


Welcome!

Access to the site will require a email address and password. Click the “Create an account” link to go to the self registration page.



Converge x +
https://demo3.cgconverge.com/Login.aspx

 Online Stationery Store

Account Access

[Create an account](#)


Welcome to the online ordering system developed exclusively for you. Please enter your Email Address and Password to begin ordering.

Email:

Password:

[Log in](#)

[Forgot Your Password?](#)



[?](#) Contact us
(800) 123-4567
email@emailaddress.com

[🕒](#) Office Hours
Our office hours are 8 am to 5 pm. Once orders are placed online changes will not be allowed, please contact Customer Service if you have questions or concerns before placing your order.

[🔗](#) Quick Links
[Terms of Use](#)
[Privacy Policy](#)

New Users

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

Imprint Prompts: The text here can be used to populate fields when you place your order and can be modified at any time in My Account.

Once required fields are complete, click "Continue with Registration".

The system will email a temporary access link. To confirm your registration, click the link inside the email message. You will be prompted to change the password on first login.

Converge x +
https://demo3.cgconverge.com/Registration.aspx?SiteID=53

Online Stationery Store

Creating a new user:

To start your self registration, please complete the fields in the form below. Once submitted your user name and password will be emailed to you
[Click Here for Registration Instructions](#)

User Prompts
Email:

Imprint Prompts:
First Name:
Last Name:

[Continue with Registration](#) [Cancel](#)

Registration Tips

- Please complete all required fields.
- Once submitted an email 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.

Thanks for registering!

2/7/2019 7:06:08 AM CT;

Registration Details

Dear John Sample:

Thank you for registering for access to the online ordering system.

Click on the link below to get started!
Please Note: For security reasons, your password must be set after first login and this link will expire in 10 minutes.

Take me to the ordering site <https://demo3.cgconverge.com/Login.aspx?login=1&username=bjmiller%40taylordigital.io&UserToken=qb%202fipDettYRA6L6kxQdK315EQXVrtyvthmXckZBEU1pazuicuzHEYNFaxS65TmLU1abNMjNH1iii3AZCEo%2bdQ%3d%3d>

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

Converge Ordering Overview

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) 123-4567
- Email us at email@emailaddress.com

Contact us: (800) 123-4567
email@emailaddress.com

Office Hours: Our office hours are 8 am to 5 p placed online changes will not t contact Customer Service if you concerns before placing your o

Returning Users


Returning Users can simply enter their Email Address and Password to enter the site.


Your company may require different prompts in this section such as Store or Division numbers.

If you are a returning user and have forgotten your password, use the link provided to have the password reset.



Converge x +
https://demo3.cgconverge.com/Login.aspx

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Password:

Log in

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Home Page

Contact information will appear at the top of each screen.

A compact navigation bar will help you switch pages.

The main content section of the Home Page provides quick links to common areas. Users can go directly to browsing for products, or see a quick glimpse of recently placed orders. Links to the most used areas of "My Account" are also shown here.

If you have been to this site before, a quick re-order link is available with a carousel of recently ordered items.

The screenshot shows the 'Online Stationery Store' home page. At the top, there is a browser window with the URL 'https://demo3.cgconverge.com/Secure/Home.aspx'. The page header includes a 'Contact us' button, a 'Logout' button, and a 'View Basket' button showing a total of '\$0.00 (0) Items'. Below the header is a navigation bar with links for 'Home', 'Browse Products', 'Order History/Check Status', 'Manage My Account', and 'Reports'. A user profile for 'John Sample' is displayed with links to 'Switch Profile' and 'Manage Profiles'. A search bar is located on the right side of the navigation bar.

The main content area is divided into two columns. The left column, titled 'Personalized Items', contains a list of links: Business Cards, Letterheads, Envelopes, Labels, Note Cards, Note Pads / Memo Pads, Executive-CEO, and View All. An orange arrow points from the text 'Users can go directly to browsing for products...' to the 'Browse Products' link in this list.

The right column features a large banner image of a woman working at a desk. Overlaid on the banner is the text 'Welcome!' and three buttons: '>> Browse Products', '>> Order History/Check Status', and '>> PDF User Guide'. An orange arrow points from the text 'Users can go directly to browsing for products...' to the 'Browse Products' button.

