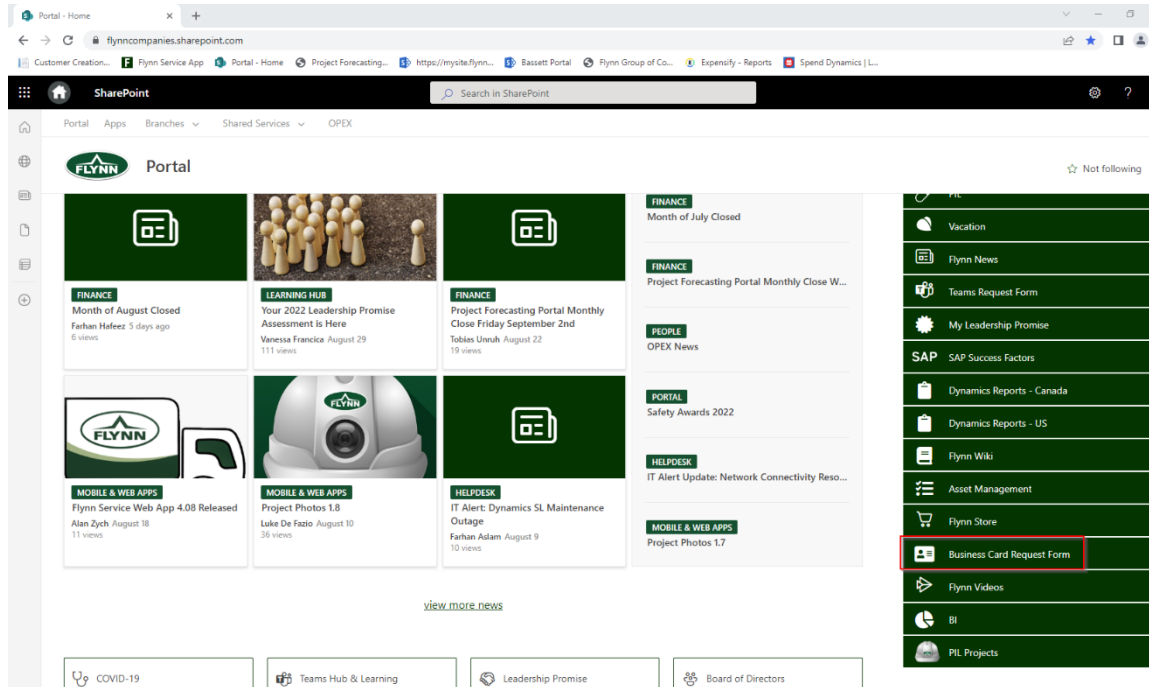
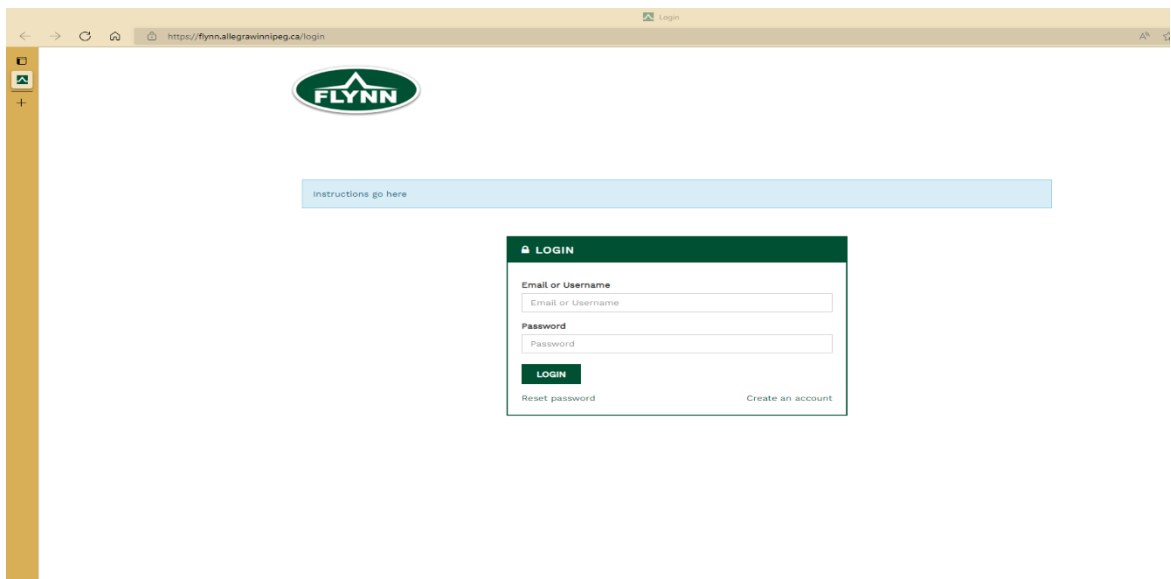


