


Distributor Checklist

Welcome to DistributorCentral. By now you have logged in to your DistributorCentral account, but may not be sure what to do next. Follow this checklist to get your account customized and prepared to do business.

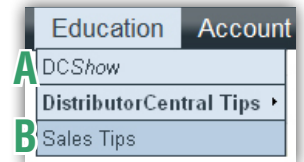
Video Tutorials, PDF Guides, Education Menu the DC Blog

- Video Tutorials and PDF Guides**
 - Access these by clicking on  at the top of the page within your account. A printable PDF Users Guide is also available to download in this area as well.

- Education Menu - The DCShow (A)**
 - This is an online trade show that provides an opportunity for every Distributor to gain greater knowledge about specific products and services provided by Promotional Product Suppliers.

- Education Menu - Sales Tips (B)**
 - This area offers short online classes from industry leaders. These can help provide you with insight to increase your performance and income.

- The DC Blog**
 - This is a great resource for you to learn more about your account and to keep up with the latest updates. It's located in **Updates** section the lower right portion of the home page in your account.



The Account Menu

- Account Maintenance (A)**
 - Review your contact information for accuracy. If any changes need to be made, click on edit and revise accordingly.

- Users (B)**
 - Add additional contacts if necessary (billing, customer service, shipping, etc.).

- Payment (C)**
 - Customize your username and password.

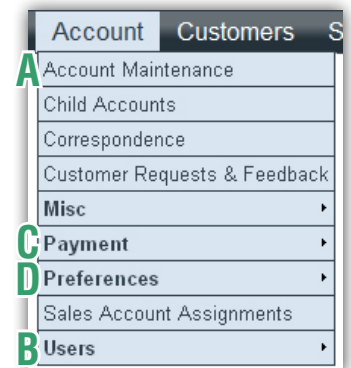
- Preferences (D)**
 - Add additional users that you want to grant access to your account.

- Payment (C)**
 - Get your account/website ready for e-commerce by selecting what payment types you accept.
 - If you want to be able accept and process credit cards, you would need to setup a merchant account on your end with a merchant account provider.

- Preferences (D)**
 - You can also setup a payment gateway such as Authorize.net or PayPal PayPro Flow to streamline the credit card payment process in your account. DistributorCentral does not process payments for you.

- Preferences (D)**
 - Be sure to go through your **Account Preferences** and **User Preferences**. These areas allow you to change various functionality aspects of your account to help get it setup to meet your company's needs.

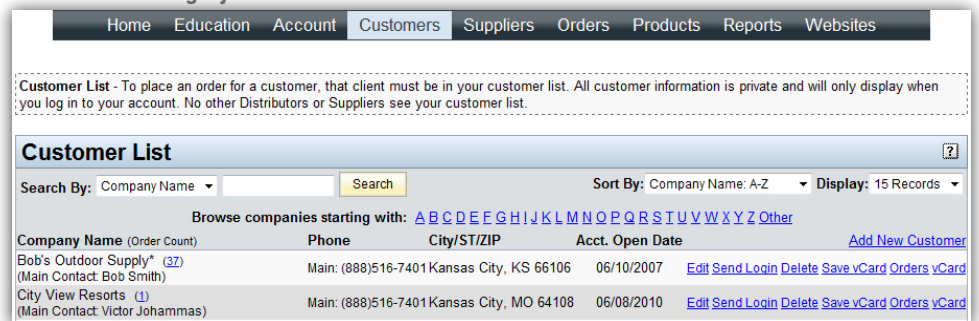
- Preferences (D)**
 - Once you have a website setup in your account, be sure to go through your **Website Preferences** as well.



Customer Menu

- You can use your DistributorCentral account to manage your customer database.**


- Add your customers into your account. This will allow you to keep track of your customers contact information, orders, payment info, correspondences, etc. Best of all, this information will be available to you anywhere you have an internet connection and will get you on your way to having a mobile office. Information in your



DistributorCentral account is secure to your account. Customer information is never released or provided to outside sources.

Websites Menu

- Create your very own website(s) using DistributorCentral's web creation tools.**

- The best place to get started is to watch our website Video Tutorials and view our PDF guides which are again located in the  area of your account.

- Make sure to go through your **Website Preferences** to customize your website settings.

- Once you have your website created, try placing a few test orders from your website to get your customers perspective of how the ordering process works. You can then also get an idea of how orders come to you, in which you will receive an email confirmation and the order will be saved in your DistributorCentral account, where you can then review the order and send it to the Supplier at your convenience.