PRIORITY LIGHTING®

Order guide for Priority Lighting managers

1: Go to the Login page

You can get to the Priority Lighting customer login page in one of two ways:

Open the "New Order Added" email and *click on the link*.   **– or –**   Browse to PriorityLighting.com and click the *Client Login* link at the top of any page.

Hello Bryan,

A new order has been added by OTM Headquarters that needs your approval. You may login here to view the details.

Date: 02/17/17
Order #: 14
Location: OTM Headquarters
Status: Pending Approval
Order Grand Total: $887.82
Comment:

Priority Lighting Order Guide Web Module

ABOUT US   CLIENT LOGIN   in   ⊙   Get In Touch
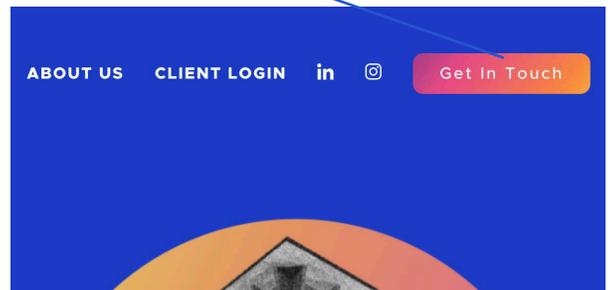
2: Login with your username and password

CLIENT LOGIN

If you have an account, please sign in with your credentials below.
If this is your first time or have forgotten your password please use the link below to create a new password.

User name *

Password *

Create Password / Forgot Password?

LOGIN

If you have any questions or concerns regarding an order, or need help placing an order, please call Priority Lighting at (800) 709-1119 and we'll be delighted to assist you.

3: Navigating your Account Dashboard

From your Account Dashboard, use the left-hand navigation to either place a new order from your order guide or view and reorder a past order.

MY ACCOUNT

ACCOUNT DASHBOARD

ORDER HISTORY

PLACE NEW ORDER

LOG OUT

Manager Information

Bryan Gutierrez - FSM

Welcome to the Priority Lighting Order Guide.
Please use the left navigation menu to view your order history
and to place a new order.
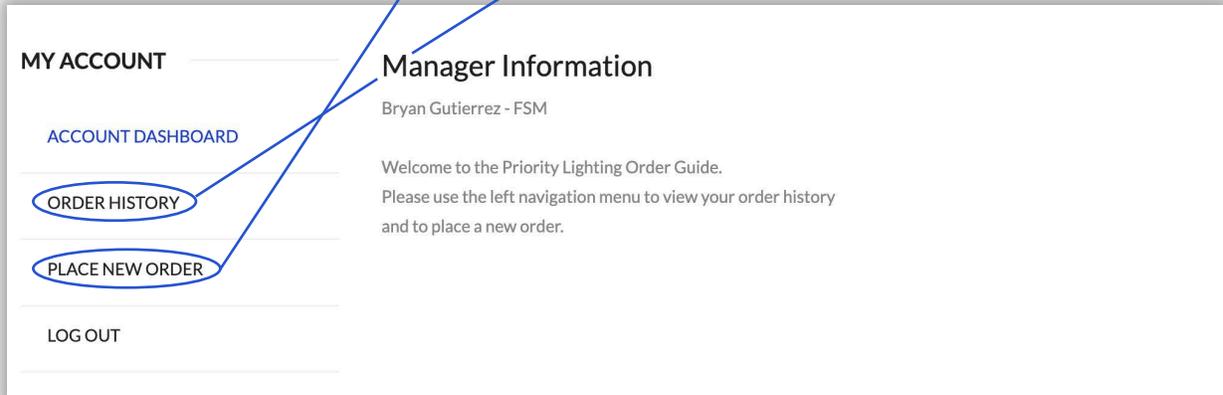
3a: Place a New Order

Here you'll find all products that have been made available for purchase. Enter the quantity and the total will be calculated automatically.

