

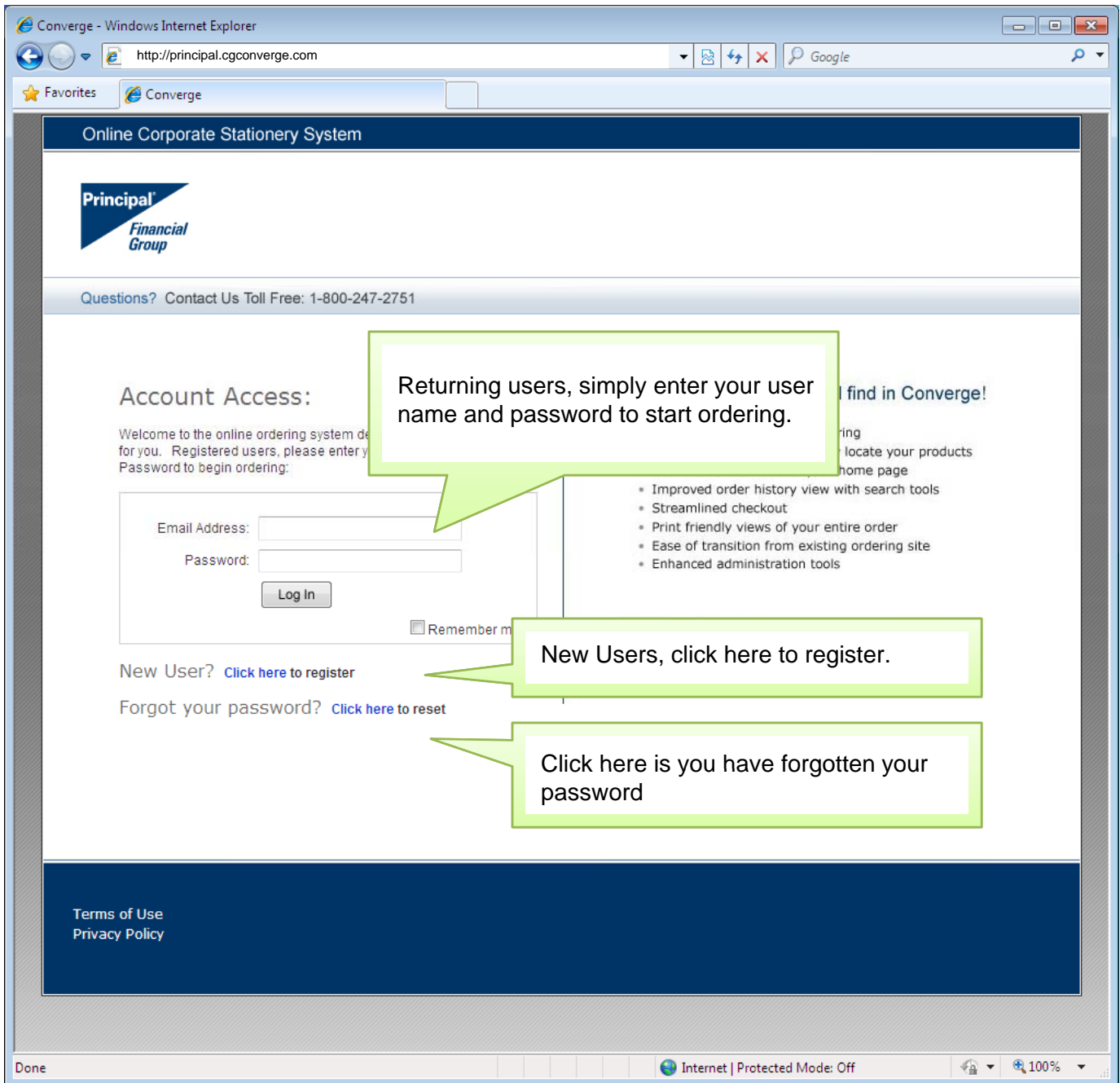
Welcome to Converge!

Welcome to Converge, the online system where fast and easy ordering meet!



Login Page

Use the login page to register as a new user, or if you are a returning user simply enter your email address and password to get started.

