



USER GUIDE

We have designed our website to make it more convenient for you, our valued customers. Now you can enjoy fast and easy ordering online along with many other great features. Check it out today!

MY ACCOUNT

The My Account Page loads each time you log in. This page is the hub of all of your information.

ORDER CENTER

Saved Carts

This section lets you view all orders that you are working on with saved carts.

Order History

Use this tool to check status on your orders as well as get estimated shipping dates and tracking numbers.

Reorders (Online Orders Only)

This is a fast and easy way to reorder your online orders

Pending Orders

Release pending orders ready to go to production

Invoices

View your current balance

ACCOUNT INFORMATION

Update your account address by clicking "Edit."

Manage Users

Set up additional employees to have access to placing orders on Navitor.com

Change My Password

Update to a new password

Customize My Account Page Logo

Update your My Account Page with your own company logo.

Customer Address Book

Any address you add into the drop ship fields in the cart will be retained here. You can update addresses or add new ones.

MORE SETTINGS

Prices

Change your Price Settings.

Auto-Release Settings

Change your settings if you want orders approved.

Email Notifications

Email settings.

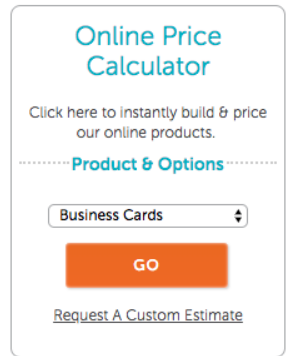
ORDERING HAS NEVER BEEN EASIER

You can either order your product through the merchandising pages or select your product from the Online Price Calculator. Once you have selected the entire product options click on "Start Your Order"



MERCHANDISING PAGES

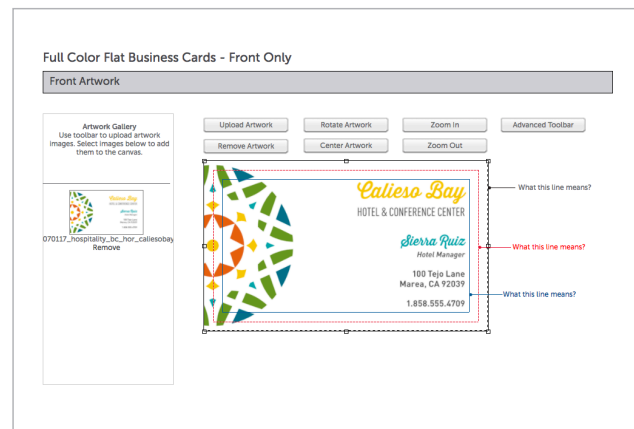
OR



ONLINE PRICE CALCULATOR

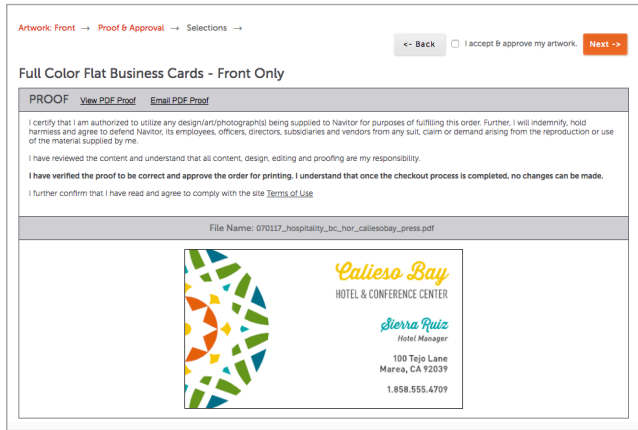
UPLOAD YOUR ARTWORK

You can upload a multiple page PDF or multiple files. Click on Upload Artwork on the studio page and select the file you would like to upload. Once you upload the artwork the file will show in the Artwork Gallery. If uploading one file at a time the artwork will load into the studio. When uploading multiple files simply click on the artwork in the gallery you want to add to the studio- **Make sure that the bleed and cut marks align within the studio.**



CHECK YOUR PROOF

A preview of your product will appear on the screen after you have clicked “Next” in the studio. Verify that placement, spellings and all information is correct. Files will be printed as shown. You can also click on “View PDF Proof” for a larger view or email the PDF proof. Click Accept and “Next” to save your artwork and place the product in the cart. You can edit the artwork from the cart if you need to make any changes.



