



# Brochure Vault User Manual

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## **Manual Content:**

This manual introduces the USC Brochure Vault Fulfillment website. The following topics are discussed:

- Website User Self-Registration
- Website Login
- Website features
- Website navigation
- Placing orders
- Managing customer account information
- Tracking orders

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# Site Introduction

At Brochure Vault, you may view and order all of the current Marketing Collateral items from your web browser. You may review a PDF of each item to assure it is the item you require and a real-time inventory system will allow you to confirm that the item is available and in stock. Lastly, you will receive an e-mail message confirming that your order was received and is now in process. The direct website address (URL) is <http://www.usccbrochurevault.com/>

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## Getting Started

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### Accessing the Website

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1. Open an internet browser window (The website is best viewed in Internet Explorer version 7).
2. Type or paste the following address into the **Address/URL** field:  
<http://www.usccbrochurevault.com/>
3. Hit <ENTER> or click the **Go** button.

Image 1



The screenshot shows the U.S. Cellular Online Services website. At the top, there is a navigation bar with the U.S. Cellular logo and the text "ONLINE SERVICES" and "POWERED BY SUTTLE-STAUS, INC.". Below the navigation bar, there is a sidebar with three menu items: "NEW! U.S. CELLULAR STOREFRONT", "STATIONERY STORE", and "BROCHURE VAULT". The main content area is titled "U.S. Cellular Storefront" and contains the following text: "This new online storefront will be a centralized location for all of your customized printing needs. Below are the products that are currently available." Below this text, there is a bullet point: "• **Agent FSI** [TRAINING MANUAL]" followed by the text "Each promotional period online orders will be taken for your personalized FSI." Below this, there is a section titled "\*\*NEW\*\* BROCHURE VAULT" with the sub-heading "Steps for First Time Users". The steps are: 1. [FIRST TIME USERS CLICK HERE FIRST] with the text "The above link will direct you to the registration page. Click on the **Place Order** icon. Then click **Create Account**. Complete the registration form and click **Submit**. After registration, use the **Update Cost Centers Here** link on this page to update your cost center options. You will not be able to place an order until you have updated your cost centers." 2. [UPDATE COST CENTERS HERE] with the text "After registration, or if you need to update your cost center options, click the above link and complete the form." 3. Click the Order Now link below. Below the steps, there are three links: "ORDER NOW", "PRODUCT PICS", and "TRAINING MANUAL". The "TRAINING MANUAL" link is circled in red. To the left of the "TRAINING MANUAL" link, there is a red box with the text "Need instruction? Click to download a user manual" and an arrow pointing to the "TRAINING MANUAL" link. Below the links, there is a note: "Note: This login is the same as the previous Brochure Vault." followed by the text "At Brochure Vault, you may view and order all of the current Marketing Collateral items from your web browser. You may review a PDF of each item to assure it is the item you require and a real-time inventory system will allow you to confirm that the item is available and in stock. Lastly, you will receive an e-mail message confirming that your order was received and is now in process." Below the note, there is a section titled "IMPORTANT: Quantity units of measure updated on new site." followed by the text "Items on the new site are ordered in increments of 1, 25, 50, 100, etc. depending on the specific item. The quantity increment will be notated in blue text at the bottom of each product."

## Self-Registration

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Only first time users will need to set a user name, password and enter in their cost centers to access the website.

1. Click on the **FIRST TIME USERS CLICK HERE FIRST** link (Image 2).

### Image 2

**\*\*NEW! BROCHURE VAULT**  
**Steps for First Time Users**

1. [\[FIRST TIME USERS CLICK HERE FIRST\]](#)  
This above link will direct you to the registration page. Click on the **Place Order** icon. Then click **Create Account**. Complete the registration form and click **Submit**.  
*After registration, use the **Update Cost Centers Here** link on this page to update your cost center options. You will not be able to place an order until you have updated your cost centers.*
2. [\[UPDATE COST CENTERS HERE\]](#)  
After registration, or if you need to update your cost center options, click the above link and complete the form.
3. Click the Order Now link below.

**ORDER NOW** **Note: This login is the same as the previous Brochure Vault.**  
At Brochure Vault, you may view and order all of the current Marketing Collateral items from your web browser. You may review a PDF of each item to assure it is the item you require and a real-time inventory system will allow you to confirm that the item is available and in stock. Lastly, you will receive an e-mail message confirming that your order was received and is now in process.

**PRODUCT PICS** **IMPORTANT: Quantity units of measure updated on new site.**  
Items on the new site are ordered in increments of 1, 25, 50, 100, etc. depending on the specific item. The quantity increment will be notated in blue text at the bottom of each product.