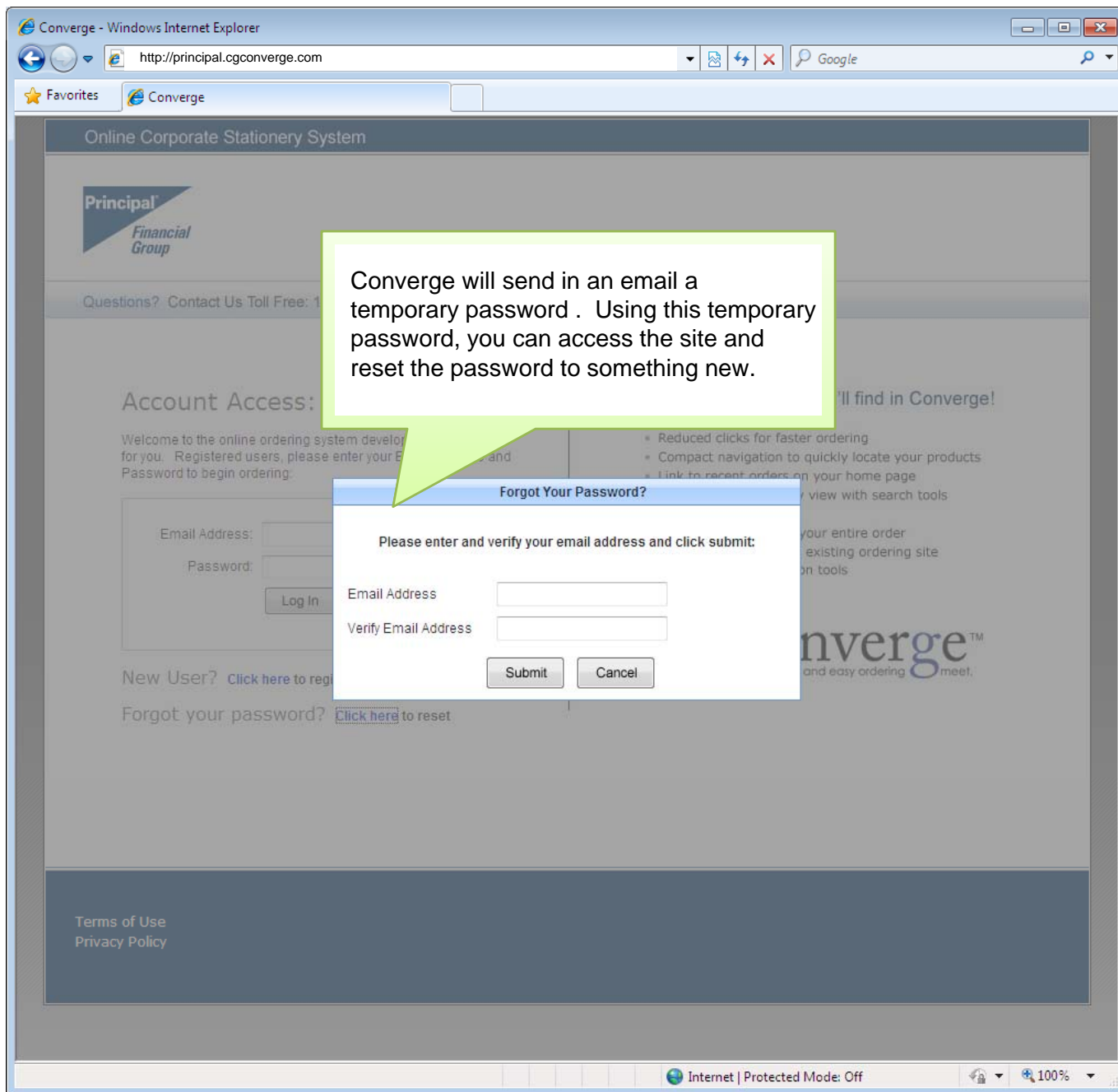


FAQ: Why do I need a user name and password?

Converge will store information based on your input, most often a username or email address. This saved information will be used for future orders, as well as accessing order history.

Resetting your Password

From the login page, select the link labeled: [Forgot your Password? Click here to reset](#)
The screen below will appear prompting for your email address.



FAQ: Why does Converge use a temporary password?

For security purposes we find that it protects the user to not have emails that contain actual passwords. For this reason the email will only contain a temporary password.

Registering as a new user

From the login page, select the link labeled: [New User? Click here to register](#)
The screen below will appear to begin the registration process.

Converge - Windows Internet Explorer
http://principal.cgconverge.com

Online Corporate Stationery System

Principal
Financial
Group

Questions? Contact Us Toll Free: 1-800-247-2751

Creating a new user:

To start your self registration, please complete the fields in the form below.

Email Address:

Company: *

Division: *

Converge will ask a few questions to start the registration.

Some information will be sent to the address provided.

- Our Customer Service department is here to assist you, the Toll Free number will be displayed at the top of each page.

Terms of Use
Privacy Policy

Done Internet | Protected Mode: Off 100%

FAQ: Why are there only 3 prompts?

Converge will dynamically load remaining prompts based on your selections.

Registering as a new user (continued)

Based on the your previous selections, Convergence will load the remaining prompts.

Convergence - Windows Internet Explorer
http://principaltest.cgconverge.com/Registration.aspx?SiteID=182

Online Corporate Stationery System

Principal Financial Group

Questions? Contact Us Toll Free: 1-800-247-2751

Creating a new user:

To start your self registration, please complete the fields in the form below.

Email Address: stomerservice@cgintl.com
Company: Principal Bank
Division: Principal Bank

Principal User ID:
Financial Resp Center: Choose One * 000

Name:
Designations: Choose One
Designations: Choose One
Designations: Choose One
Title 1:
Title 2:
Title 3:
Address 1:
Address 2:
City:
State: Choose One
Postal Code:
Phone 1: None Choose One
Phone 2: None Choose One
Phone 3: None Choose One
Phone 4: None Choose One
Email: customerservice@cgintl.com
Web Address: Choose one or enter your own -->

Registration Tips:
• Please complete all req
• Once submitted an em
to the address provide
• Our Customer Service
is here to assist you, th
number will be display
of each page.

Continue with Registration Cancel

Terms of Use
Privacy Policy

Complete the remaining prompts that are required, when finished select "Continue with Registration" shown at the bottom of the page.

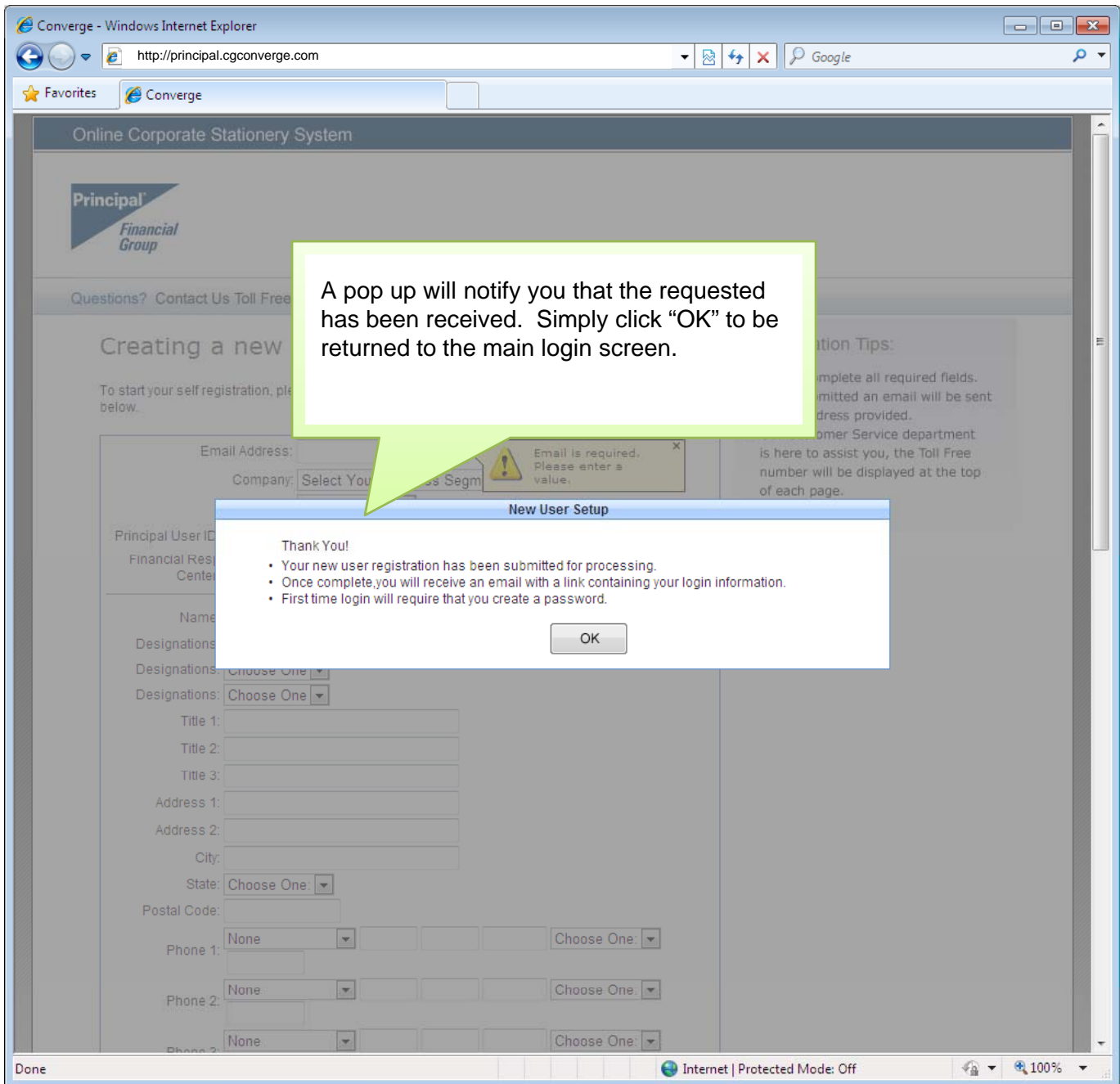
Name: John Sample
Designations: AJAA
Designations: ACS
Designations: Choose One
Title 1: First Title
Title 2: Second Title
Title 3:
Address 1: 1885 Northway Drive
Address 2: Suite 123
City: North Mankato
State: MN
Postal Code: 56003
Phone 1: Toll Free 800 247 2751 Choose One
Phone 2: None Choose One
Phone 3: None Choose One
Phone 4: None Choose One
Email: customerservice@cgintl.com
Web Address: Choose one or enter your own -->