## Steps to Order Business Card.

1. From your Flynn portal home page click on **“Business Card”**




2. You will be directed to **Allegra/Flynn webpage** of Business card Portal.



3. Click “Create Account”

https://flynn.allegrawinnipeg.ca/login



Instructions go here

LOGIN

Email or Username

Email or Username

Password

Password

LOGIN

Reset password

Create an account

4. Create your account by filling the information and selecting appropriate company name.

Create an Account

Please fill out the information below and click the “Create Account” button.

General Information

First Name \*

Last Name \*

Email \*

Title

Choose Your Company \*

Phone

Cell Phone

Password

Password \*

At least 7 characters


At least 1 number

At least 1 uppercase letter

(suggested) 1 symbol

(suggested) 12 characters

Confirm Password \*



Type the code

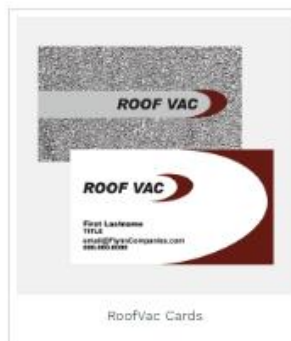
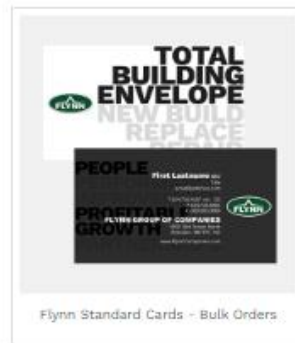
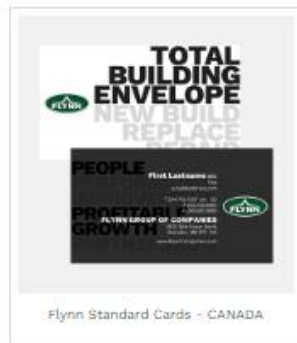
\* indicates required fields

