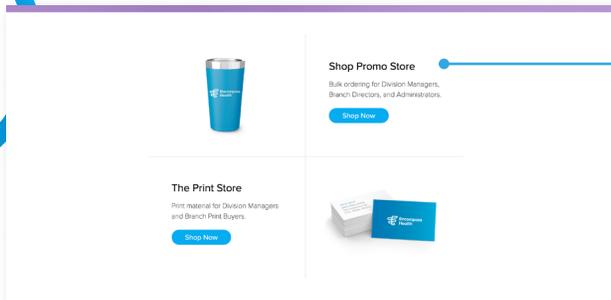
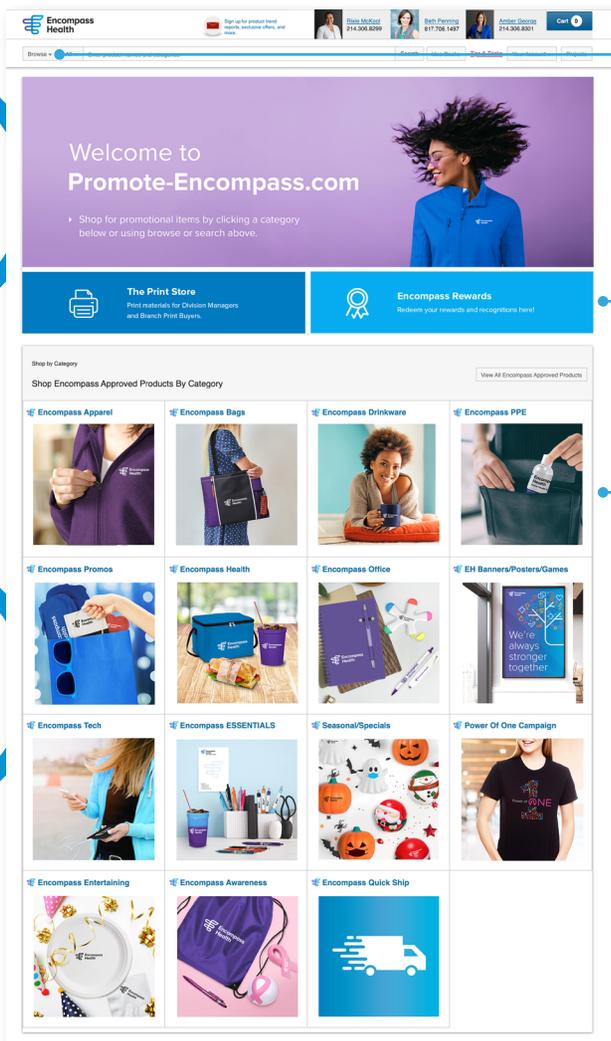


PORTAL USER GUIDE





Find it. From the Promote-Encompass.com landing page, click the Shop Now button on the Shop Promo Store tile.



Welcome to Portal! Find products by browsing store categories or via keyword search. To search by category, click the "Browse" button in the top navigation and select your category. To search by keyword, simply type the keyword in the "Search" bar and click "Search".

Access the Print Store or the Rewards Store by clicking on the blue tiles directly below the hero banner.

Click a category tile to browse all products within a specific category.

Shipping Address

How many locations will you be shipping this order to?

One location

Multiple locations

Your Brand Consultant will contact you within 24 hours of receiving your Order Request to collect and confirm shipping addresses and instructions.

For your convenience, you may use the Notes and Instructions section to enter multiple ship-to locations.

[Continue to Billing](#)

When do you need the items in-hand?

Not sure or no date specific

Date:

Shipping Method

All orders default to ship via Ground delivery. Should we not be able to meet your requested in-hands date with Ground delivery, a Brand Consultant will reach out to you to discuss expedited freight, rush production, or alternate product options, if applicable.

Notes and Instructions (Optional)

Add special shipping and/or order instructions here. For example, let your Brand Consultant know this is a Rush order or remind them that your company logo was recently updated.

If you want to ship one order to multiple branches, select multiple locations and then include details in the Notes and Instructions box. For example:

200 – Dallas
 100 – McKinney
 50 – Gainesville
 350 Total

Billing Information

Payment Process

We will contact you with any questions or issues (if any). Once your entire order has shipped, the invoice will be generated.

Select payment type

Credit card

*3 digit Branch code; for DMs use "DM"

[Continue to Order Review](#)

Select a payment type. Enter your credit card information or the three letter Branch Code.

DMs : Enter DM Segment Code (e.g. 114-99)
 Branch Orders : Enter Branch code (e.g. 111)

**You must be an approved buyer to choose the Invoice w/ code option.*

Review Your Order

Please verify the order details and shipping & billing information included below. Clicking "Place Order" will submit this order request to your Brand Consultant so they can review and confirm details. You will also receive an Order Acknowledgment email with the order details listed below.

Shipping Info

One Ship-To Location

Billing Info

Pay by *3 digit Branch code; for DMs use "DM" DMs

Order Summary

Items: \$1,531.68

Order Total before applicable taxes and freight: **\$1,531.68**

[Place Order](#)

[Change Cart](#)

Items	Change Cart	Qty	Unit Price	Total Price
Women's Soft-Blend Polo Color: Purple Size: XS (6), S (12), M (18), L (24), XL (30), 3XL	XS, S, M, L, XL	60	\$20.94	\$1,256.40
Decorative Embroidery Impresso Color(s): White embroidery on black (on white) Impresso Location: Left Chest Production Time Estimate: 3 days	3XL	6	\$23.94	\$137.64
Item Subtotal:				\$1,531.68

Shipping and Taxes are not included. The final total will be invoiced after your Brand Consultant confirms order details and shipping method has been selected.

Review you order. If everything appears correct, click the “Place Order” button!

If you need to make a change, click the “Change Cart” link.

Shipping and tax will not be included in your order estimate but will be added to final invoice or credit card receipt if purchasing via CC. Encompass covers all GROUND shipping costs. A promote-encompass team member will follow up confirming logo, delivery date and any additional order details.