FAQ: Why are there so many prompts just for registration?

The process of stationery ordering on the previous site was that each order needed to be approved before processing. An exciting new feature in Convergence is to approve the imprint only once, during the registration process. After this is approved, orders can be processed without further approval.

Registering as a new user (continued)

Once the required prompts have been filled you can select “Continue with Registration” a pop up window will appear to notify you that your request has been received.

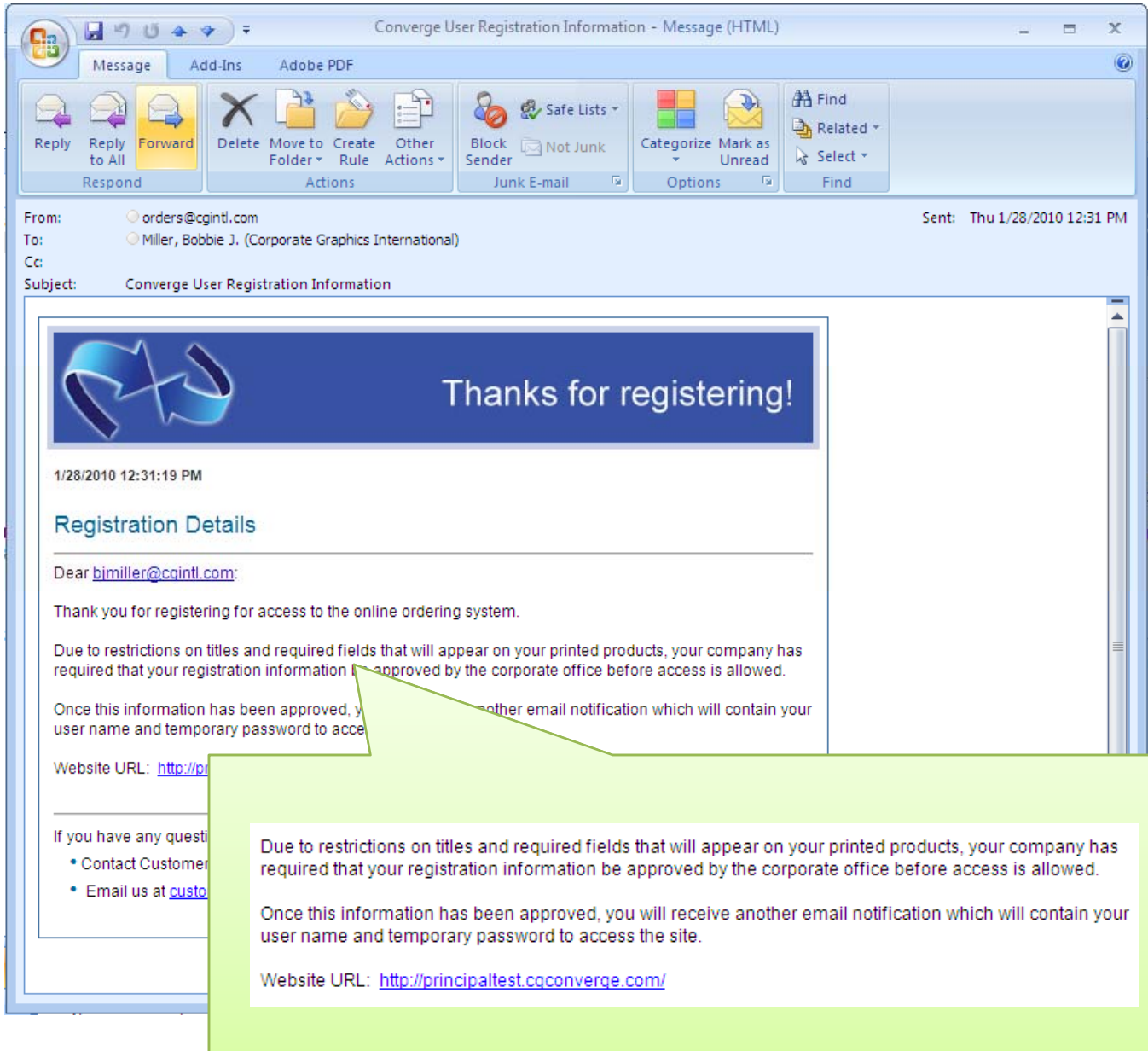


FAQ: I've click "OK" what's next?

Shortly after registration you will receive an email notification with further information.

Registering as a new user (continued)

Once you have submitted your registration it will automatically be forwarded to an Approver.



FAQ: When will I receive my password?

The Approver for your account will verify the information submitted on the registration screen. Once reviewed, you will receive an email to notify you if your request has been approved or declined.

Registering as a new user (continued)

Once reviewed by the Approver, you will receive an email update. If approved, please continue using the instructions below, if your request has been denied, please contact your corporate office.

Approval Update

Your registration has been Approved:

Activity Log:
1/28/2010 - Created By bimiller@cqintl.com

Registration Details

Dear bimiller@cqintl.com:

Thank you for registering for access to the online ordering system activated using the following credentials:

Email Address: bimiller@cqintl.com
Password: n2GBq7d8S3Kj

Please Note: For security reasons, your password must be changed after first login.

Website URL: <http://principaltest.cqconverge.com/Login.aspx?HashedPassword=true&username=bimiller%40cqintl.com&password=9ZEXWZMNofUR8k7BIhtoWby3DI6nEUFsoHf2fBelHmFp2akZafi9zfD4Zv7004%2blBANb6A%3d%5C>

If you have any questions, please feel free to:

- Contact Customer Service Toll Free: 800-247-2751
- Email us at customerservice@cqintl.com

Once approved, you will receive an email update which contains a temporary password to access the site.