Area light

#9 | 6" commercial

Kelvin Temp 8" "what" Options

5 Watt Torpedo Candelab

Short Description: LED5CAB/32L/E12/27K
Case Quantity: 100
Base Type: Candelabra (E12)
Wattage: 5
Volts: 120
Life Hrs: 15,000
Kelvin Temp: 2700K
Lumens: 325

$5.50   20 ▼   **$110.00**

I want to know what happens when there's quotes in here. It doesn't break textareas but what if I add this ". What happens then? "what happens this this?"

Order Comment

Can't find what you're looking for?
Upload a photo and we'll try to accomodate your order.

Upload File   No file chosen

Order Total

Order Sub Total	$160.00
Estimated Shipping - not to exceed	$6.00
Sales Tax	$12.40
Grand Total	**$178.40**

SUBMIT ORDER

You can select different options available for each product, if applicable. Can't find a product? You can upload an image and description of what you need and we'll do our best to fulfill your request.

When you've finished selecting quantities, click the *Submit Order* button to continue.

If you have any questions or concerns regarding an order, or need help placing an order, please call Priority Lighting at (800) 709-1119 and we'll be delighted to assist you.

3c: Navigating your Order History

Upon a successful submission, you will be redirected to the Order History page which lists your most recent orders. You can get to this page at anytime by clicking on the *Order History* link in the left-hand navigation.

To view an order's details and tracking information, click on the *View Order* link. To narrow down or find specific orders, use the filters at the top of the page and click *Apply Filters*.

Filters

Status	Order No.	Location Name/No.	Date
All			

CLEAR FILTERS   APPLY FILTERS

ORDERS

Order #	Location	Date ↑	Order Total	Status	Placed By	
9873	OTM Headquarters — 1	5/20/21	$2,441.14	Cancelled	Bryan Gutierrez - FSM	View Order
7333	OTM Headquarters — 1	5/30/20	$2,963.13	Cancelled	Bryan Gutierrez - FSM	View Order
7332	OTM Headquarters — 1	5/30/20	$2,441.14	Cancelled	Location	View Order
5357	OTM Headquarters — 1	9/6/19	$841.05	Cancelled	Location	View Order
3293	OTM Headquarters — 1	12/6/18	$131.43	Cancelled	Location	View Order
2256	OTM Headquarters — 1	7/20/18	$664.80	Complete	Location	View Order
2235	OTM Headquarters — 1	7/17/18	$495.65	Approval Declined	Location	View Order
1985	OTM Headquarters — 1	5/29/18	$676.64	Cancelled	Bryan Gutierrez - FSM	View Order
1104	OTM Headquarters — 1	1/16/18	$131.43	Cancelled	Bryan Gutierrez - FSM	View Order
1103	OTM Headquarters — 1	1/16/18	$65.72	Cancelled	Bryan Gutierrez - FSM	View Order

3d: Viewing an Order

Here you'll find all order details including status and tracking information. You can also place an order again by clicking the *Reorder* button and, if the order is pending approval, you can approve, hold, or decline it.

Items Ordered

Product		Price	Estimated Shipping	Quantity	Subtotal
	8 Watt PAR20 3000K	$10.00	$5.99	250	$2,500.00
	13 Watt Plug-In 4 Pin	$5.00	~~$5.00~~	50	$250.00

Sub Total	$2,750.00
Estimated Shipping - not to exceed	$5.99
Sales Tax	$213.13
Grand Total	$2,963.13

REORDER

Once approved, Priority Lighting will begin processing the order.

If you have any questions or concerns regarding an order, or need help placing an order, please call Priority Lighting at (800) 709-1119 and we'll be delighted to assist you.

Resetting passwords for Priority Lighting customers

1: Go to the Login page

Browse to *PriorityLighting.com* and click the *Client Login* link at the top of any page.

CLIENT LOGIN

Get In Touch
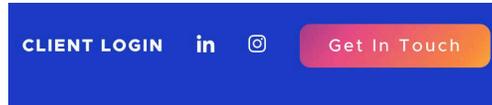
Click on Create Password / Forgot Password?

CLIENT LOGIN

If you have an account, please sign in with your credentials below.
If this is your first time or have forgotten your password please use the link below to create a new password.

User name*

Password*

Create Password / Forgot Password?