CREATE ACCOUNT

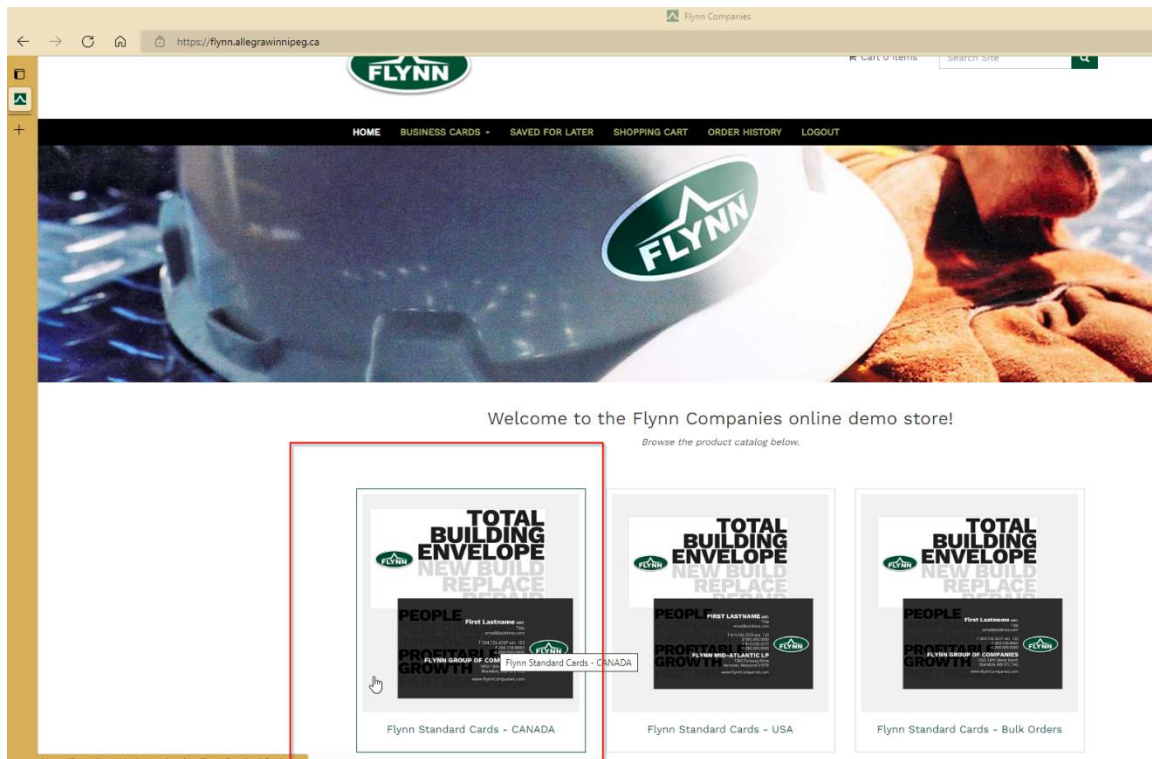
- you can now log in to your account. You will see **one of below** templates that represents your company. *(Note: Bulk Order template will not be visible & is only used when branch is relocating. To place order for entire branch contact Marketing)*

Welcome to the Flynn Companies online demo store!

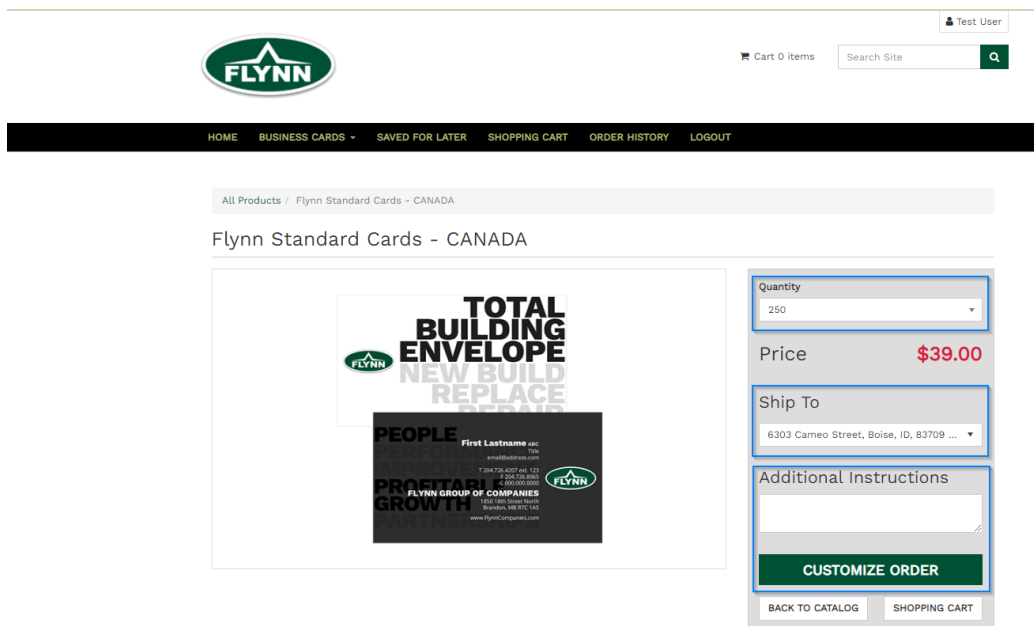
*Browse the product catalog below.*



- Click on thumbnail of respective template to create a card.