**TRAINING MANUAL**

2. Click on **Place Order** icon (Image 3).

### Image 3

US Cellular

place order log out

Main Menu

Main Menu  
» Place Order

3. Click on **Create Account** (Image 4).

### Image 4

US Cellular

Main Menu

New User

**Create Account**

1. Enter a user name into the **User ID** field.
2. Enter a password in the **Password** field.
3. Enter a first name into the **First Name** field.
4. Enter a last name into the **Last Name** field.
5. Enter a company in the **Company** field. (Note: the company name cannot contain any special characters, such as commas, ampersands, etc.)
6. Enter an address in the **Address** field. We are unable to ship to P.O. Boxes
7. Select the correct **Country** from the pull down menu.
8. Enter a city in the **City** field.
9. Enter a state in the **State** field.
10. Enter a zip code in the **Zip** field.
11. Enter a phone in the **Phone** field.
12. Enter an email address in the **Email** field. (This allows you to receive order and shipping confirmations to your email account.)
13. Click the **Submit >** button.
14. If the user name selected already exists an error message will be received. Enter a different user name and repeat steps 2-12.

### Image 5

The screenshot shows the 'New Account' registration page for USC Cellular. At the top, there is a navigation bar with the USC Cellular logo, 'place order', 'shopping cart' (1 Item in the Cart), 'checkout', and 'log out'. Below the navigation bar are 'Main Menu' and 'My Account' buttons. The main content area is titled 'New Account' and contains the following fields:

- User ID:** TestUser
- Password:** [masked]
- First Name:** Test
- Last Name:** User
- Company:** ABC Corporation
- Address:** 1234 Main Street (with a red error message: 'We are unable to ship to P.O. Boxes.')
- Country:** united states (dropdown menu)
- City:** Anytown
- State:** WI
- Zip:** 55555
- Phone:** 555-555-5555
- Email:** testuser@abccorp.com (with a red asterisk and text: '\*Your email address must be entered')
- Security:** FFOEOnly (dropdown menu)

At the bottom of the form, there is a red asterisk and text: '\*All highlighted fields: are required. After you click Submit you MUST update your cost centers. Please go to the Brochure Vault home page to update cost centers.' and a 'Submit' button.

15. Once registration is complete an email will be sent to the user directing him/her to a cost centers update page. You will not be able to place an order until you have entered your cost centers. Proceed to the next (Page 7) to enter your cost centers.

## Update Cost Centers

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Once you have registered your user profile you must enter your cost center into the system. Cost centers can also be updated by completing this form.

1. Go back to the Brochure Vault home page and click on the **UPDATE COST CENTERS HERE** link (Image 6).

### Image 6

#### **\*\*NEW\*\* BROCHURE VAULT**

##### Steps for First Time Users

1. [\[FIRST TIME USERS CLICK HERE FIRST\]](#)

The above link will direct you to the registration page. Click on the **Place Order** icon. Then click **Create Account**. Complete the registration form and click **Submit**.

After registration, use the **Update Cost Centers Here** link on this page to update your cost center options. *You will not be able to place an order until you have updated your cost centers.*

2. [\[UPDATE COST CENTERS HERE\]](#)

After registration, or if you need to update your cost center options, click the above link and complete the form.

3. Click the Order Now link below.

**ORDER  
NOW**

**Note: This login is the same as the previous Brochure Vault.**

At Brochure Vault, you may view and order all of the current Marketing Collateral items from your web browser. You may review a PDF of each item to assure it is the item you require and a real-time inventory system will allow you to confirm that the item is available and in stock. Lastly, you will receive an e-mail message confirming that your order was received and is now in process.

**PRODUCT  
PICS**

**IMPORTANT: Quantity units of measure updated on new site.**

Items on the new site are ordered in increments of 1, 25, 50, 100, etc. depending on the specific item. The quantity increment will be notated in blue text at the bottom of each product.

**TRAINING  
MANUAL**

2. Complete the form and click the **submit information** button (Image 7).

### Image 7



#### Brochure Vault Cost Center Updates

Please provide the following information to update your cost center listing within the Brochure Vault site. After completing the form, your request will be processed in the system. If you have any difficulty using this form or require more immediate attention, please contact us at [support@suttle-straus.com](mailto:support@suttle-straus.com) or (608) 849-1000.

User ID

New Cost Centers to Add (please separate with commas)

Old Cost Centers to Delete (please separate with commas)

[Return Home](#)

[To Place an Order](#)

## Existing Users: Logging into the website

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1. Once you have registered a profile and entered your cost centers, you can log in. Open an internet browser window. (The website is best viewed in Internet Explorer version 7).
2. Type or paste the following address into the **Address/URL** field:  
<http://www.usccbrochurevault.com/>
3. Hit <ENTER> or click the **Go** button.
4. Click the **Order Now** link.
5. Enter your user name in the **User ID** field.
6. Enter your password in the **Password** field.
7. Hit <ENTER> or click the **Sign in** button.

Image 8

**U.S. Cellular** If you have a previous login it is the same as the previous Brochure Vault.

User ID:

Password:

[Forgot your Password?](#) Sign in ▶

**Forgot your password? Click the link and follow the instructions.**

8. If an invalid customer name or password is entered, an error message will appear in red above the User ID field (Image 9). The **User ID** and **Password** fields will be reset in this case. Re-enter the login information.

