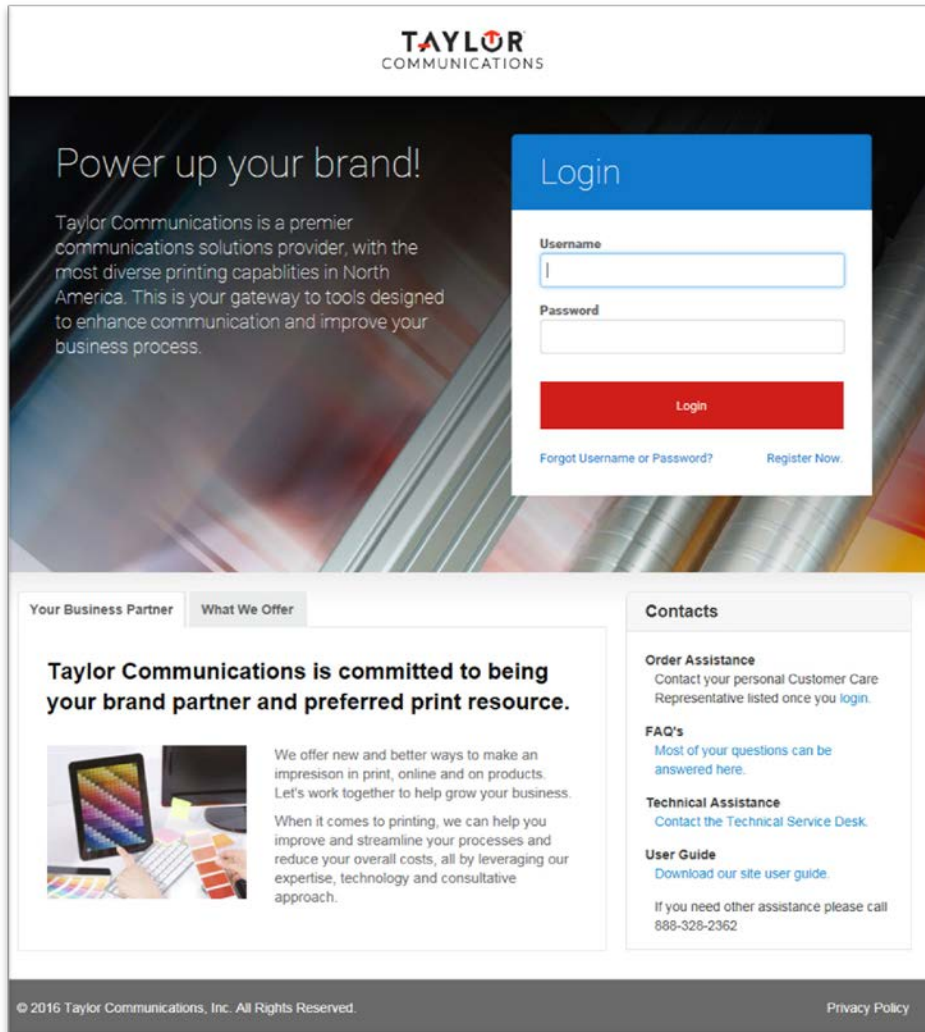




User Guide to the Taylor Communications Portal

December 2, 2016



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

The screenshot shows a registration form for Taylor Communications. At the top left is the Taylor Communications logo. Below it is a header 'Register'. A note states 'Fields marked with an * are required.' The form contains the following fields: Username, Password, Confirm Password, First Name, Last Name, Company Name, Title, Address 1, Address 2, City, State, ZIP Code, Country, Email, Phone, Fax, and Custom Data. The Custom Data field has a small note: 'Only fill in this field if you have been directed to by your Taylor Communications representative.' At the bottom of the form are 'Submit', 'Reset', and 'Cancel' buttons, and a link to 'Taylor Communications Home'. The footer contains '© 2016 Taylor Communications, Inc. All Rights Reserved.' and a 'Privacy Policy' link.

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.



A screenshot of a web form titled "Password Recovery" with a close button (x) in the top right corner. The form contains a label "Username or Email Address:" followed by a text input field and a "Submit" button.

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.

The screenshot shows a user dashboard for Taylor Communications. At the top, the Taylor Communications logo is on the left, and a 'Logout' button is on the right. Below the logo, a large banner area says 'Welcome!' and 'Select your destination below to get started.' with three links: 'Portal Management', 'ProCure', and 'STORE! Your Files & Documents'. Below the banner, there are three tabs: 'Your Business Partner', 'What We Offer', and 'Company Messages'. The 'Your Business Partner' tab is active, showing a message: 'Taylor Communications is committed to being your brand partner and preferred print resource.' Below this message is an image of a person using a tablet and keyboard, and a paragraph of text: '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.' To the right of the main content is a 'Contacts' sidebar with three sections: '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), and 'Company Primary Contact' (Robert Jones, Account Executive, 444-555-6666, RJones@MyComp.com). Below this is 'Company Secondary Contact' (Smith Jones, Account Executive, 444-666-5555, SJones@MyComp.com). At the bottom of the sidebar are links for 'Account Profile', 'Edit my Account', 'FAQ's', and 'Technical Assistance'. The footer of the page contains the copyright notice '© 2016 Taylor Communications, Inc. All Rights Reserved.' and a 'Privacy Policy' link.

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.

Edit My Account

Fields marked with an * are required.

Username:	<input type="text" value="AbiSmith"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
* First Name:	<input type="text" value="Abigail"/>
* Last Name:	<input type="text" value="Smith"/>
Company Name:	<input type="text" value="Staples Technology and Print Solutions 2.0"/>
Title:	<input type="text" value="Quality Engineer"/>
* Address 1:	<input type="text" value="YourCompany"/>
Address 2:	<input type="text" value="123 Main Street"/>
* City:	<input type="text" value="Omaha"/>
* State:	<input type="text" value="Nebraska"/>
* ZIP Code:	<input type="text" value="99999"/>
* Country:	<input type="text" value="United States"/>
* Email:	<input type="text" value="AbiSmith@Company.com"/>
* Phone:	<input type="text" value="333.333-3333"/>
Fax:	<input type="text"/>
Custom Data:	<input type="text"/>

[Taylor Communications Home](#)

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Thank you.