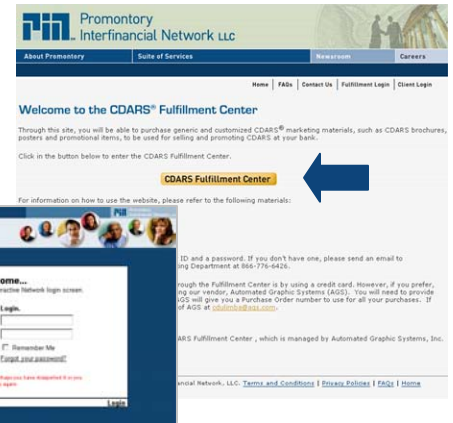


Seven easy steps to use the CDARS® Fulfillment Center

1. To place an order, www.promnetwork.com/fulfillment and click on **CDARS Fulfillment Center** to access the website.
2. To access the site you need a **User ID** and **Password**. If you do not have one, please email your contact information to fulfillment@promnetwork.com.



3. All items are organized on the sidebar menu on the left of your screen. When you find the item you wish to purchase, just click on its name. For more information on how to order generic or customized material, please refer to the FAQs.

Select the quantity of items you wish to buy, and click on **add to cart**. Your order will be added to the **shopping cart**.

To continue purchasing materials, just click on the sidebar menu for the next item. Your selections will remain in the **shopping cart** until you are ready to make your purchase.

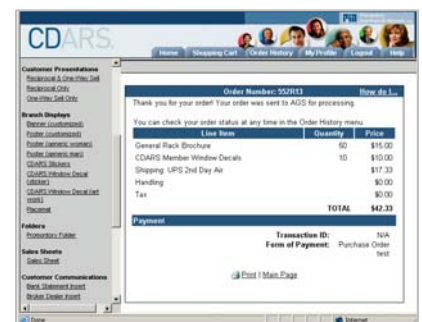
Note: If you are not able to complete your order at this time, your selections will be saved in the **shopping cart**.

4. After you have finished selecting your items, click on **Checkout**. Enter your shipping and billing address. Click on **shipping options** to select the shipping method for your order.
5. Click on **order detail** to review your purchase and select your payment method. The CDARS Fulfillment Center accepts credit cards for payment (Visa, MasterCard, and American Express)*.

Note: If you wish to be invoiced, you need to send your billing information through the **“Purchase Order Number Request”** link found on the sidebar menu within the website, and an email will be sent to you automatically with your P.O. number.

6. Click on **submit order** to purchase your materials.
7. After you place your order, a confirmation email will be sent to you. Your order will be stored in **order history**.

➔ When in doubt during this process, click on the **how do i...** link on the right hand corner of the title bar.



If you have questions or comments about the site, please do not hesitate to contact your Business Development Advisor or Promontory's Marketing department at marketing@promnetwork.com.

* The Fulfillment Center is operated by an outside vendor, Automated Graphic Systems. The charge for your order will appear from this vendor on your credit card statement. CDARS is a registered service mark of Promontory Interfinancial Network, LLC.