Image 9

**U.S. Cellular** If you have a previous login it is the same as the previous Brochure Vault.

Set the UserID before Login. Please, try again!

User ID:

Password:

[Forgot your Password?](#) Sign in ▶

9. When successfully logged into the website, the website *Main Menu* page will be displayed (Image 10).

Image 10

**U.S. Cellular** place order log out

Main Menu Inventory

Main Menu

- ⊗ Inventory
- ⊗ Place Order

# Site Overview

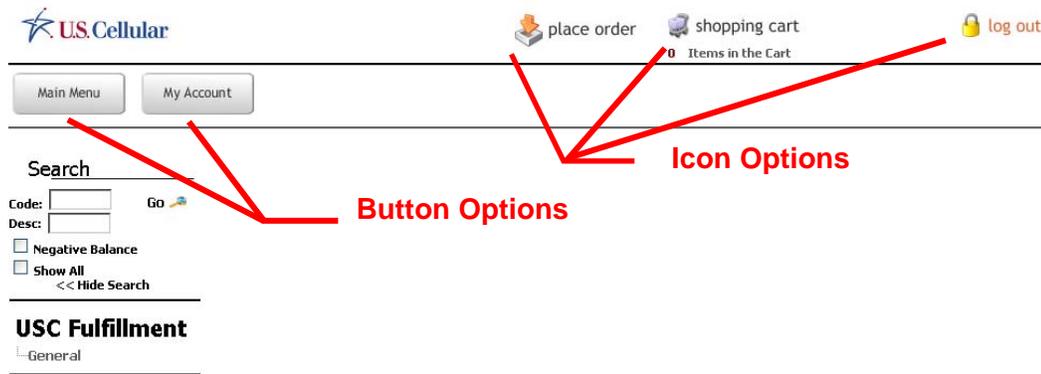
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## Navigation Options

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The USC website includes buttons and icon links to assist with site navigation. This feature is found at the top of the page. The options available direct the user to different pages of the website. For example, in Image 9, once the **Place Order** button or icon is selected; the *Place Orders* page is displayed. Tables 1 and 2 list each option and a synopsis of its purpose. More detailed information connected with these options and pages will be covered later in this manual.

**Image 11**



**Table 1 Button Options**

Option	Purpose
Main Menu	This is the welcome main page displayed when one first successfully logs into the site.
My Account	View and/or edit the customer information.

**Table 2 Icon Options**

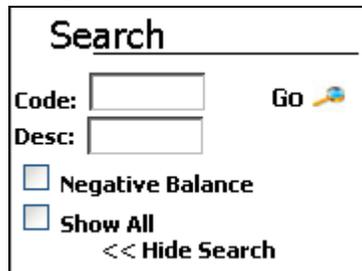
Option	Purpose
Place Order	Begin on this page when placing an order.
Shopping Cart	View, edit, and/or delete items placed in the <i>Shopping Cart</i> .
Log out	Log out of USC website. This is the recommended method to exit the site. After logout, the browser window can be closed or the customer can navigate to a new website.

## Search Options

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A search feature is available on the left sidebar menu (*Place Orders* page) (Image 12).

Image 12



**Search**

Code:  **Go** 

Desc:

**Negative Balance**

**Show All**

[<< Hide Search](#)

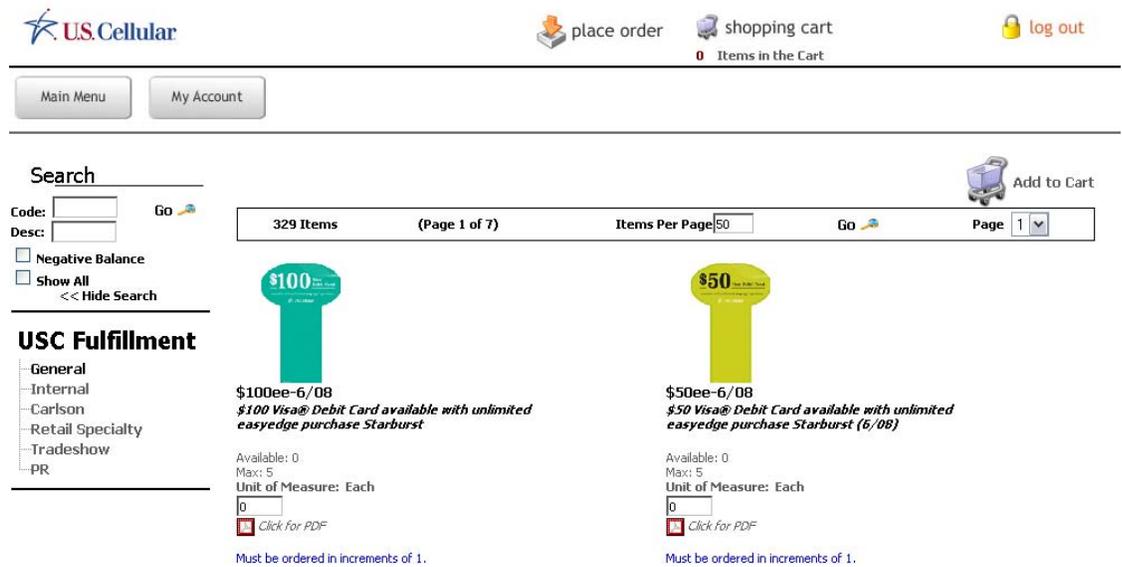
## Search

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Search for a desired item to order:

1. To search for a specific item, type in the desired code or description. A partial code or description can be entered into the Search box found on the left side under the main menu button (Image 12).
2. Hit **Go**.
3. In the description search field, any items related to the entered word or phrase will be displayed. For example, if the user searches for “brochure,” all the items with some reference to “brochure” will be displayed (Image 13).

Image 13



USC Cellular [place order](#) [shopping cart](#) [log out](#)

0 Items in the Cart

Main Menu My Account

**Search**

Code:  **Go** 

Desc:

**Negative Balance**

**Show All**

[<< Hide Search](#)

**USC Fulfillment**

- General
- Internal
- Carlson
- Retail Specialty
- Tradeshaw
- PR

329 Items (Page 1 of 7) Items Per Page:  **Go**  Page

**\$100** Visa@ Debit Card

**\$100ee-6/08**

*\$100 Visa@ Debit Card available with unlimited easyedge purchase Starburst*

Available: 0  
Max: 5  
Unit of Measure: Each  
 [Click for PDF](#)

Must be ordered in increments of 1.

**\$50** Visa@ Debit Card

**\$50ee-6/08**

*\$50 Visa@ Debit Card available with unlimited easyedge purchase Starburst (6/08)*

Available: 0  
Max: 5  
Unit of Measure: Each  
 [Click for PDF](#)

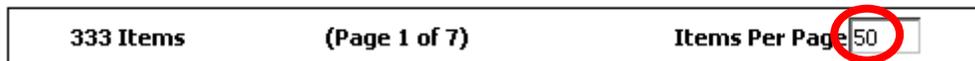
Must be ordered in increments of 1.

[Add to Cart](#)

To view a list of all items:

1. To show all items, check the *Show All* box (Image 12).
2. Hit **Go**.
3. To increase the number of items to show on a page, type in a higher number in the *Items Per Page* field. *A higher number may slow down site performance.*

#### Image 14



1. To navigate to another page, change the pull down. The desired page will view after loading.

#### Image 15



### Categories

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The items on the USC website are organized into categories. Links to each of the categories are listed on the *Placed Order* page below the search feature (Image 13). To view items in a category, click on the name of the link. For example, to see all of the General items, click on **General**. The customer will be directed to the *General* page. All of the products in that category will be displayed. The category name is highlighted in the category list (Image 15). *Note: your access level will determine the visible categories.*

#### Image 15



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# Procedures

## Placing an Order

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### Adding an item to the Shopping Cart

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1. Navigate to the *Place Orders* page by clicking on the **Place Order** icon link on the top of the page.
2. Locate the specific item to order.
3. Type in the desired quantities into the *Qty* field (Image 15).

#### Image 15

---

	
<b>Lunch0505</b> <i>Open House (Lunch) Invites for Area Businesses</i>	<b>MAP-4/07</b> <i>My Account Backroom Poster (11 x 17)</i>
Available: 0 Max: 50 Unit of Measure: Each <input type="text" value="25"/> <input type="checkbox"/> <i>Click for PDF</i>	Available: 0 Max: 3 Unit of Measure: Each <input type="text" value="2"/> <input type="checkbox"/> <i>Click for PDF</i>
Must be ordered in increments of 25.	Must be ordered in increments of 1.

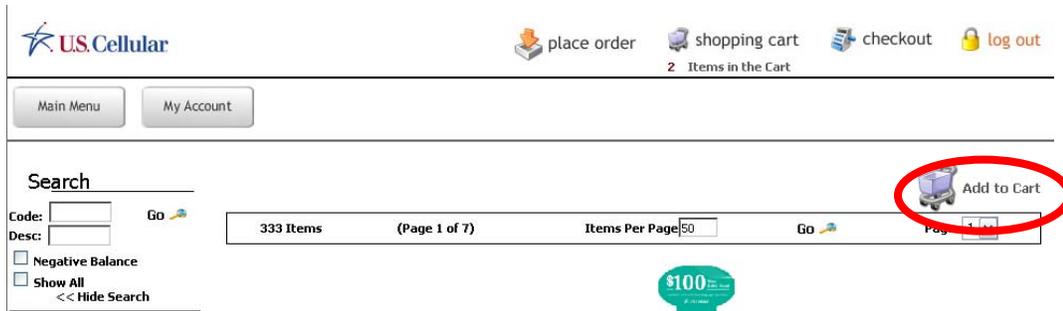
**IMPORTANT NOTE:**

**Quantity units of measure updated on new site.**

Items on the new site are ordered in increments of 1, 25, 50, 100, etc. depending on the specific item. The quantity increment will be notated in blue text at the bottom of each product.