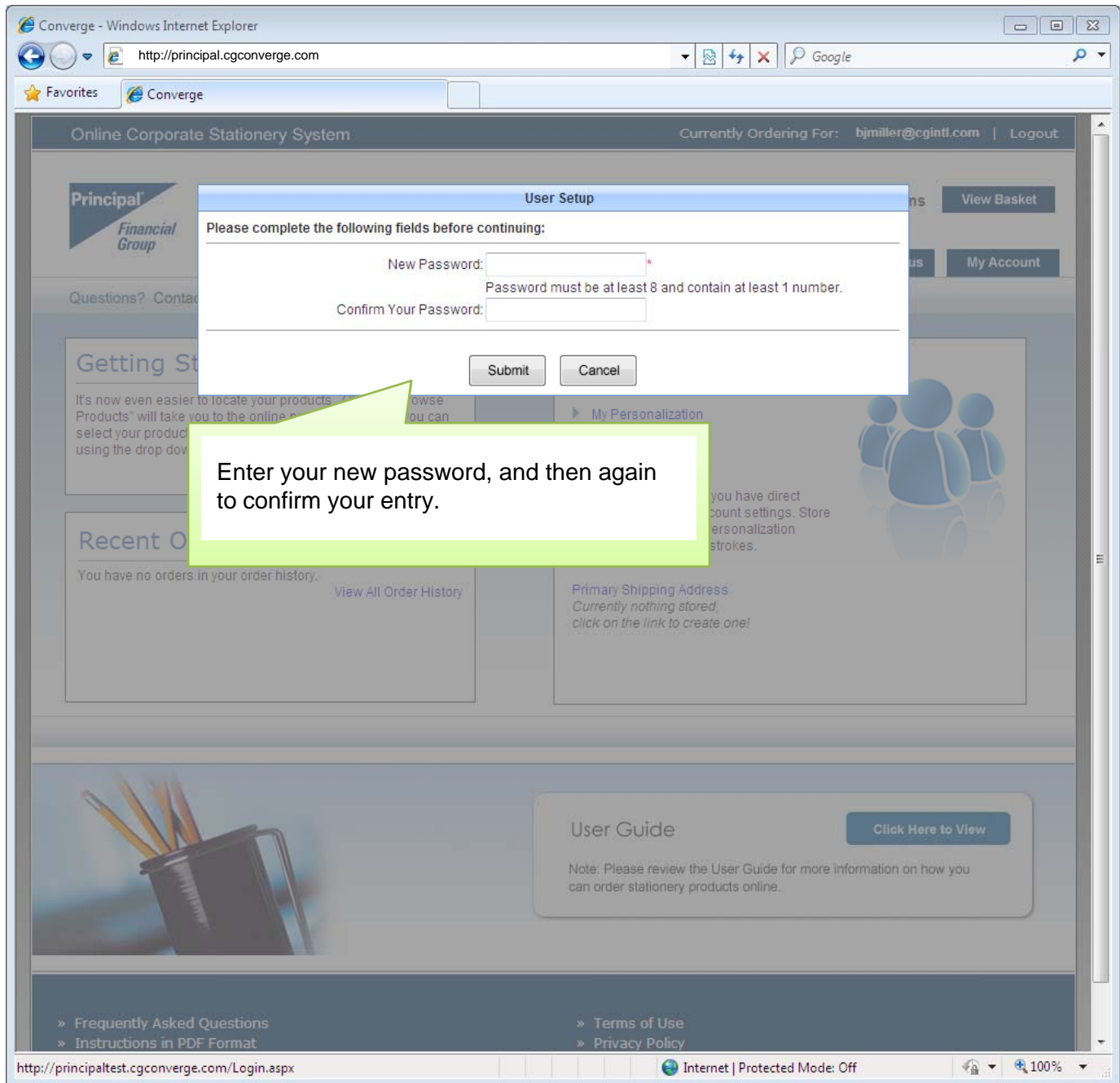
The email will also contain a link to take you directly to the site bypassing the first login screen. If this link does not work in your email, please login using the temporary password.

FAQ: Why does Converge use a temporary password?

For security purposes we find that it protects the user to not have emails that contain actual passwords. For this reason the email will only contain a temporary password.

Logging in for the first time

On your first login, Converge will prompt you to switch from a temporary password to one that is easy for you to remember.



FAQ: Why isn't my password being accepted?

Please be sure to follow the password guidelines, passwords must be at least 8 characters and contain at least one number.

Exploring the Home Page

Once logged into the site, Converge will display the Home page. This serves to welcome you to the site and provide quick links to commonly accessed areas.

The screenshot shows the Principal Online Corporate Stationery System home page. The browser window title is "Converge - Windows Internet Explorer" and the address bar shows "http://principal.cgconverge.com". The page header includes "Online Corporate Stationery System" and "Currently Ordering For: bjmilller@cgintl.com | Logout". The Principal Financial Group logo is on the left, and the basket total is "\$0.00 (0) Items" with a "View Basket" button. A navigation menu includes "Home", "Browse Products", "Personalize Items", "Order History / Status", and "My Account".

Callout 1 (top center): To start shopping right away, simply click the "Browse Products" button to be taken to the catalog.

Callout 2 (bottom left): You will also be provided quick links to your recent orders, or you can view all of your order history.

Callout 3 (bottom right): The information entered during registration was stored inside the "My Account" settings. Quick links are provided here.

The page content includes a "Get it" section with a "Browse Products" button, a "Recent Orders" section with a "View All Order History" link, and a "My Account" section with links for "My Personalization", "My Password", and "My Recent Orders". A "Primary Shipping Address" section indicates "Currently nothing stored, click on the link to create one!". A footer contains links for "Frequently Asked Questions", "Instructions in PDF Format", "Terms of Use", and "Privacy Policy". The browser status bar shows "Internet | Protected Mode: Off" and "100%".

FAQ: Can I Bookmark this page or add it to my Favorites?

Although your browser may appear to bookmark this page, due to security you will always need to login before accessing this site.

Browsing for Products

Converge offers multiple methods for selecting products. Users can browse the entire catalog using thumbnails, or use the drop down list for quick access.

Along with the “Browse Products” button on the Home Page, at the top of the interface you will see a “Browse Products” drop down menu. This will show all categories and items. Using this menu you can skip directly to a category or jump directly to an item.

User Guide [Click Here to View](#)

Note: Please review the User Guide for more information on how you can order stationery products online.

