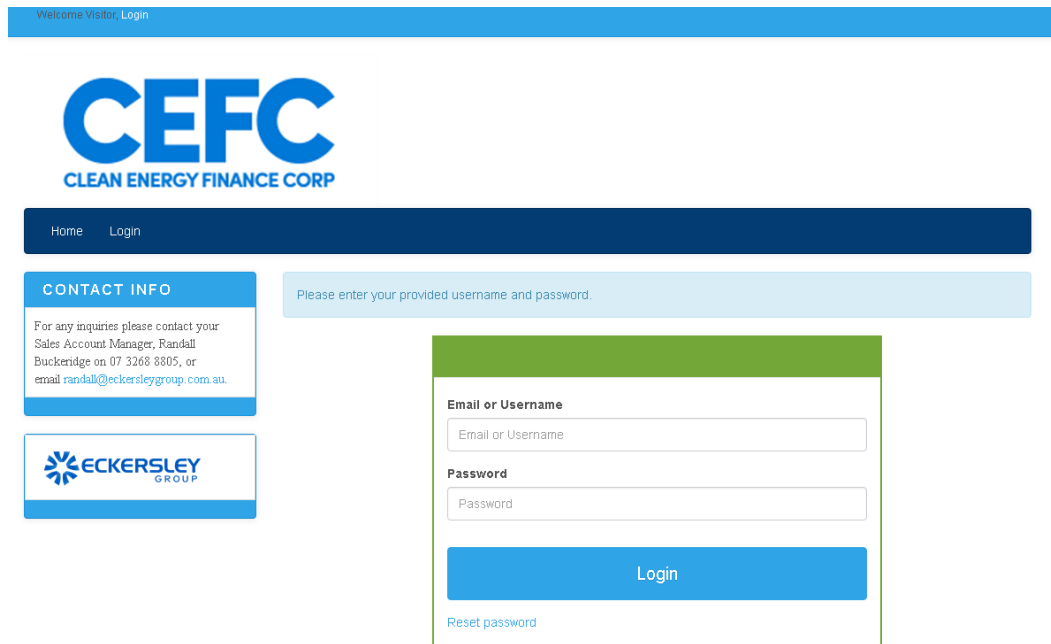


Clean Energy Online Ordering System

1. Click on supplied link to personalised site

[Clean Energy Online link](#)

2. Enter your first name and password into the login page (*provided to you by your Sales Account Manager separately*)



Welcome Visitor, Login

CEFC
CLEAN ENERGY FINANCE CORP

Home Login

CONTACT INFO
For any inquiries please contact your Sales Account Manager, Randall Buckridge on 07 3268 8805, or email randall@eckersleygroup.com.au

ECKERSLEY GROUP

Please enter your provided username and password.

Email or Username

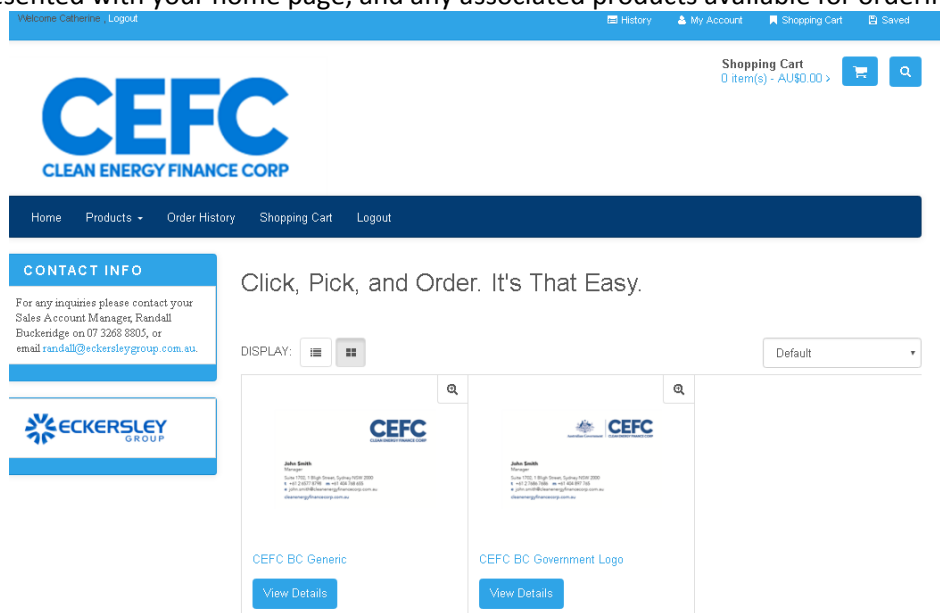
Password

Login

[Reset password](#)

3. Click 'Login' button

You will be presented with your home page, and any associated products available for ordering.