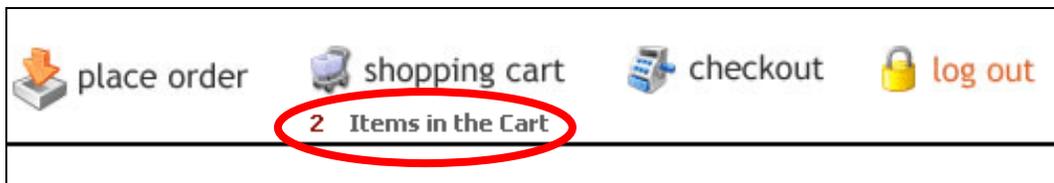
4. Navigate to the top of the page and click the **Add to Cart** icon. (Image 17)

**Image 17**



5. The number of items added to the cart will appear under the **Shopping Cart** icon, displaying **XX Items in the Cart** (Image 18).

**Image 18**



6. To make any quantity changes to an item already added to the shopping cart, open the shopping cart, enter in the new quantity and click **update**.

\*\*If you need to place an order please contact Chris Voodre at [chris.voodre@uscellular.com](mailto:chris.voodre@uscellular.com) remember to include ship-to-address, quantity, cost center, storecares ID and contact information.  
Must be ordered in increments of 1.

**IMPORTANT NOTE:**

Some items shown on this site lists instructions stating that the user needs to contact another person to order this item. If you order these items from this site, you will NOT receive them.

*Warning: The site will allow you to place this item in the shopping cart. However, if only these instructional items have been ordered at one time the entire order will be cancelled at checkout. If available on hand items are ordered at the same time with these instructional items the instructional items will not be shipped and only appear as "cancelled" on your packing slip.*

## Preview a larger image of the item

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1. Click the icon with the red border (Click for PDF).

### Image 19



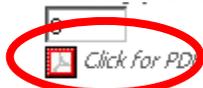
#### Lunch0505

*Open House (Lunch) Invites for Area Businesses*

Available: 0

Max: 50

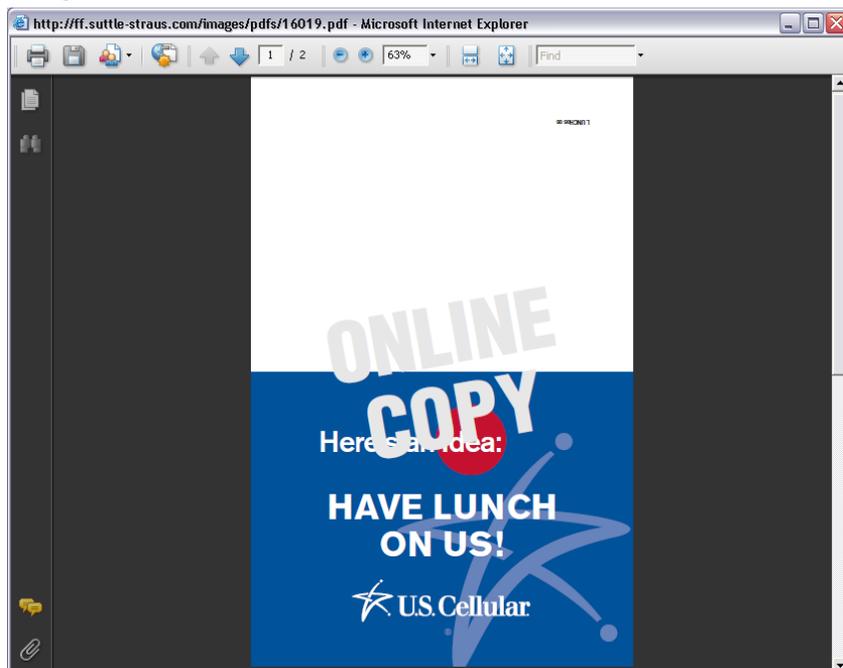
Unit of Measure: Each



Must be ordered in increments of 25.

2. A PDF preview will appear in a new window (Image 20).

### Image 20



3. If multiple pages are available, the page count will display more than 1/1.  
Click the **left and right page arrows** to move between pages (Image 21).

Image 21



## Shopping Cart

The user may view the *Shopping Cart* at anytime by clicking the *Shopping Cart* icon on the top menu.

Image 22



1. Review your order to ensure you have selected the correct item(s) and quantities.
2. If the order is complete, click the **Checkout** icon on the top menu. This will advance the user to the *Checkout* process.