Below the banner is a 'Previous Orders:' section with a 'Show All Previously Ordered' link. It displays a carousel of two order items. Each item has a 'Re-Order' button and a '1234 Street Address' link. The first item is 'PN1 - Post-It Notes - Savings' and the second is 'LA6 - Mailing Labels - Cutting ...'. An orange arrow points from the text 'a quick re-order link is available with a carousel of recently ordered items.' to the 'Re-Order' button of the first item.

Products

From the Home page, the system offers multiple ways to browse for products. Click the “Browse Products” button to view all categories, or use the quick access menu to skip directly to a product.

The screenshot shows a web browser window with the URL <https://demo3.cgconverge.com/Secure/Home.aspx>. The page title is "Online Stationery Store". In the top right corner, there are buttons for "Contact us" and "Logout", and a "View Basket" button showing a total of \$0.00 for 0 items. A navigation menu includes "Home", "Browse Products", "Order History/Check Status", "Manage My Account", and "Reports". The "Browse Products" button is highlighted with an orange box. Below the navigation menu, the user is identified as "John Sample" with links for "Switch Profile" and "Manage Profiles". A search bar labeled "Search for Products" is also highlighted with an orange box. On the left side, a "Personalized Items" menu lists categories: Business Cards, Letterheads, Envelopes, Labels, Note Cards, Note Pads / Memo Pads, Executive-CEO, and View All. The main content area features a "Welcome!" banner with a woman working at a desk, and three buttons: ">> Browse Products", ">> Order History/Check Status", and ">> PDF User Guide". Below the banner, a "Previous Orders:" section shows two order items with "Re-Order" buttons and details like "1234 Street Address" and "02/07/2019 CT".

Catalog

The enhanced product catalog will save you time by reducing clicks to navigate through products and categories.

Features include:

- List/thumbnail Views
- View Larger Images
- Select Items Per Page

To select an item to order, click on the thumbnail image or the link labeled "Order This Item". →

The screenshot shows a web browser window with the URL <https://demo3.cgconverge.com/Secure/BrowseProducts.aspx?CorporateIDCategoryID=1473>. The page title is "Online Stationery Store". The navigation bar includes links for "Home", "Browse Products", "Order History/Check Status", "Manage My Account", and "Reports". The user is logged in as "John Sample" and can "Switch Profile" or "Manage Profiles". A search bar is present with the text "Search for Products".

The main content area displays "Personalized Items" in a grid view. A dropdown menu is set to "50 Items Per Page". The items shown are:

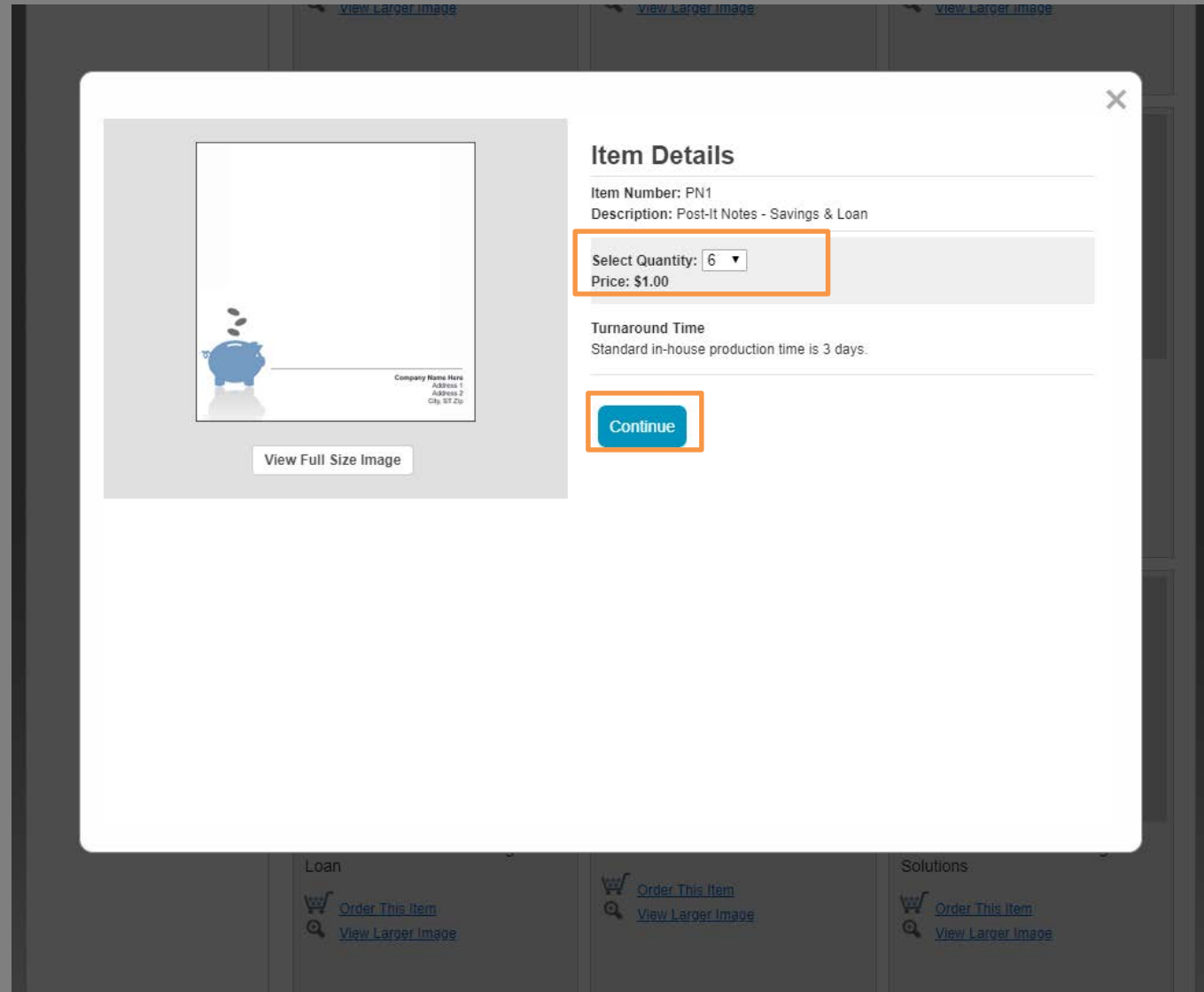
- PN1 - Post-It Notes - Savings & Loan
- PN2 - Post-It Notes - Think Outside
- PN3 - Post-It Notes - Storage Solutions

Each item has a thumbnail image, a title, and two links: "Order This Item" and "View Larger Image". The "Order This Item" link for PN1 is highlighted with an orange box. The "View Larger Image" link for PN1 is also highlighted with an orange box.

Select Quantity

Once you have selected a product you will see the item detail screen. This will allow you to view a larger image and select your quantity before going on to customize the product.

Select the quantity and click "Continue".



Personalize

This screen includes personalization prompts with instant proofing. Simply enter your text in the prompt. **When you tab to the next prompt the proof will refresh to show your changes.**

Note: If you would like to create a proof to send for approval before completing your order, please use the order hold and recall option from the basket page.

Once you are satisfied with the appearance of the proof, click "Approve/Continue".