» Frequently Asked Questions
» Instructions in PDF Format

» Terms of Use
» Privacy Policy

FAQ: *What happens if my drop down menu goes off the screen?*

Converge tries to accommodate the majority of item/category views. Depending on the monitor size and screen resolution, you may need to select “Browse Product Catalog” to locate your item.

Browsing for Products (continued)

The product catalog view offers many options to help you locate your items quickly. From this screen you can select different thumbnail sizes, and use the product tree to view different categories. Simply select “Order Item” to begin personalizing.

Online Corporate Stationery System Currently Ordering For: bjmiller@cgintl.com | Logout

Principal
Financial Group

Home Browse Products

Questions? Contact Us Toll Free: 1-800-247-2751

Search

Personalized Products

View All

- All Categories
 - Business Cards
 - Letterhead
 - NoteCards

Click on thumbnails to enlarge Change thumbnail size

Product Thumbnail	Name, Description	Order Item
	PB458 Bank/Trust Card	Order Item
	EE6453(PB) Std Card	Order Item
	EE6453ED(PB) Std Eddie Card	Order Item

» Frequently Asked Questions » Terms of Use
» Instructions in PDF Format » Privacy Policy

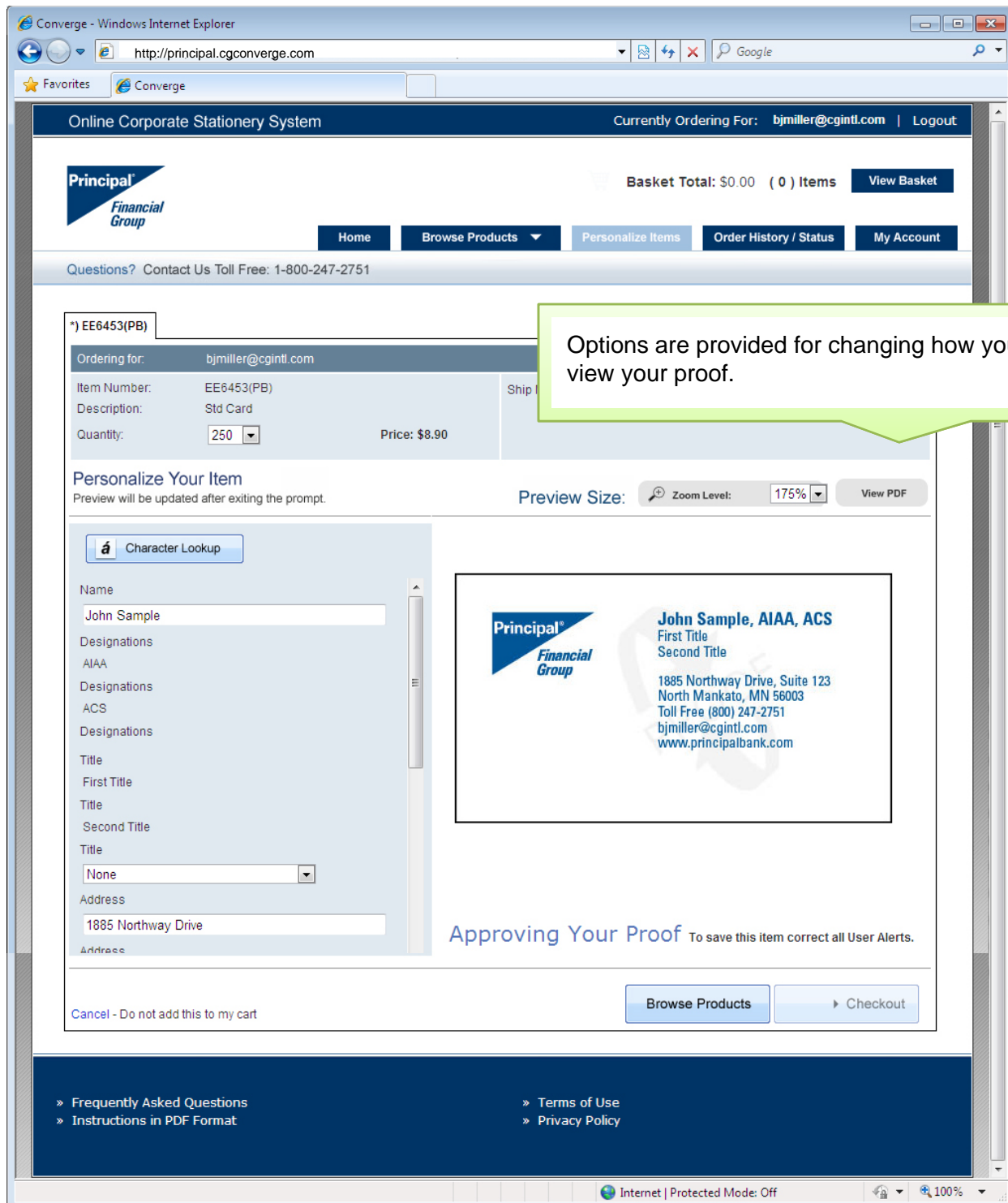
http://principaltest.cgconverge.com/Secure/BrowseProducts.aspx Internet | Protected Mode: Off 100%

FAQ: *Why can't I find the product that I'm looking for?*

We work directly with your corporate office to add products to the site, please contact them directly to request additional items. Also, they could notify you if the item is currently in progress.

Personalizing your item

The Converge system has reduced the number of clicks during your order process. Rather than typing your imprint and viewing the proof on a separate page, your proof will be updated each time you exit a prompt line.



Personalizing your item (continued)

Converge - Windows Internet Explorer
http://principal.cgconverge.com

Online Corporate Stationery System Currently Ordering For: bjmiller@cgintl.com | Logout

Principal Financial Group Basket Total: \$0.00 (0) Items View Basket

Use Products Personalize Items Order History / Status My Account

Ship Method: UPS Ground

Preview Size: Zoom Level: 175% View PDF

Name: John Sample
Designations: AIAA
Designations: ACS
Designations: Title: First Title: Title: Second Title: Title: None
Address: 1885 Northway Drive
Address:

Principal Financial Group **John Sample, AIAA, ACS**
First Title Second Title
1885 Northway Drive, Suite 123
North Mankato, MN 56003
Toll Free (800) 247-2751
bjmiller@cgintl.com
www.principalbank.com

Approving Your Proof To save this item correct all User Alerts.

Cancel - Do not add this to my cart Browse Products Checkout

» Frequently Asked Questions » Terms of Use
» Instructions in PDF Format » Privacy Policy

Internet | Protected Mode: Off 100%

Because of the thorough registration process, many of the prompts will be filled in automatically.

To edit the information simply click within the prompt and make your changes. Once you exit the prompt your proof will refresh.

FAQ: How do I change something in a field that I can't edit?
Fields that are marked as non-editable can be updated in the "My Account" section of this site. Changes to these fields will need to be submitted to an approver.