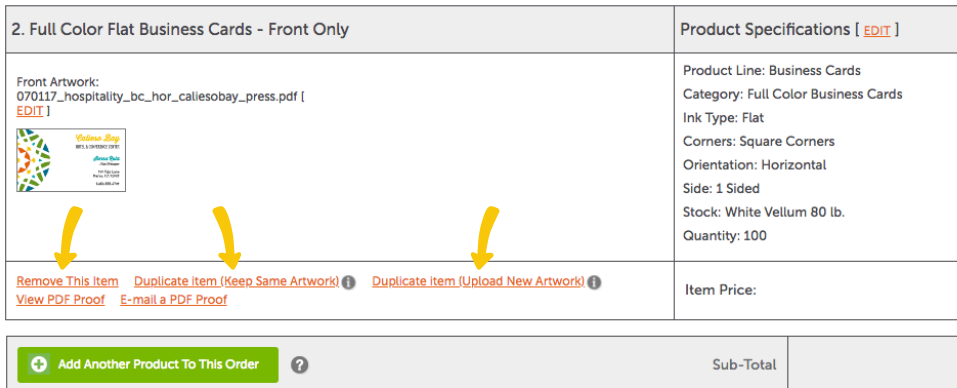
CART

Want to delete the item in your cart? Click on “Remove This Item”

Want to add the same product with the same artwork? Click on “Duplicate item (Keep Same Artwork)”

Want to add the same product with different artwork? Click on “Duplicate item (Upload New Artwork)”

Want to add a new item to your cart? Click on the “Add Another Product to This Order” Or click on the Navitor Logo to bring you back to the main page and either use the left product navigation or the online price calculator to select your next product.



CART CONTINUED

Add your customer’s information for easier reference by adding a PO number, customer company, name and phone number—all information that is only visible to you.

Need to ship directly to your customer? Simply check the box next to this is a Drop Ship and fill in your customer’s information.

Select your shipping method and your Payment type and click Submit Order.

| Order Reference ? | Ship-To Address ? | Select Shipping Method | | | | | | |
|--|---|---|-----------------|--------|----------|--------|---------------------|---------------|
| <input type="text" value="Project/P.O. #"/> <input type="text" value="Customer's Company"/> <input type="text" value="Customer's Name"/> <input type="text" value="Customer's Phone"/> | <input type="checkbox"/> This is a Drop Ship. | | | | | | | |
| Payment Type <input checked="" type="radio"/> On My Account ? <input type="radio"/> Pay By Credit Card ? Credit Card Edit | | <table border="1"> <tr> <td>Order Sub-Total</td> <td>\$0.00</td> </tr> <tr> <td>Shipping</td> <td>\$0.00</td> </tr> <tr> <td>*Grand Total</td> <td>\$0.00</td> </tr> </table> | Order Sub-Total | \$0.00 | Shipping | \$0.00 | *Grand Total | \$0.00 |
| Order Sub-Total | \$0.00 | | | | | | | |
| Shipping | \$0.00 | | | | | | | |
| *Grand Total | \$0.00 | | | | | | | |
| <small>*Note: Sales Tax is not included in your cart and will automatically be added to your payment if you are shipping the order to: AL, AZ, CA, CO, CT, FL, GA, IL, IN, IA, KS, KY MD, MA, MI, MN, NE, NV, NJ, NY, NC, OH, PA, RI, SC, TN, TX, UT, VA, WA, VT or WI. If your business is tax exempt, please contact customer support to have your account updated.</small> <small>Navitor is not required to and does not collect sales tax in LA, OK, and SD. Your purchase for delivery to these states is subject to sales or use tax unless the purchase is specifically exempt. Please note that there is no exemption from state sales or use tax based merely on the fact that a purchase is made over the Internet, by catalog, or by other remote means. The laws of these states require that a consumer's sales or use tax be paid annually on the appropriate tax forms.</small> | | | | | | | | |
| <p align="center"> <- Back Save Cart Submit Order -> </p> | | | | | | | | |

Note:

If your account is set up for “Required Approval” please go to the “My Account” page - under Pending Orders locate your order and click “Release”.

Pending Orders

Go to: [Order History](#) to browse your order history and get order tracking information on orders you have submitted.
 Go to: [Saved Carts](#) to manage your saved carts.

Orders Ready For Release ?

| Filter Results | | | | | | | |
|--|----------------------|------------------------|--|-----------------------|--|-------------------------------|---|
| Date Last Updated: | <input type="text"/> | Web Order #: | <input type="text" value="Filter By Web Order #"/> | Created By: | <input type="text" value="All Users"/> | | |
| Date Placed: | <input type="text"/> | P.O. # / Project Name: | <input type="text" value="Filter By P.O. # / Project Name"/> | Clear | Filter | | |
| <p align="center"> Bulk Actions </p> | | | | | | | |
| Creation Date | Web Order # | P.O. # / Project Name | Created By | Amount | Status | Actions | |
| <input type="checkbox"/> 05/25/2017 | 2000426093 | | @navitor.com | \$ | Ready To Release | Release Order | Edit Delete View Confirmation |
| <input type="checkbox"/> 04/18/2016 | 2000335613 | | @navitor.com | \$ | Ready To Release | Release Order | Edit Delete View Confirmation |