- Select Quantity, Ship to Address and add additional instruction. click **“Customize Order”**



8. On left of the panel, fill in the information of the individual whose card needs to be ordered. Be sure to complete all applicable fields. **(Note: Branch Phone & Fax Numbers will prepopulate once you choose your location).**

Page 1 Preview Size Standard Cancel Save for Later Update Preview

Enter information for all required fields

Name \*  
Hetal Desai

Credentials

Title  
Construction Administrator

Email \*  
Hetal.Desai@flynncompanies.com

Office Extension

Cell  
416.814.0310

Direct Number

Choose Location \*  
Toronto

Changes Detected! Update Preview

PEOPLE  
PERFORMANCE  
IMPROVEMENT  
PROFITABLE  
GROWTH  
PARTNERSHIPS

FLYNN GROUP OF COMPANIES  
www.FlynnCompanies.com

FLYNN

9. Once All fields are completed, click “Update Review” on the pop up on the right panel to see business card proof.

Page 1 Preview Size Standard Cancel Save for Later Update Preview

Enter information for all required fields

Cell  
416.814.0310

Direct Number

Choose Location \*  
Toronto

Choose Company Name \*  
FLYNN CANADA LTD.

Include 24 Hour Emergency Number?  
No

Include Safety Hotline Number?  
No

Acquisition Logos  
Flynn Only

Changes Detected! Update Preview

PEOPLE  
PERFORMANCE  
IMPROVEMENT  
PROFITABLE  
GROWTH  
PARTNERSHIPS

FLYNN GROUP OF COMPANIES  
www.FlynnCompanies.com

FLYNN

10. Once you are satisfied with proof, You can either Click “Save for later” or “Finish Editing”

Page  
1

Preview Size  
Standard

Cancel

Save for Later

Finish Editing

All required items complete

Cell  
416.814.0310

Direct Number

Choose Location \*  
Toronto

Choose Company Name \*  
FLYNN CANADA LTD.


Include 24 Hour Emergency Number?  
No

Include Safety Hotline Number?  
No

Acquisition Logos  
Flynn Only

PEOPLE  
PERFORMANCE  
IMPROVEMENT  
PROFITABLE  
GROWTH  
PARTNERSHIP

**HETAL DESAI**  
Construction Administrator  
Hetal.Desai@flynncompanies.com  
T 905.671.3971  
F 905.673.3971  
C 416.814.0310  
**FLYNN CANADA LTD.**  
6435 Northwest Drive  
Mississauga, ON L4V 1K2  
www.FlynnCompanies.com



Page  
1

Preview Size  
Standard

Cancel

Save for Later

Finish Editing

All required items complete

Cell  
416.814.0310

Direct Number

Choose Location \*  
Toronto

Choose Company Name \*  
FLYNN CANADA LTD.