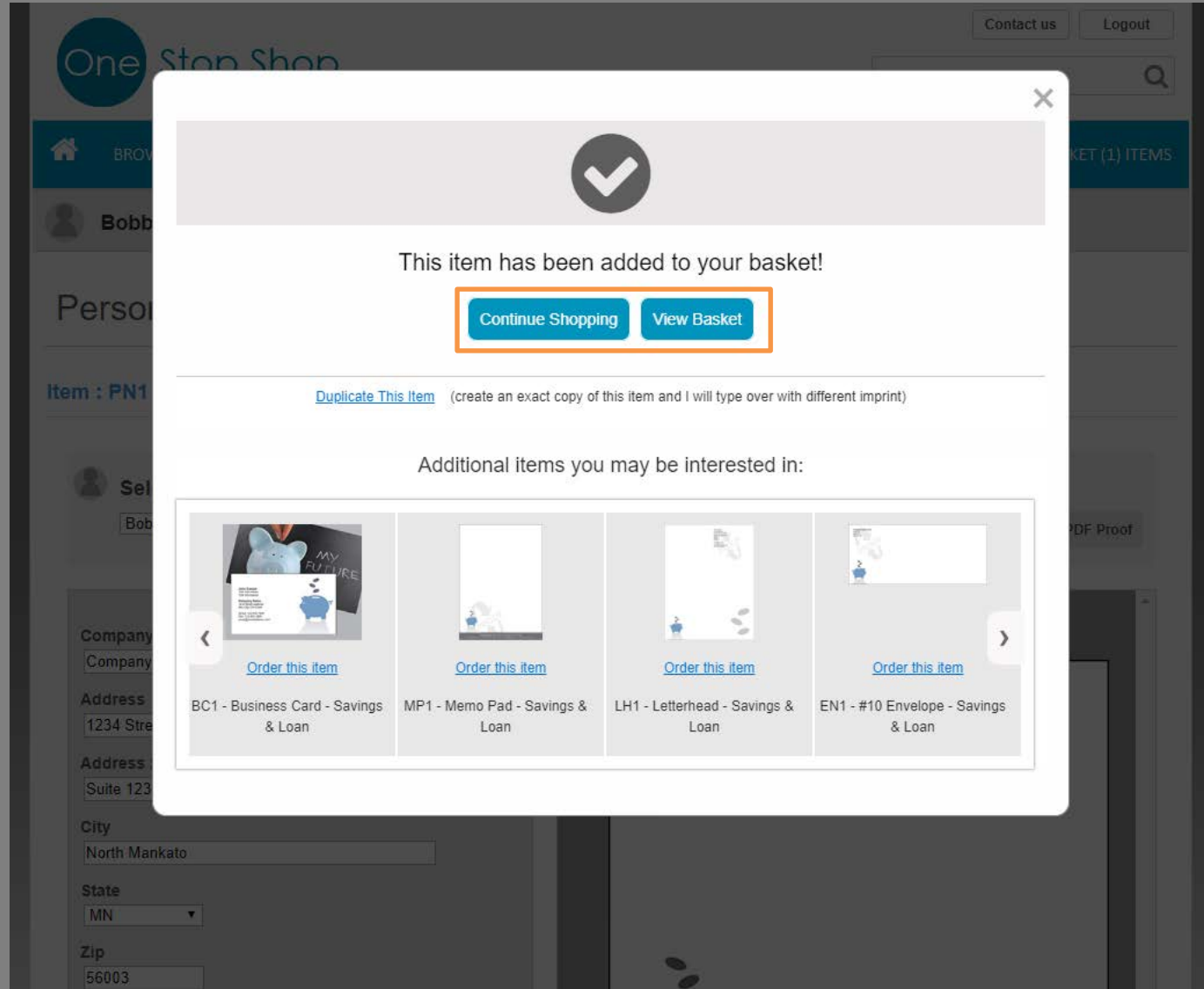
The screenshot shows a web browser window with the URL https://demo3.cgconverge.com/Secure/PersonalizeItemsSteppedViewer_042017.aspx?SelectedSiteItemID=9852. The page is divided into two main sections. On the left is a form for personalization with the following fields: "Company Name" (highlighted with an orange box), "Address" (1234 Street Address), "Address 2" (Suite 123), "City" (City), "State" (NY), and "Zip" (12345). On the right is a preview area showing a blue piggy bank icon and a small box containing the personalized address: "Company Name", "1234 Street Address", "Suite 123", and "City, NY 12345". Below the form, there is a section titled "Save this text to a profile:" with three radio button options: "I do not need to save this text." (checked), "Automatically update profile for John Sample.", and "Create a new stored text profile." Below the preview, there is a section titled "Approving Your Proof" with an "Important:" notice: "By approving this proof I agree the layout, content, and spelling are correct. I understand that my order will be printed exactly as shown. Once added to your basket, you can print, email, or return to this screen to make changes. Changes will not be allowed after checkout." At the bottom of the preview area, there is a button labeled "Approve / Continue" (highlighted with an orange box) and a link for "Cancel" with the text "Do not add this to my cart". An orange arrow points from the text "Once you are satisfied with the appearance of the proof, click 'Approve/Continue'." to the "Approve / Continue" button.