LOGIN

2: Enter your email address

Enter your email address and click Send Email.

CREATE / RESET PASSWORD

Enter your email to receive a link to create or reset your password.

User name*

SEND EMAIL   CANCEL

If you have any questions or concerns regarding an order, or need help placing an order, please call Priority Lighting at (800) 709-1119 and we'll be delighted to assist you.

3: Check Your Email

You will soon receive an email with a link to reset your password. Click that link.
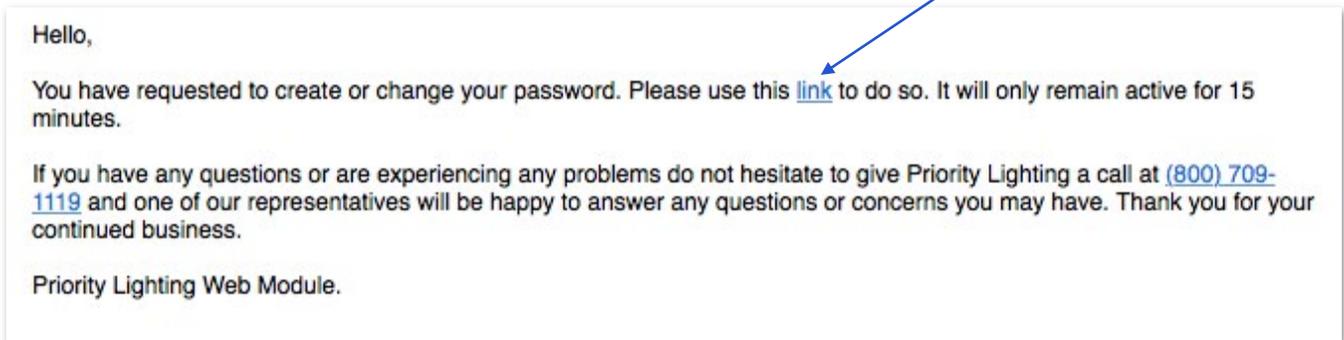
Hello,

You have requested to create or change your password. Please use this link to do so. It will only remain active for 15 minutes.

If you have any questions or are experiencing any problems do not hesitate to give Priority Lighting a call at (800) 709-1119 and one of our representatives will be happy to answer any questions or concerns you may have. Thank you for your continued business.

Priority Lighting Web Module.

3: Create a New Password

Type your new password then confirm it by typing it once more and clicking Create Password.
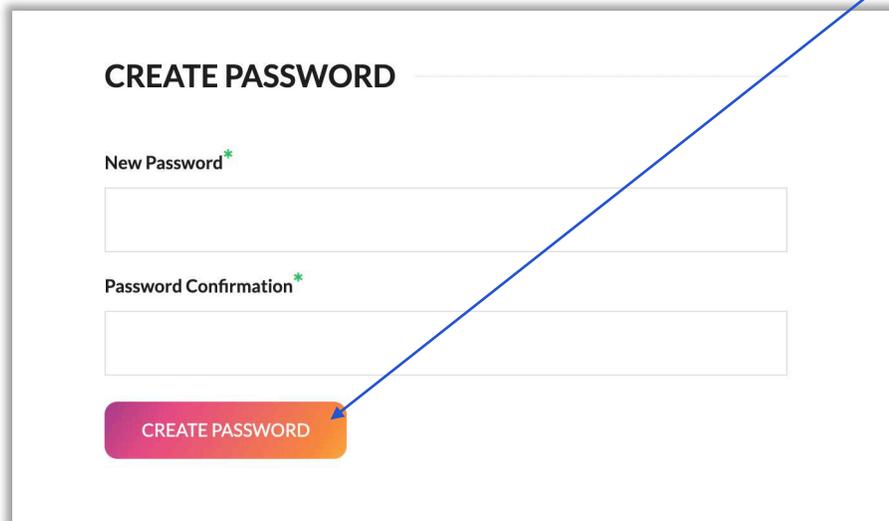
CREATE PASSWORD

New Password*

Password Confirmation*

CREATE PASSWORD

Your password has been reset.