Table 3 *Shopping Cart Options*

Option	Purpose
Qty	The quantity can be edited as desired or remain as original entered.
Delete	An item can be deleted by selecting the Delete button on the line item.
Update	After making any changes to the items click update.
Back	Takes you back to the previous page.
Cancel Order	The entire order can be cancelled by selecting Cancel Order.

## Checkout

The Checkout Process consists of five steps—Verify Items, Verify Address, Order Info, Billing Information and Order Details. When the customer clicks the **Checkout** icon from the menu, he will be taken to the first step -- *Verify Items*.

### Verify Items

The *Verify Items* page is the first step in the Checkout process. The user is required to review the order to ensure you have selected the correct item(s) and quantities.

#### Image 23

U.S. Cellular

place order shopping cart  
2 Items in the Cart

log out

Main Menu My Account

Check out

**Please Verify Your Order.**

	Code	Description	UOM	Qty	Min Limit	Max Limit	Delete
	CNT-10WFC	#10 Window Envelopes -1st Class Indicia - with Cen	Each	<input type="text" value="50"/>	No Limit	No Limit	Delete
	MW-10WFCPP	#10 Window Envelope - 1st Class Presort Indicia -	Each	<input type="text" value="200"/>	No Limit	No Limit	Delete

Update Cancel Order Next >>

1. Review the information.
2. When the order is correct, click the **Next** button found at the bottom of the section (Image 23). This will progress the user to step two of the Checkout process – Verify Address (Image 24).

## Verify Address

The *Verify Address* page is the second step in the Checkout process. The user is required to enter the address to which he or she would like the items shipped.

### Image 24

The screenshot shows a web interface for the 'Verify Address' step. At the top, there are buttons for 'Main Menu', 'My Account', and 'Track Order'. Below these, a navigation menu on the left lists 'Verify Items', 'Verify Address' (which is selected), 'Order Info', 'Billing Information', and 'Order Details'. The main content area is divided into two sections: 'Ordered By' and 'Ship To'. The 'Ordered By' section displays the following information: First Name: Test, Last Name: User, Company: ABC CORPORATION, Address: 1234 Main Street, Country: United States, City: Anytown, State: WI, Zip: 12345, Phone: 555-555-5555, and Email: test.user@abccorp.com. The 'Ship To' section has a checkbox labeled 'Same as Order By Address' which is checked. Below this, the shipping address fields are highlighted in yellow: First Name: ssdemo, Last Name: ssdemo, Company: ssdemo, Address: 1000 Uniek Dr., Country: united states (dropdown), City: Waunakee, State: WI, Zip: 53597, Phone: 5088491000, and Email: andy.burzinski@suttle-straus.com. A red asterisk note states '\*All highlighted fields are required.' At the bottom of the form, there are navigation buttons: '<< Back' and 'Next >>'.

1. Enter the shipping address information in the appropriate fields. Make sure to enter the ship-to recipient's email address into the **Email** field if they are to receive order and shipping confirmations. Note: If the company information is the same as the Ordered By, just click the check box next to the Same as "Order By Address".
2. Review the information.
3. When the shipping address information is correct, click the **Next** button found at the bottom of the section (Image 24). This will progress the user to step two of the Checkout process – Order Info (Image 25).

**Note: the company name cannot contain any special characters, such as commas, ampersands, etc.**

## Order Info

Shipping preferences are completed in the Order Info step where you can preview your order.

### Image 25

The screenshot shows the 'Order Preview' section of a web application. At the top, there are two buttons: 'Main Menu' and 'My Account'. Below these, a navigation menu includes 'Check out', 'Verify Items', 'Verify Address', 'Order Info', 'Billing Information', and 'Order Details'. The 'Order Preview' section features a 'Cost Center' field with a yellow background. Below this is a table with columns for 'Code', 'Description', 'UOM', and 'Qty'. The table lists two items: '#10 Window Envelopes -1st Class Indicia - with Cen' (50 units) and '#10 Window Envelope - 1st Class Presort Indicia -' (200 units). Below the table, there are 'Shipper' and 'Order Type' dropdown menus. The 'Shipper' is set to '08-UPS Ground (1-5 bus. days)' and 'Order Type' is 'Normal'. A 'Shipping Comments' text area is also present. At the bottom, there are '<< Back' and 'Submit >>' buttons, with the 'Submit' button circled in red.

Code	Description	UOM	Qty
CNT-10WFC	#10 Window Envelopes -1st Class Indicia - with Cen	Each	50
MW-10WF CPP	#10 Window Envelope - 1st Class Presort Indicia -	Each	200

1. In the Order Preview, enter in your 6-digit **cost center**, this field is required.
2. Select the method of shipment in the **Shipper** field dropdown box.
3. Select order type Normal or Rush.
4. Review the information.
5. When the shipping information is correct, click the **Submit** button found at the bottom of the section (Image 25). This will submit your order for processing.