Added to basket

A popup screen will appear to notify you that the item has been added to your basket.

From here you can select which option you'd prefer.

Note: The option is available to "Duplicate This Item" that can be used if you need to order the same item for multiple people. It will save time by not having to go back to the catalog each time to select the item.



View Basket


The checkout process has been combined to one screen to reduce clicks.

From the basket page you can view a preview of your proof. If you would like to make edits to the proof click “Edit Item”.


You can select to “Hold This Order” if you would like to complete checkout at a later date. Note the hold option is not available on all sites.

Shopping Basket & Checkout

Continue Shopping



Chicago, Illinois
1234 Main Street
Suite 100
North Branch, IL 60062



PN1 - POST-IT NOTES - SAVINGS & LOAN ✕


1234 STREET ADDRESS

QUANTITY SELECTED: **\$1.00**

In-House Production Time: Standard 3 Days

Shipping Method:

Estimate Delivery: 8/23/2019



Basket Options:
[Hold This Order](#)

Basket Total: \$1.00

Need help finding additional items? [Click Here](#) to let us know
(Clicking this link will not interrupt your order)

Ready to Checkout

How do I check the status of my order?

Once the initial order confirmation is received, registered users have the option of logging into the site at any time to check order status using the Order History/Status Tab.

Shipping Details:

Add New Location

Shipping Display Name:

Company: Corporate Graphics

View Basket

The basket page also contains the Shipping and Requester information.

Once your shipping address has been saved, the Estimated Delivery date will be refreshed in the basket section.

Depending on your site setup you may be able to send a copy of confirmation emails to additional addresses.

To complete your order check the box to agree that your information is correct, and click "Place Order".



Ready to Checkout

How do I check the status of my order?

Once the initial order confirmation is received, registered users have the option of logging into the site at any time to check order status using the Order History/Status Tab.

Shipping Details:

Add New Location

Shipping Display Name:

Company:

Contact Name:

Street Address:

Suite, Floor, Bldg.:

City:

State:

Postal Code:

Country:

Edit

Will I receive a copy of my receipt?

Once your order has been placed you will receive an email order confirmation. You will also receive a notification email once your order has shipped.

Requester:

Add New Requester

Requester Display Name:

Submitter Name:

Submitter Phone:

Cost Center:

Edit

Basket Total: \$1.00

Completing your Order:

Final Approval: I agree that all information is correct and proofs are approved and ready to be processed. I understand that due to the speed of electronic processing changes or cancellations are not allowed once this order is placed in production.

I have read the information stated above and approve this order.

Place Order

Order Placed

Once the order is placed, you will see a "Thank You" screen which includes the order confirmation number.

You will also be able to open a printer-friendly version of your order. This will include the order details and small-scale proofs for your records.

In most cases you will also receive an email confirmation which contains all of the order details. Individual companies may have different options, such as punching out to a different application for checkout.

Converge x +
https://demo3.cgconverge.com/Secure/Confirmation.aspx#ctl00_ctl00_ctl00_MC_MC_tbCompletingYourOrder

Contact us Logout
Basket Total : \$0.00 (0) Items View Basket

Home Browse Products Order History/Check Status Manage My Account Reports

John Sample | Switch Profile | Manage Profiles | ? Search for Products

Thank you, the order has been sent!

Order Number: 25874231
Created on 8/20/2019 CT

Frequently Asked Questions Printer Friendly View

Now that your order has been placed you will receive an email co

Checking Order Status
Click the link below to view your order history. A link to Order History will be found on in the top menu of the site.
Order History/Check Status

Thanks For Your Order!

Online Order Confirmation
8/20/2019 9:50:47 AM CT

Thank you for using our online ordering system. This email contains important details regarding your recent purchase, please retain a copy of this email for future reference.