Understanding User Alerts

User Alerts were designed to reduce popup messages by displaying to the user when the item has encountered an issue. All User Alerts must be addressed before the item can be added to your cart.

The screenshot shows a Windows Internet Explorer browser window displaying the Principal Online Stationery Store website. The page is for a 'Std Card' with a quantity of 250 and a price of \$8.90. The 'Personalize Your Item' section includes a 'Character Lookup' tool. A red box displays a preview of a business card for 'John Sample, AIAA, ACS'. A yellow callout box points to a 'User Alerts' icon (a question mark in a yellow box) and contains the text: 'Move your mouse over the User Alert icon to display the message.' A yellow error message box is visible next to the 'Title' field, stating 'Line is too long.' Below the form, there is a section titled 'Approving Your Proof' with the instruction 'To save this item correct all User Alerts.' and a 'User Alerts' button. At the bottom of the page, there are links for 'Frequently Asked Questions', 'Instructions in PDF Format', 'Terms of Use', and 'Privacy Policy'. The browser's status bar at the bottom indicates 'Done' and 'Internet | Protected Mode: Off'.

Understanding User Alerts (continued)

User Alerts are displayed both on the prompt lines and in a User Alert section which display alerts for multiple lines.

The screenshot shows a web browser window titled 'Converge - Windows Internet Explorer' with the address bar displaying 'http://principal.cgconverge.com'. The page content includes a product description for 'Std Card' with a quantity of 250 and a price of \$8.90. Below this is a 'Personalize Your Item' section with a 'Preview Size' of 175%. The form contains fields for 'Character Lookup', 'Zip' (56003), 'Phone 1' (Toll Free 800-247-2751), 'Phone 2-4' (None), 'Email' (bjmiller@cgintl.com), 'Web Address' (www.principalbank.com), and 'Overnight/Correspondence or Location' (None). A 'User Alerts' button is visible, and a callout box explains its function: 'A button to display all User Alerts is also available. This is provided in case the prompt casing the issue is scrolled outside of view.' Below the button, a yellow note box states: 'Note: Please correct the following before proceeding. • Line is too long. • Line is too long.' A 'Correct all User Alerts' link is also present. At the bottom of the form are 'Browse Products' and 'Checkout' buttons. The footer contains links for 'Frequently Asked Questions', 'Instructions in PDF Format', 'Terms of Use', and 'Privacy Policy'.

Adding the item to your basket

Once all User Alerts have been addressed you will have the option of approving the proof and saving it to your basket.

The screenshot shows a web browser window with the URL <http://principal.cgconverge.com>. The page displays a product page for a 'Std Card' with a quantity of 250 and a price of \$8.90. A 'Personalize Your Item' section includes a 'Character Lookup' form with fields for Title, First Title, Second Title, Address, City, State, and Zip. A preview of the business card is shown, featuring the Principal Financial Group logo and contact information for John Sample, AIAA, ACS. A callout box with a green background and a white border contains the text: 'Once all User Alerts have been cleared, simply select the "Approve Proof" button and it will be added to your basket.' Below the preview, there are buttons for 'User Alerts', 'Approve Proof and Save To Basket', 'Browse Products', and 'Checkout'. The footer contains links for 'Frequently Asked Questions', 'Instructions in PDF Format', 'Terms of Use', and 'Privacy Policy'.

FAQ: I've clicked Approve Proof and nothing happened?

Once the proof has been approved, Converge will complete the process of saving your image and adding the item detail information to your cart, this may take a moment to process.

Adding the item to your basket (continued)

A confirmation message will display indicating that the item has been added to your basket.

Converge - Windows Internet Explorer
http://principal.cgconverge.com

Description: Std Card
Quantity: 250 Price: \$8.90

Personalize Your Item
Preview will be updated after exiting the prompt. Preview Size: Zoom Level: 175% View PDF

Character Lookup

Name: John Sample
Designations: AIAA, ACS
Address: 1885 Northway Drive, Suite 123

Principal Financial Group
John Sample, AIAA, ACS
1885 Northway Drive, Suite 123
North Mankato, MN 56003
Toll Free (800) 247-2751
bjmiller@cgintl.com
www.principalbank.com

Once your item has been added, you will receive a notification message. From here you may move on to Checkout or simply browse for more products.

Item saved to basket; to order another item, click Browse Products.

Cancel - Cancel changes to the item
Remove - Remove item from cart
Checkout

» Frequently Asked Questions
» Instructions in PDF Format
» Terms of Use
» Privacy Policy

FAQ: On this screen can I type a different name and “Save As”?

Currently Converge is not designed this way. If you were to change the name the system would not create a new item, but rather update the one already in the basket.

Completing your order/Checkout

Once items have been added to your basket, you can return to make changes at any time using the "Edit Item" link next to the thumbnail. You can also remove the item using the "Remove Item" link.

Converge - Windows Internet Explorer
http://principal.cgconverge.com

Online Corporate Stationery System Currently Ordering For: bjmiller@cginfl.com | Logout


Principal Financial Group **Basket Total: \$8.90 (1) Items** [View Basket](#)

[Home](#) [Browse Products](#) [Personalize Items](#) [Order History / Status](#) [My Account](#)

Questions? Contact Us Toll Free: 1-800-247-2751

Ready to Checkout? [Continue Shopping](#)

To continue, please complete any required fields, accept the proof order checkbox at the bottom of this screen, and select "Place Order". A confirmation number screen including your order number will be displayed.

Basket	Item & Description	Quantity	Price	Additional Options
	Edit Item Remove Item EE6453(PB) - Std Card John Sample	250	\$8.90	Shipping Method: UPS Ground Estimated Delivery: TBD Production Time: Standard 3 Days

Basket Total: \$8.90
Tax: (\$0.00): \$0.00
Order Total: \$8.90

Please Note: Estimated delivery dates will be updated based on the shipping address entered below.

Shipping

Display As: [My Shipping Location](#)

Company: [Choose One](#) ⚠

Ship to Name: ⚠

Street Address: 1885 Northway Drive

Mail Flow, Suite, Bldg: Suite 123

City: North Mankato

State: MN

Postal Code: 56003

Country: US

[Save](#)

Requester Information

Display As: [My Requester Information](#)

Requestor Name: ⚠

Submitter Phone: ⚠

[Save](#)

Completing your Order **Changes or Cancellations:** **Due to the speed of electronic processing, we are unable to accommodate changes or cancellations once an order is processed.**

I Agree I agree that all information is correct and proofs are approved and ready to be processed. [Place Order](#)


[Frequently Asked Questions](#) [Terms of Use](#)
[Instructions in PDF Format](#) [Privacy Policy](#)

Internet | Protected Mode: Off 100%

Completing your order/Checkout (continued)

To save from clicking through multiple pages, Converge has combined the shopping cart, shipping, and requester into one compact screen.