**Note:** If an invalid cost center is entered, an error message will appear in red above the Order Preview field.

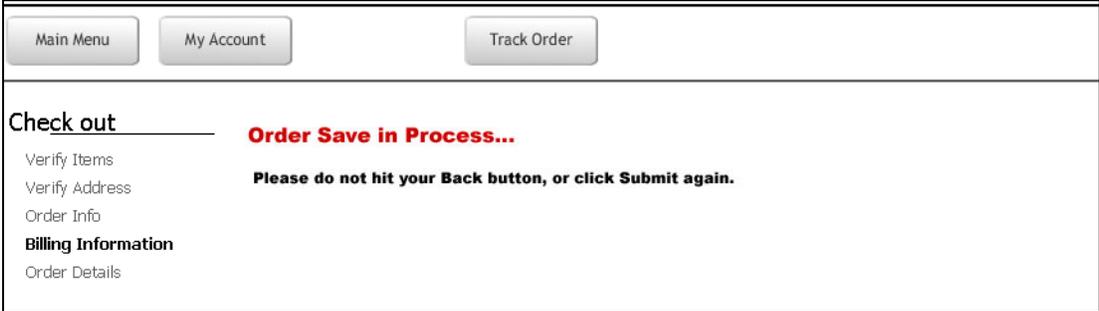
This screenshot shows the 'Order Preview' section with an error message. The 'Cost Center' field contains '999999' and is highlighted with a yellow background. A red error message, 'Invalid Cost Center - please try again.', is displayed above the field and is circled in red. The navigation menu and other elements are consistent with the previous screenshot.

## Billing Information

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The billing address and payment options are completed automatically during the billing information step of the Checkout process.

**Image 26**



1. An alert message will appear that your order is being saved and is processing. Please do not hit your back button, or click Submit again (Image 26). You will be directed to the final page of the checkout process.

## Order Details

---

The final step of the Checkout process is the Order Details step. In this step, the order has been confirmed and this page should be printed out for your records. The page displays the following information for each item in the order:

### Image 27

**Check out**

Thank you for your order. We appreciate your business and will ship your order within 24 to 48 hours.  
**Your Order Number is 30321**  
Please print this page as a confirmation of your order.

**Shipping Info:**

**Name:** Test User  
**Company:** ABC CORPORATION  
**Address:** 1234 Main Street  
**City:** Anytown  
**State:** WI      **Zip:** 12345  
**Phone:** 555-555-5555  
**Email:** testuser@abccorp.com

**Ordered Items**

Code	Description	UOM	Qty
------	-------------	-----	-----

1. When the order is complete, the *Order Details* page will be displayed. A message indicating that the order was placed successfully will be displayed at the top of the page (Image 27).
2. An order confirmation email will be sent to the email address associated with the login, which was used to sign in to the site (Image 28). The email address is located in the *My Account* information, and can be changed as needed. Note: If the order was shipped to someone other than the one placing the order, and an email address was entered into the ship to information, an order confirmation will also go to the ship-to recipient.
3. Once the order has been shipped out, a shipping confirmation will be sent to the same email addresses as the order confirmation.

**Image 28**

**From:** Fulfillment  
**Sent:** Thursday, April 02, 2009 9:52 AM  
**To:** Customer Name  
**Subject:** Order Confirmation

**\*\*Sales Order# 1234 has been confirmed and it is being processed\*\***  
Your reference number is: 3216

**\*\*ORDERED BY:\*\***  
TEST USER  
ABC CORPORATION  
1234 Main Street...  
.....  
WAUNAKEE, WI 53597

**\*\*SHIPPED TO:\*\***  
Customer Name  
ABC CORPORATION  
1234 Main Street...  
.....  
.....  
Anytown, US 12345

Inventory Code	Inventory Description	Order Quantity	Back Order Quantity
CNT-10WFC	#10 Window Envelopes - 1st Class Indicia - with Cen	50	
MW-10WFCPP	#10 Window Envelope - 1st Class Presort Indicia -	200	