Include 24 Hour Emergency Number?  
No

Include Safety Hotline Number?  
No

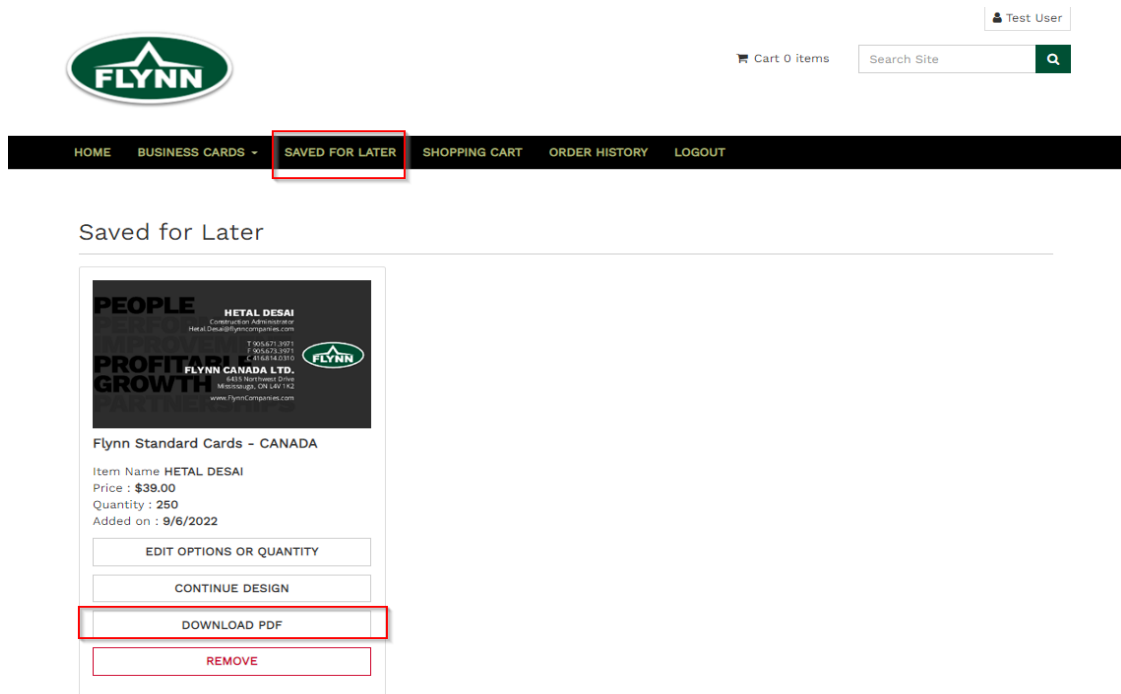
Acquisition Logos  
Flynn Only

PEOPLE  
PERFORMANCE  
IMPROVEMENT  
PROFITABLE  
GROWTH  
PARTNERSHIP

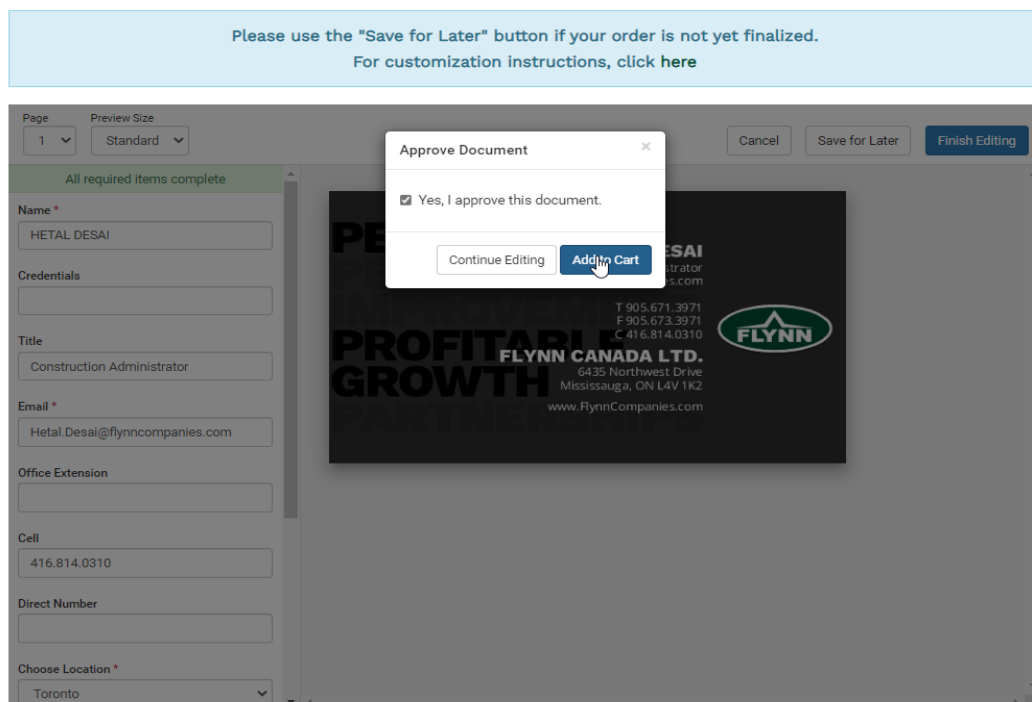
**HETAL DESAI**  
Construction Administrator  
Hetal.Desai@flynncompanies.com  
T 905.671.3971  
F 905.673.3971  
C 416.814.0310  
**FLYNN CANADA LTD.**  
6435 Northwest Drive  
Mississauga, ON L4V 1K2  
www.FlynnCompanies.com