Online Order Tracking

Order Number: 25874231 - Test

Sample	Item Details	Qty.	Shipping Selection	Price
View	PN1 Post-It Notes - Savings & Loan 1234 Street Address	6	UPS Ground	\$1.00

Estimated Delivery: 8/27/2019 CT

Basket Total: \$1.00

Shipping

Company: Company Name
Contact Name: John Sample
Street Address: 1234 Street Address
Suite, Floor, Bldg.: Suite 123
City: City

Requester

Submitter Name: John Sample
Submitter Phone: 800 222 2222
Cost Center: 123456

Contact us (800) 123-4567 email@emailaddress.com
Office Hours Our office hours are 8 a placed online changes contact Customer Servi

Order History

A Order History section is available to check the status of your order. The page view allows you to quickly click and view orders without navigating through additional pages.

The 5 most recent orders will be listed first.

A history search is also available.

Depending on your company's system set up you may also receive an email confirmation once the order has shipped.

Converge
https://demo3.cgconverge.com/Secure/OrderHistory.aspx

Contact us Logout

Basket Total : \$0.00 (0) Items View Basket

Home Browse Products Order History/Check Status Manage My Account Reports

John Sample | Switch Profile | Manage Profiles | ? Search for Products

Order History & Check Status Search Order History 25 Orders Per Page

* = Pending Approval

Date	Confirmation	Ordered By	Items	Items/Main Line	Basket	Status
8/20/2019	25874231	Bobbie Miller	1	1234 Street Address	\$1.00	🔄
8/1/2019	25725537	Bobbie Miller	1	Bobbie Jo Miller	\$12.50	🔄
5/22/2019	25183716	Bobbie Miller	1	88888	\$1.00	🔄
5/21/2019	25169938	Display Name	1	John Sample	\$1.00	🔄
7/18/2017	19923879	John Sample	1	Any City	\$1.00	🔄
7/18/2017	19923859	John Sample	1	Any City	\$1.00	🔄
7/18/2017	19923850	John Sample	1	Any City	\$1.00	🔄
7/18/2017	19923206	John Sample	2	Any City Any City	\$2.00	🔄
7/12/2017	19884129	John Sample	1	Any City	\$1.00	🔄
6/12/2017	19653488	John Sample	2	Bobbie Jo Miller Optional Copy	\$2.00	🔄

My Account

You can now “Manage My Account” through one simple screen. You can store information and save keystrokes, especially useful for those with multiple users, shipping locations, and payment methods.

Online Stationery Store

Contact us Logout

Search for Products

BROWSE PRODUCTS MANAGE MY ACCOUNT NEED ASSISTANCE? REPORTS BASKET (0) ITEMS

John Doe | [Switch Profile](#) | [Manage Profiles](#) | ?

Manage My Account

Change Password

Stored Text Profiles Requester Information Shipping Profiles

Stored Text Profiles + Add New

Name	Profile Options	Copy / Remove
<input checked="" type="checkbox"/> John Doe Last Logged in 2019-02-13 09:53 AM CT	Stored Text Prompts Image Library	
Jane Smith	Stored Text Prompts	

My Account

My account can be used to create stored text profiles for yourself or others that you may order for. Save keystrokes by accessing your stored text for each item you order.

Online Stationery Store

Contact us Logout

Search for Products

BROWSE PRODUCTS MANAGE MY ACCOUNT NEED ASSISTANCE? REPORTS

BASKET (0) ITEMS

John Doe | [Switch Profile](#) | [Manage Profiles](#) | ?

Manage My Account

Change Password

Stored Text Profiles Requester Information Shipping Profiles

Stored Text Profiles

Type name to search here + Add New

Name	Profile Options	Copy / Remove
<input checked="" type="checkbox"/> John Doe Last Logged in 2019-02-13 09:53 AM CT	Stored Text Prompts Image Library	

User Prompts

Display Name:

Email:

Division:

Imprint Prompts

Name:

Title 1:

Title 2:

Company Name:

Save Changes

Upload a new Image

(Click Here to view specifications)

Select a file to upload: No file chosen

My Image Library:

16474158.jpg
Uploaded: 2/7/2019

Thank You!

Please contact us if you have additional questions or need assistance while placing your order. Company contact information is located at the top and bottom of each screen.

