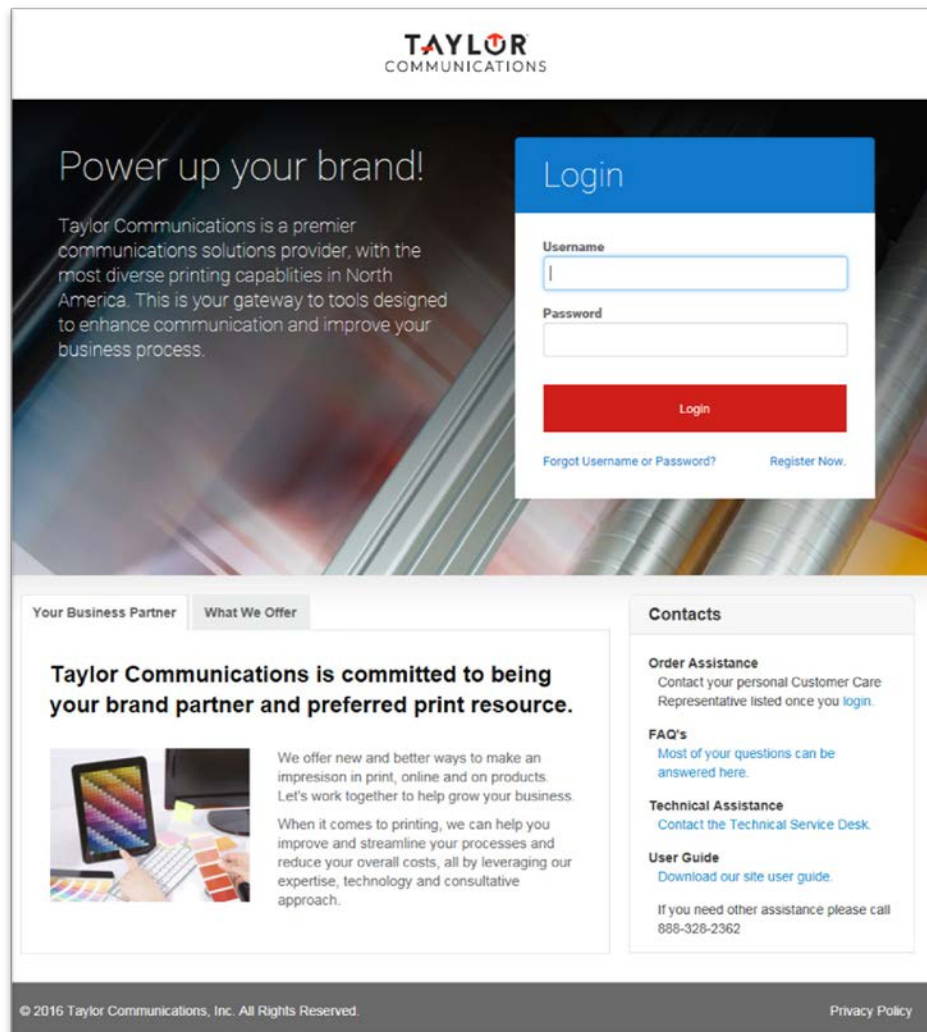
Section 1: Order.TaylorCommunications.com

Purpose & Scope

This section of the guide describes Order.TaylorCommunications.com and how it is used.

Portal Page

The portal page allows you to log into the portal. This page also contains news and information about Taylor Communications and the services available through this site.



Enter your username and password to log in to the site.

If you do not have an account, click the Register Now link to request one.

Register for a New Account

Use this form to request a user account. The fields with a red asterisk are required.

When you have finished entering information, click the submit button.

Be sure that your company name, e-mail address, and custom data (if you are instructed to enter any) is correct.

Forgot Your Password?

If you forget your password, you will need to change the password to re-establish your account.

Enter your username or e-mail address and click the Submit button.

Password change information will be sent to your e-mail address. Follow those instructions to change your password.

Company Page

When you have logged in, this page appears with your company information. Links to the tools you can use are on the left-hand side of the page. Click the link to access the tool.

The screenshot shows a user interface for Taylor Communications. At the top, the logo and a 'Logout' button are visible. The main content area has a 'Welcome!' heading and a 'Select your destination below to get started.' prompt. Three main navigation options are listed: 'Portal Management', 'ProCure', and 'STORE! Your Files & Documents'. Below this, there are tabs for 'Your Business Partner', 'What We Offer', and 'Company Messages'. A central message states: 'Taylor Communications is committed to being your brand partner and preferred print resource.' This is accompanied by an image of a person using a tablet and a keyboard. Text below the image reads: 'We offer new and better ways to make an impression in print, online and on products. Let's work together to help grow your business. When it comes to printing, we can help you improve and streamline your processes and reduce your overall costs, all by leveraging our expertise, technology and consultative approach.' On the right side, a 'Contacts' sidebar lists:

- Primary Contact:** Bob Smith, Customer Care Representative, 999-999-9999, Bob.Smith@TaylorCommunications.com
- Secondary Contact:** Ann Smith, Customer Care Representative, 999-888-8888, Ann.Smith@TaylorCommunications.com
- Company Primary Contact:** Robert Jones, Account Executive, 444-555-6666, RJones@MyComp.com
- Company Secondary Contact:** Smith Jones, Account Executive, 444-666-5555, SJones@MyComp.com

 Additional links include 'Account Profile', 'Edit my Account', 'FAQ's' (with a note that most questions can be answered here), and 'Technical Assistance' (with a link to contact the Technical Service Desk). The footer contains '© 2016 Taylor Communications, Inc. All Rights Reserved.' and a 'Privacy Policy' link.

Use this page to edit your account information or access news information about your company.

Edit My Account

Edit My Account

Fields marked with an * are required.

Username:

Password:

Confirm Password:

* First Name:

* Last Name:

Company Name:

Title:

* Address 1:

Address 2:

* City:

* State:

* ZIP Code:

* Country:

* Email:

* Phone:

Fax:

Custom Data:

[Taylor Communications Home](#)

The Edit My Account page is the registration page with your account information already provided. Leave the password fields blank to retain your current password. The fields with a red asterisk are required.

When you have finished entering information, click the submit button. Your account information will change immediately.

Section 2: Review/Revision History

Purpose

This section documents revisions made to the User Guide to the Taylor Communications Portal.

Review and Revision History

Review Date / Revision # & Date	Description/Reason	Author
January 2018	Issue of this guide in the Taylor Communications format.	Carol Lindsay