Welcome Catherine, Logout

History My Account Shopping Cart Saved

CEFC
CLEAN ENERGY FINANCE CORP

Shopping Cart
0 item(s) - AU\$0.00

Home Products Order History Shopping Cart Logout

CONTACT INFO
For any inquiries please contact your Sales Account Manager, Randall Buckridge on 07 3268 8805, or email randall@eckersleygroup.com.au

ECKERSLEY GROUP

Click, Pick, and Order. It's That Easy.

DISPLAY: ☐ ☐ Default


CEFC BC Generic
[View Details](#)

CEFC BC Government Logo
[View Details](#)

Select the business card you require. You will be taken to the product detail page for the card.

[Home](#) [Products](#) [Save for Later](#) [Order History](#) [Shopping Cart](#) [Logout](#)

[All Products](#) / [CEFC BC Generic](#)



John Smith
Manager
Suite 1702, 1 Bligh Street, Sydney NSW 2000
t +61 2 6577 8798 m +61 404 768 655
e john.smith@cleanenergyfinancecorp.com.au
cleanenergyfinancecorp.com.au

CEFC BC Generic

Number of Business Cards

Total (excl. GST): **AU\$120.00**

Ship To

Product Asset
[Multiple Names for Generic Business Cards](#)

Additional Instructions


[Customize Order](#)

[Back to Catalog](#) [Shopping Cart](#)

Please enter your required quantity as prompted. The price will vary dependant on the quantity entered. Please note quantities are in sets of 250 with a minimum of 250 and maximum 4000. If you enter a non valid quantity, 'that combination of choice is not available' will appear on the screen. If so please adjust to a valid number.

[Home](#) [Products](#) [Save for Later](#) [Order History](#) [Shopping Cart](#) [Logout](#)

[All Products](#) / [CEFC BC Generic](#)



John Smith
Manager
Suite 1702, 1 Bligh Street, Sydney NSW 2000
t +61 2 6577 8798 m +61 404 768 655
e john.smith@cleanenergyfinancecorp.com.au
cleanenergyfinancecorp.com.au

CEFC BC Generic

That combination of choices is not available.

Number of Business Cards


Total (excl. GST): **AU\$170.00**

Do not forget to select a shipping address. Also, please add any instructions you feel is necessary in the 'Additional Instructions' field.

Unless specified in additional instructions quantity for multiple names will be evenly split.

5. To generate business card for multiple names click **‘Multiple Names for Generic Business Card’** this will download an excel data file.

All Products / CEFC BC Generic



CEFC BC Generic

That combination of choices is not available.

Number of Business Cards
800

Total (excl. GST): **AU\$170.00**

Ship To
Select one

Product Asset
Multiple Names for Generic Business Cards

Additional Instructions

John Smith
Manager
Suite 1702, 1 Bligh Street, Sydney NSW 2000
t +61 2 6577 8798 m +61 404 768 655
e john.smith@cleanenergyfinancecorp.com.au
cleanenergyfinancecorp.com.au

This business card allows users to:

- Generate multiple business cards for a group of employees.
- Instead of hand entering all the data for each card, they are created based on a data file that is uploaded.

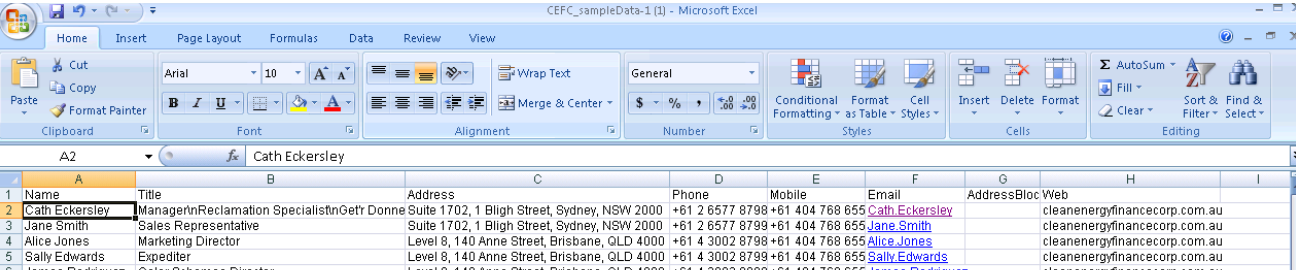
Under Product Asset to the left of your screen, click the multiple names for generic business card data file to download it. Once downloaded, edit details and save file. Upload file when customizing the template to generate business cards.