To continue, please complete any required fields, accept the proof order checkbox at the bottom of this screen, and select "Place Order". A confirmation number screen including your order number will be displayed.

Basket	Item & Description	Quantity	Price	Additional Options
	Edit Item Remove Item EE6453(PB) - Std Card John Sample	250	\$8.90	Shipping Method: <input type="text" value="UPS Ground"/> Estimated Delivery: Calculating Production Time: Standard 3 Days
Basket Total:			\$8.90	Please Note: Estimated delivery dates will be updated based on the shipping address entered below.
Tax: (Calculating):			Calculating	
Order Total:			Calculating	

Shipping


Shipping Location: [My Shipping Location](#) [Add New Location](#)
Company: Principal Bank
Ship to Name: John Sample
Street Address: 1885 Northway Drive
Mail Flow, Suite, Bldg: Suite 123
City: North Mankato
State: MN
Postal Code: 56003
Country: US


Please re-visit Estimated Delivery

Enter your Shipping information and click the "Save" button. Once this occurs Converge can calculate the shipping costs and update your shopping cart totals.

Requester Information

Display As:

Requestor Name: 


Submitter Phone: 

Shipping and Requester Information must be saved before Checkout can continue.

FAQ: Why does the shipping information need to be saved?
Converge will access your Postal Code to lookup shipping costs. This ensures that you will receive an accurate amount before your order is placed.

Completing your order/Checkout (continued)

To continue, please complete any required fields, accept the proof order checkbox at the bottom of this screen, and select "Place Order". A confirmation number screen including your order number will be displayed.

Basket	Item & Description	Quantity	Price	Additional Options
	Edit Item Remove Item EE6453(PB) - Std Card John Sample	250	\$8.90	Shipping Method: <input type="text" value="UPS Ground"/> Estimated Delivery: 2/4/2010 Production Time: Standard 3 Days
			Basket Total: \$8.90 Tax: (\$0.61) Order Total: \$9.51	Please Note: Estimated delivery dates will be updated based on the shipping address entered below.

Shipping

Shipping Location: [My Shipping Location](#) [Add New Location](#)
Company: Principal Bank
Ship to Name: John Sample
Street Address: 1885 Northway Drive
Mail Flow, Suite, Bldg: Suite 123
City: North Mankato
State: MN
Postal Code: 56003
Country: US

Please re-visit Estimated Delivery

Requester Information

Requester Information: [My Requester Information](#) [Add New Requester Information](#)
Requestor Name: John Sample
Submitter Phone: 800-247-2751

Completing your Order

Changes or Cancellations:

Due to the speed of electronic processing, we are unable to accommodate changes or cancellations once an order is processed.


I Agree

I agree that all information is correct and proofs are approved and ready to be processed.

Once all required fields are completed, and the shipping and requester information have been saved, the "I Agree" button will become available.

Completing your order/Checkout (continued)

To continue, please complete any required fields, accept the proof order checkbox at the bottom of this screen, and select "Place Order". A confirmation number screen including your order number will be displayed.

Basket	Item & Description	Quantity	Price	Additional Options
	Edit Item Remove Item EE6453(PB) - Std Card John Sample	250	\$8.90	Shipping Method: UPS Ground Estimated Delivery: 2/4/2010 Production Time: Standard 3 Days
			Basket Total:	\$8.90
			Tax: (\$0.61):	\$0.61
			Order Total:	\$9.51

Please Note: Estimated delivery dates will be updated based on the shipping address entered below.

Shipping

Shipping Location: My Shipping Location
Company: Principal Bank
Ship to Name: John Sample
Street Address: 1885 Northway Drive
Mail Flow, Suite, Bldg: Suite 123
City: North Mankato
State: MN
Postal Code: 56003
Country: US

Requester Information

Requester Information: My Requester Information
Requestor Name: John Sample
Submitter Phone: 800-247-2751

Completing your Order

Changes or Cancellations:

Due to the speed of electronic processing, we are unable to accommodate changes or cancellations once an order is processed.

I Agree

I agree that all information is correct and proofs are approved and ready to be processed.

Place Order

Once "I Agree" has been selected, the "Place Order" button becomes available.

FAQ: I need to change my order how do I do this now?

If you are no longer ready to place your order, simply click the "I Agree" button to uncheck it, then you can modify your order as before.

Order Confirmation

Once your order has been submitted you will receive a confirmation screen which displays a printer friendly view option, as well as your order confirmation number. An email will also be sent with your order details.

