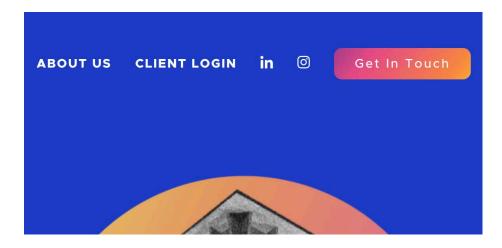


# Order guide for Priority Lighting customers

# 1: Go to the Login page

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

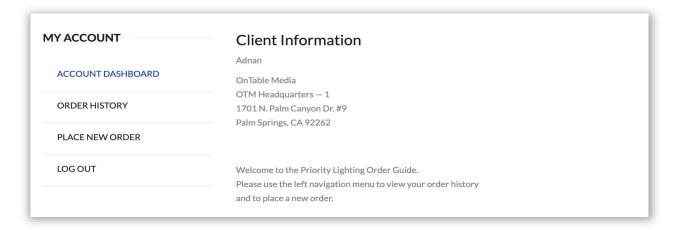


# 2: Login with your username and password

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

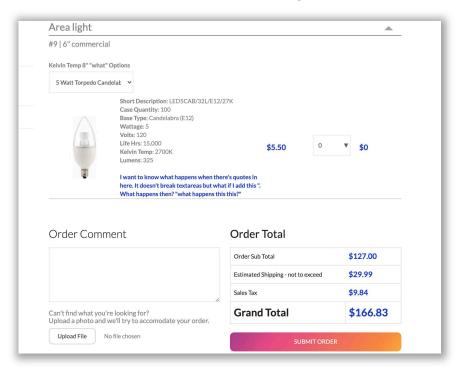
# 3: Navigating your Account Dashboard

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.



### 3a: Place a New Order

Here you'll find all products that have been made available for purchase at your location. Select the quantity from the dropdown options and the total will be calculated automatically.

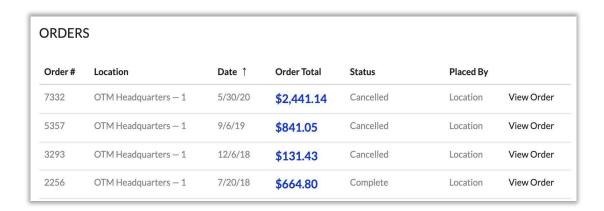


When you've finished selecting quantities, click the Submit Order button to continue.

# **3b: Navigating your Order History**

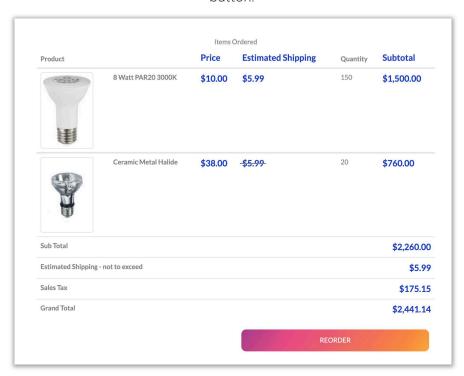
Upon a successful submission, you will be redirected to the Order History page which lists your most recent orders. You can get to this page at anytime by clicking on the *Order History* link in the left-hand navigation.

To view an order's details and tracking information, click on the View Order link.



# 3c: Viewing an Order

Here you'll find all order details including status and tracking information. You can place an order again by clicking the *Reorder* button or cancel a pending order with the *Cancel Order* button.



If you have any questions or concerns regarding an order, or need help placing an order, please call us and we'll be delighted to assist you.

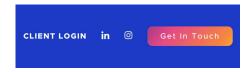
PRIORITY LIGHTING (800) 709-1119



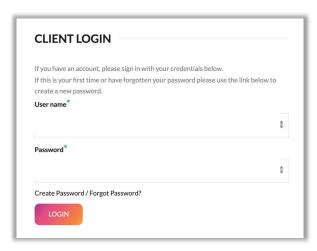
# Resetting passwords for Priority Lighting customers

# 1: Go to the Login page

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



# Click on Create Password / Forgot Password?



# 2: Enter your email address

Enter your email address and click Send Email.

# Enter your email to receive a link to create or reset your password. User name\* SEND EMAIL CANCEL

# 3: Check Your Email

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

Hello,

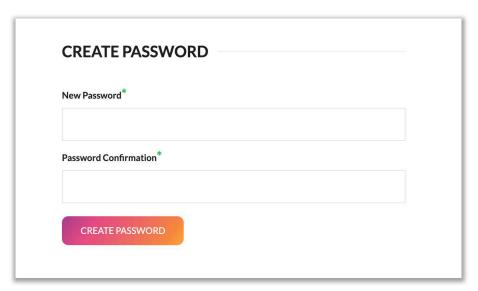
You have requested to create or change your password. Please use this <u>link</u> to do so. It will only remain active for 15 minutes.

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.



Your password has been reset.