Once downloaded, open file and customize details.

Do not remove the header row on the excel spread sheet when editing. The system uses the headers to map the fields correctly when creating your business cards.

Note below changes to;

- Phone and mobile number (will display as entered, be mindful of spacing)
- email (only before @ symbol)
- Leave address block blank



	A	B	C	D	E	F	G	H	I
	Name	Title	Address	Phone	Mobile	Email	AddressBlock	Web	
1	Cath Eckersley	Manager/Reclamation Specialist/Get'r Done	Suite 1702, 1 Bligh Street, Sydney, NSW 2000	+61 2 6577 8798	+61 404 768 655	Cath.Eckersley		cleanenergyfinancecorp.com.au	
2	Jane Smith	Sales Representative	Suite 1702, 1 Bligh Street, Sydney, NSW 2000	+61 2 6577 8798	+61 404 768 655	Jane.Smith		cleanenergyfinancecorp.com.au	
3	Alice Jones	Marketing Director	Level 8, 140 Anne Street, Brisbane, QLD 4000	+61 4 3002 8798	+61 404 768 655	Alice.Jones		cleanenergyfinancecorp.com.au	
4	Sally Edwards	Expediter	Level 8, 140 Anne Street, Brisbane, QLD 4000	+61 4 3002 8798	+61 404 768 655	Sally.Edwards		cleanenergyfinancecorp.com.au	
5	James Rodriguez	Color Schemes Director	Level 8, 140 Anne Street, Brisbane, QLD 4000	+61 4 3002 8800	+61 404 768 655	James.Rodriguez		cleanenergyfinancecorp.com.au	

When completed save file to be uploaded.

6. Click **‘Customize Order’** to upload data file for this card

You will be led to a page that will allow for files to be uploaded. Go ahead and upload saved file.


Home Products ▾ Save for Later Order History Shopping Cart Logout

1. Upload a data file
2. Click Update Preview and make sure all data fields are matched.
3. Use the Page number menu to select card to view.

VARIABLE DATA
Select File: *
 No file chosen

Or choose from assets
(none)

Page Number: 1 Preview Size: Standard



7. Once file has been uploaded correctly, click to 'Update Preview'

All required items have been completed.

VARIABLE DATA
Select File: *
 No file chosen

Or choose from assets
(none)

Name

Title


Address

Phone

Mobile

Email

Page Number: 1 Preview Size: Standard



The Business Card should display correctly. Check every detail. If there is an error, go back and edit excel file, save and re-upload. Click to update the preview again.

Note below instructions;

- Make sure all data fields are matched. To match fields make sure drop down menu is the same as above title. If they are not matched correctly information will display incorrectly.
- After each change, click to update preview.

8. If you are unhappy with the card, click to 'Cancel'

9. Use the page number view to view the other cards

All required items have been completed.

↓

VARIABLE DATA

Select File: *

Choose File No file chosen

Or choose from assets

(none)

Name

Title

Address

Phone

Mobile

Email

Page Number: 5

Preview Size: Standard

Update Preview

1 2 3 4 5 6 7 8 9 10

CEFC
CLEAN ENERGY FINANCE CORP

Alice Jones
Marketing Director

Level 8, 140 Anne Street, Brisbane, QLD 4000

t +61 4 3002 8798 m +61 404 768 655

e Alice.Jones@cleanenergyfinancecorp.com.au

cleanenergyfinancecorp.com.au

10. If you wish to approve the card for order, please tick 'Yes – I approve this document'

t +61 2 6577 8798 m +61 404 768 655

e Cath.Eckersley@cleanenergyfinancecorp.com.au

cleanenergyfinancecorp.com.au

Update Preview Add to Cart

Yes, I approve this document. Cancel Save for Later

Click on the blue button 'Add to Cart', click to save this card for later. Saved items remain in your account for up to 60 days.

To download a proof

The system will allow you to download a proof once the item is saved correctly. Ensure that the card looks correct on screen in the 'customise order' area. To get a proof of this card, click to approve your document, and add it to your cart. It can still be adjusted at this stage if changes are needed.

The 'Add to Cart' button will take you to your shopping cart. Here you can check pricing and shipping details. To download the proof for this card, click on the save for later icon.