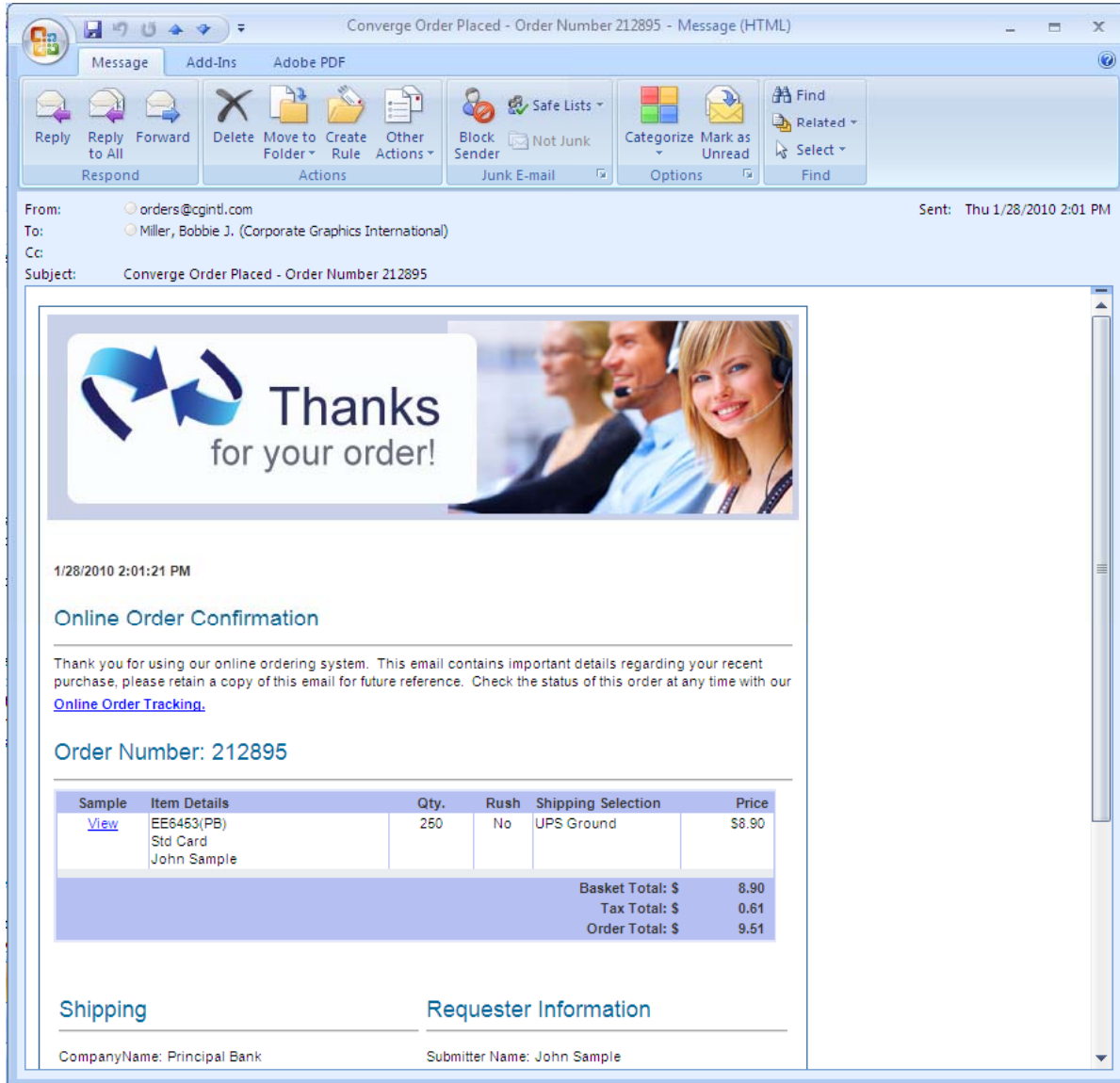


FAQ: Does my order need further approval?

With the new content approval process your order should not require any additional approval processes before being submitted.

Confirmation Email

A confirmation Email will be sent once your order is submitted. Another Email will be sent once the order has shipped.



FAQ: *What happens if I need to change or cancel this order?*

Due to the speed of electronic processing, once an order has been submitted we are unable to accommodate changes or cancellations.

Tracking your order

Once logged into the site, your Order History can be accessed from the Home Page, or by using the "Order History" button at the top of the site interface.

The screenshot shows the Principal Online Corporate Stationery System interface. The user is logged in as bjmillier@cgintl.com. The page displays the order status for order number 212895, which is currently pending. A callout box highlights that the Order History will display the order status and provide a tracking link if the order has shipped. The page also includes a search field for order numbers, a table of order items, a shipping summary, and requester information.

Order Status & History

Order Number: 212895

Basket Summary

Sample	Quantity	Item & Description	Status	Price
View	250	EE6453 John Sample	Pending	8.90

Need Further Assistance?

Contact Us Toll Free 800-247-2751

Basket Total:	\$	8.90
Tax:	\$	0.61
Order Total:	\$	9.51

Shipping Summary

Company: Principal Bank
Ship to Name: John Sample
Street Address: 1885 Northway Drive
Mail Flow, Suite, Bldg: Suite 123
City: North Mankato
State: MN
Postal Code: 56003
Country: US

Requester Information

Requestor Name: John Sample
Submitter Phone: 800-247-2751

FAQ: I feel as though my order should have shipped who should I contact?

Please use the Toll Free Customer Service number located within your email confirmation to contact us if you would like assistance while researching your order.

My Account

My Account was designed to give quick access to your stored data.

Online Corporate Stationery System

Currently Ordering For: bjmiller@cgintl.com | Logout

Principal Financial Group

Basket Total: \$0.00 (0) Items [View Basket](#)

Home Browse Products Personalize Items Order History / Status My Account

Questions? Contact Us Toll Free: 1-800-247-2751

Manage My Account

Use the navigation panel to Add or Edit entries.

User & Imprint

bjmiller@cgintl.com [Edit](#)

[Add a New User](#)

Requester Information

My Requester Information [Edit](#)

[Add Requester Information](#)

Shipping Locations

My Shipping Location [Edit](#)

[Add a Shipping Location](#)

Indicates Primary or Default

First Time Users:

Simply select "Edit" next to the user you would like to modify.

To add a new user, click on the link provided.

Information and Shipping Locations will be displayed at the time of checkout. [Click here for additional instructions.](#)

Requester Information

Manage your current requester information or add more to speed up your checkout process. The options on this screen will vary depending on your company's requirements.

Shipping Locations

We understand that you may need to ship to different locations according to the order you are placing. Use this option to set up and maintain the locations that you will use.

FAQ: How do I delete a user or location?

Select "Edit" next to the entry you would like to modify. Inside the edit screen a delete button will be provided.

My Account (continued)

Select a user to edit, and then click on the "Username and Password" tab to view this section.

Once a user is selected, the My Account section will provide multiple tabs for editing your information.

Manage My Account

User & Imprint

bjmiller@cgintl.com [Edit](#)

[Add a New User](#)

Requester Information

My Requester Information [Edit](#)

[Add Requester Information](#)

Shipping Locations

My Shipping Location [Edit](#)

[Add a Shipping Location](#)

Indicates Primary or Default

Username and Password

Display Name: *

Email Address:

Company: *

Division: *

[Change Password](#)

[Save](#) [Next >](#)

[Frequently Asked Questions](#) [Terms of Use](#)

[Instructions in PDF Format](#) [Privacy Policy](#)

FAQ: *When will changes to this section take effect?*

All changes will be saved immediately. The only exception is for prompts that require approval.

My Account (continued)

Select a user to edit, and then click on the “Text for Imprint Lines” tab to access this section.

The screenshot shows a web browser window titled "Converge - Windows Internet Explorer" with the URL "http://principal.cgconverge.com". The page is for the "Online Corporate Stationery System" and features the Principal Financial Group logo. The main content area is titled "Text for Imprint Lines" and contains a form with the following fields:

- Principal User ID: 123456 *
- Financial Resp Center: E * 123 * 000
- Name: John Sample
- Designations: AIAA
- Designations: ACS
- Designations: Choose One
- Title 1: First Title
- Title 2: Second Title
- Title 3:
- Address 1: 1885 Northway Drive
- Address 2: Suite 123
- City: North Mankato
- State: MN
- Postal Code: 56003
- Phone 1: Toll Free 800 247 2751 Choose One
- Phone 2: None Choose One
- Phone 3: None Choose One

A callout box with a green border contains the text: "Modifications to the Imprint section may require approval before the changes can be reflected on items that you order."

FAQ: *If I've made a change to my imprint that requires approval can I still order items that the change did not affect?*

Yes if the item does not contain a prompt that was affected you can still order that item.

Thank you!

Thank you for taking the time to review the features of the Converge system. Our customer service department is here to assist you, please feel free to contact them with questions. The Toll Free customer service number is provided in each email message and on the top of the web site interface.