TAYLOR
COMMUNICATIONS

User Guide to the Taylor Communications Portal

Revision Date: January 2018

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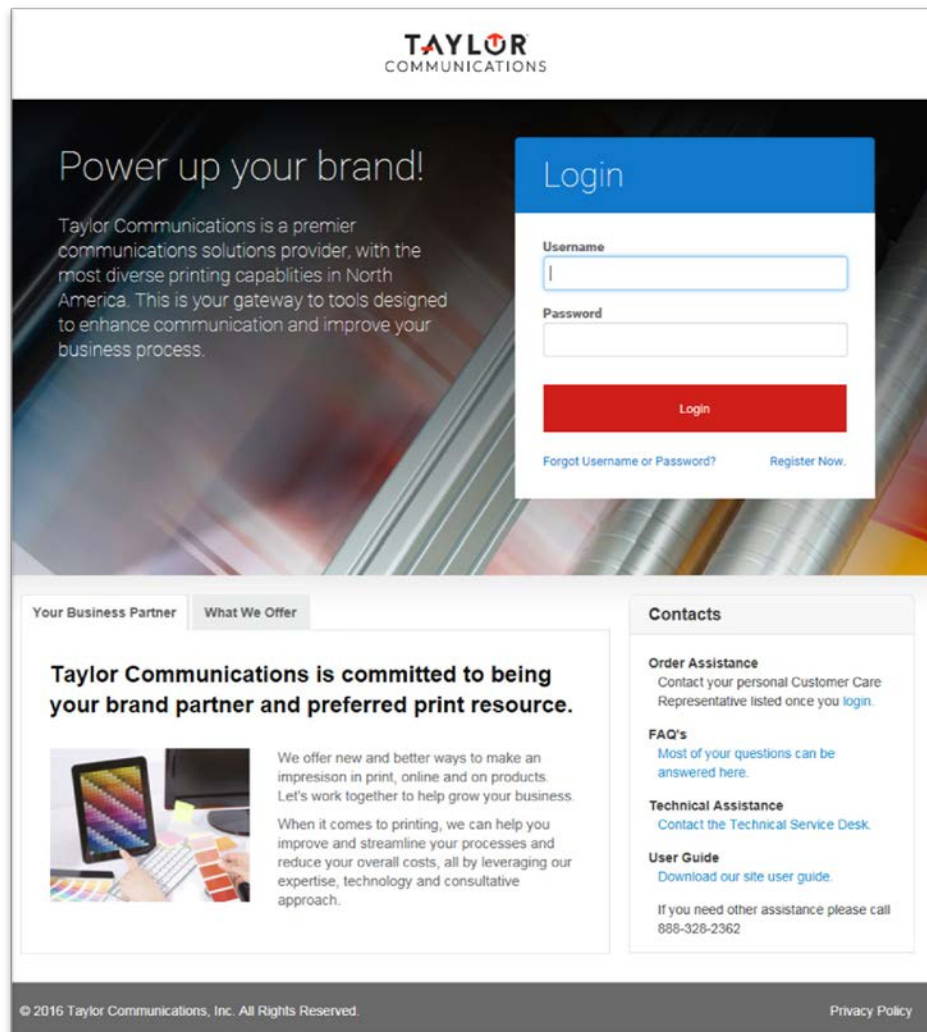
Enter your username and password to log in to the site.

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.

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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.

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

Edit My Account

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