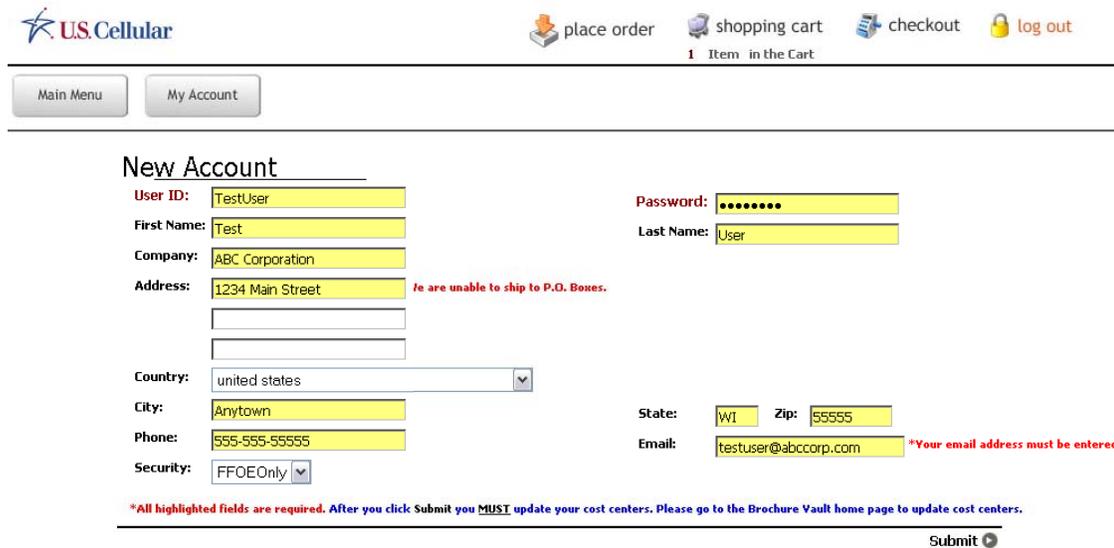
Thank you for your order!

## Updating Customer Profile

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Changes to a customer profile, including password changes, are completed through the *My Account* page of the website. To navigate to the *My Account* page, click the **My Account** button on the top menu. The page includes the user's basic information (Image 29).

Image 29



U.S. Cellular

place order shopping cart checkout log out  
1 Item in the Cart

Main Menu My Account

### New Account

User ID: TestUser Password: ●●●●●●

First Name: Test Last Name: User

Company: ABC Corporation

Address: 1234 Main Street *We are unable to ship to P.O. Boxes.*

Country: united states

City: Anytown State: WI Zip: 55555

Phone: 555-555-5555 Email: testuser@abccorp.com *\*\*Your email address must be entered*

Security: FFOEOnly

*\*All highlighted fields: are required. After you click Submit you MUST update your cost centers. Please go to the Brochure Vault home page to update cost centers.*

Submit

## Edit Profile

---

1. Update the desired fields.
2. Click the **Submit** button found at the bottom right of the page.
3. You'll be taken to a review screen showing your profile information. Review the information to ensure that the information was updated correctly.

## Tracking Placed Orders

Information about placed orders can be viewed using the *Track Orders* page. To navigate to the page, click **Track Orders** button on the top menu. The user will be automatically directed to this page after successfully placing an order.

1. Enter the date from which you'd like to start tracking from into the *Date From:* field. Enter in *MM/DD/YY* format.
2. Enter the date to which you'd like to end tracking with into the *Date To:* field. Enter in *MM/DD/YY* format.
3. Click **Search**.

Image 30

The screenshot shows the US Cellular website's 'Track Orders' page. At the top, there is a navigation bar with the US Cellular logo, 'place order', 'shopping cart' (with 0 items in the cart), and 'log out'. Below this is a secondary menu with 'Main Menu', 'My Account', and 'Track Order' buttons. The main content area is titled 'Orders' and shows a search bar with '1431 Items' found. A search filter box is circled in red, containing fields for 'Order #', 'Date From: 1/1/2009', and 'Date To: 5/11/2009'. Below the search bar is a table of orders.

Order #	Cust Ord. #	Batch #	Status	Order By	Ship To	Type	Date Created	PO #
27833	27833	6166	Cancel	SS DEMO WAUNAKEE, WI	SS DEMO WAUNAKEE, WI	Normal	3/16/2009 2:46:26 PM	
28378	28378	6324	Cancel/Backorder	SS DEMO WAUNAKEE, WI	SS DEMO WAUNAKEE, WI	Normal	3/23/2009 9:38:55 AM	
28380	28380	6326	Cancel/Backorder	SS DEMO WAUNAKEE, WI	SS DEMO WAUNAKEE, WI	Normal	3/23/2009 9:50:36 AM	
28382	28382	6326	Cancel/Backorder	SS DEMO WAUNAKEE, WI	SS DEMO WAUNAKEE, WI	Normal	3/23/2009 9:56:41 AM	
30722	30722	6626	Cancel/Backorder	SS DEMO WAUNAKEE, WI	SS DEMO WAUNAKEE, WI	Normal	4/3/2009 11:00:29 AM	
30753	30753	6642	Cancel	SS DEMO WAUNAKEE, WI	SS DEMO WAUNAKEE, WI	Normal	4/4/2009 2:57:49 PM	
31822		7031	Cancel	SS DEMO WAUNAKEE, WI	SS DEMO WAUNAKEE, WI	Rush	4/13/2009 9:44:26 AM	

4. All available orders will appear under the Orders area.

## Logging Out

When ready to exit the website, the customer should log out. It is preferable to log out rather than navigating to another site or closing the browser.

1. Click the **Logout** option located on the far right side of the top menu.
2. The customer will be returned to the *Login* page. It is now safe to close the browser or navigate to a new site.