## Welcome!



## **Self-Registration**

Please note: The prompts shown on the registration screen are determined by each individual company; because of this, your screen may have additional prompts.

Simply enter your Email Address and any additional prompts.

Imprint Prompts: These prompts represent "stored imprint". The text can be used to populate fields when your place your order. Once registered, you can modify this text under "My Account". You only have to fill in required fields.

Once required fields are complete, click "Continue with Registration". **The system will email you a temporary password.** 

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uai /our			
		Questions? Our Customer Service Department is here to help!	
		Creating a new user:	Registration Tips:
		Click Here for Registration Instructions	<ul> <li>Please complete all required fields.</li> <li>Once submitted an email will be sent to the address provided.</li> </ul>
dress		User Prompts:	Our Customer Service department is here to assist you; the toll free number will be displayed at the top of each page
•		Imprint Prompts:	or each page.
mpts	 	First Name:	
The e fields . Once		Last Name: Choose One: Choose one or enter your own> ->	
this text only		Once submitted your user name and password will be emailed to you	
j		Continue with Registration Cancel	
nplete, ation". a	 *******	Terms of Use Privacy Policy	

## Self-Registration

Once your registration has been submitted, a confirmation window will appear.

Some companies require manager approval before registration is complete.

Simply click "OK" to close this window.

You can also close your browser window at this point, and wait for the registration email.

User	Prompts:	<ul> <li>Please complete all required fields.</li> <li>Once submitted an email will be sent to the address provided.</li> </ul>
	Email	Our Customer Service department     is here to assist you, the Toll Free
	New User Setup	
lm	<ul> <li>Thank You!</li> <li>Your new user registration has been submitted for processing.</li> <li>Once complete,you will receive an email with a link containing your login information.</li> <li>First time login will require that you create a password.</li> </ul>	
	ОК	
Thank y	ou for registering. An email has been sent to enemymindbobbie@gmail.com containing your password information.	

## **Self-Registration**

### **Registration Email Received**

A quick link is provided to launch the website and take you directly to the change password screen.

A link is also provided which gives instructions for placing orders.

The site details are also given, including your url, username or email address and temporary password. The temporary password will be needed the first time you login.



# Thanks for registering!

3/31/2010 8:04:55 AM;

## **Registration Details**

Dear Example User:

Thank you for registering . Your account has been set up and activated using the following credentials:

#### Click on the link below to get started!

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

Take me to the ordering site! http://demo4.cgconverge.com/Login.aspx? HashedPassword=true&username=bjmiller% 40cgintl.com&password=vwq3wxW1bdP7DMTxmLE18DExDYSHFsI6S2vKXMmUIgK8JeCo1pVWDIer1St% 2bwQf4JFWzxoPSLiK6aSFiQGK39g%3d%3d

**Online instructions are available:** A PDF file is available to help you with your order, please user the link provided to view the complete ordering instructions.

Converge Ordering Overview

If the link shown above does not work, please copy and paste the following address into your web browser, and login using the credentials shown below.

URL: http://demo4.cgconverge.com/ Email Address: bjmiller@cgintl.com

m Password: b5HBe73ZyAd

If you have any questions about this order or the products/services you've purchased, please feel free to:

Contact Customer Service Toll Free: (800) 247-2751

Email us at <u>customerservice@cgintl.com</u>

## **First Time Login**

On first login you will have the chance to set the password to what works best for you.

Additional prompts may display (such as Divisions or Locations) that can also be set at this time.



### **Home Page**

Once your password is set you are ready to start shopping!

Please refer to the Customer Service number at the top of the web page for questions or further instructions.

Thank you. We hope you enjoy shopping with Converge™!



## Thank You!

Each web page will have a Customer Service contact phone number at the top of the screen. Please call us if you have further questions!