Shopping Cart




1 Item Shipping To

Level 8, 140 Ann Street
Brisbane , QLD 4000

Shipping options

Shipping AU\$0.00

CEFC BC Generic 750 AU\$170.00

Ship To

(Level 8, 140 Ann Street, 4000)

Details

Number of Business Cards = 750

ORDER SUMMARY

1 product shipping to 1 location

Items:	AU\$170.00
Shipping:	AU\$0.00
Total Before Tax:	AU\$170.00
Estimated Tax:	AU\$17.00
Order Total:	AU\$187.00

Continue Shopping

Proceed to Checkout

The system will then move the card from the shopping cart and place it into your 'Saved for Later' items. Click 'View Saved Items'.

Shopping Cart

You currently have no items in your shopping cart.

Continue Shopping

SAVED FOR LATER

You have 1 item saved for later

View Saved Items

Click to 'Download Proof'. Open and save.

Saved for Later

CEFC
CLEAN ENERGY FINANCE CORP

Cath Eckenley
Manager
Recruitment Specialist
Cost & Finance

Suite 1702, 1 Bigh Street, Sydney NSW 2000
t +61 2 8577 8798 m +61 404 768 685
e Cath.Eckenley@cleanenergyfinancecorp.com.au
c/cleanenergyfinancecorp.com.au

CEFC BC Generic

Price: AU\$170.00

Quantity: 750

Added on: 21/02/2017

Add to Cart

Edit Options or Quantity

Download PDF

Remove

10. If you are happy with proof click 'Add to Cart'.

11. You can then click to 'Continue Shopping', and add more card orders to your cart. If you have finished, click 'Proceed to Checkout'.

12. In the Checkout, you can:

- Add any other comments or information you wish to go with this order
- View your order summary
- Edit quantities or shipping options
- Click to invoice this order to your account, when happy with all details

Checkout

Please fill out the following information before completing your order.

Comments or other information about this order (optional)

Payment Method

☒ Please invoice my account.

Order Item Summary

(1) Item Shipping To		
Description	Quantity	Price
CEFC BC Generic	750	AU\$170.00

ORDER SUMMARY

1 product shipping to 1 location

Items:	AU\$170.00
Shipping:	AU\$0.00
Total Before Tax:	AU\$170.00
Estimated Tax:	AU\$17.00
Order Total:	AU\$187.00

Edit quantities or shipping options.

Please invoice my account

The order will display:

Pressero - Clean Energy : S x Checkout x

www.cleanenergy.tpo.sg.v6.pressero.com/checkout

CLEAN ENERGY FINANCE C

Home Products Save for Later Or

www.cleanenergy.tpo.sg.v6.pressero.com says:
Your order will be included on your next monthly account.

OK Cancel

Checkout

Please fill out the following information before completing your order.

Comments or other information about this order (optional)

ORDER SUMMARY

1 product shipping to 1 location

Items:	AU\$170.00
Shipping:	AU\$0.00
Total Before Tax:	AU\$170.00
Estimated Tax:	AU\$17.00
Order Total:	AU\$187.00

Click on 'OK'. You will be shown a summary of your order.

My Account

This area can be accessed to change details about your online profile. Items like, names, phone numbers and email addresses can all be changed from here.

Welcome Catherine | Logout

History | My Account | Shopping Cart | Saved


CEFC
CLEAN ENERGY FINANCE CORP

Shopping Cart
1 item(s) - AU\$194.60 >

Home | Products | Save for Later | Order History | Shopping Cart | Logout

CONTACT INFO

For any inquiries please contact your Sales Account Manager, Randall Buckenridge on 07 3268 8805, or email randall@eckersleygroup.com.au.



HISTORY

- CEFC BC Generic
- CEFC BC Government Logo

Settings

Profile | Password | Locations

First Name (required)

Catherine

Middle Name

Last Name (required)

Eckersley

Email (required)

Phone

Cell Phone

Fax

Time Zones


Order History

This can be accessed from both the top menu bar and the profile area on the top right of your screen.

Make your search selections from the available fields and click to apply filters.

Welcome Catherine | Logout

HistoryMy AccountShopping CartSaved

**COOPER GRACE WARD**
LAWYERS

Shopping Cart
0 item(s) - AU\$0.00 >

HomeProductsShopping CartOrder HistoryFTPLogout

Order History

Start Date
12/17/2016

End Date
1/17/2017

Order Status
All

Approval Status
All

Ordered By
Just My Orders

Billing To

Search Text

Apply Filters

Log out

If you have no more orders to process, please click to 'Logout' – found on your top menu.

HomeProductsShopping CartOrder HistoryFTPLogout