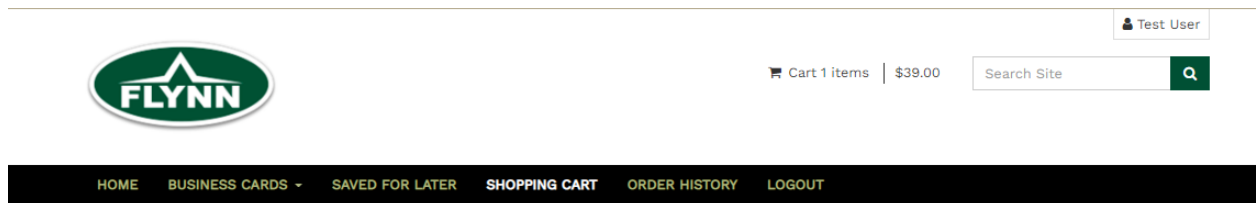
11. To access saved for later Card, click on “Saved for Later” tab on top of screen. From this screen you can also download PDF version of your proof.




12. With “Finish Editing” Option, you will be prompted to approve document via pop up. Once approved, you can add your order to cart.






13. From shopping cart click “Checkout”




## Shopping Cart



Flynn Standard Cards - CANADA  
250



Details ^


\$39.00

Subtotal \$39.00

**CHECKOUT**

CONTINUE SHOPPING

14. Choose **Ship to location & Click Continue to place order.** (Note: If shipping more then one location then group your cards based on their location and place separate order)



Cart 1 Items | \$39.00

Search Site

HOME BUSINESS CARDS SAVED FOR LATER SHOPPING CART ORDER HISTORY LOGOUT

## Shipping

Ship To

6303 Cameo Street, Boise, ID, 83709 (Boise)

800-827-7845

6303 Cameo Street  
Boise, ID US 83709

Subtotal \$39.00

Tax \$0.00

**Total \$39.00**

**CONTINUE**

Shipping Method

All orders are shipped via FedEx and billed to the appropriate account.



15. Select appropriate **billing address** and under **Comments** enter the name and number of the **person receiving the card**. click “complete order” to print cards. *(Note: Cards will be shipped directly to provided location by Allegra Print & Marketing)*

## Checkout

Please fill out the following information before completing your order.

### Payment Method

All orders will be automatically billed after fulfillment.

Subtotal	\$39.00
Total Before Tax	\$39.00
Tax	\$0.00

<b>Total</b>	<b>\$39.00</b>
--------------	----------------

### Billing Address


134 Faithfull Crescent, Saskatoon, SK, S7K 8H8 (Saskatoon)	
306-242-5909	134 Faithfull Crescent Saskatoon, SK CA S7K 8H8

**COMPLETE ORDER**

### Comments (optional)

### Shipping

Edit

	Flynn Standard Cards - CANADA	\$39.00
Shipping To		
800-827-7845	6303 Cameo Street Boise, ID US 83709	