

Future Standard Portal User Guide

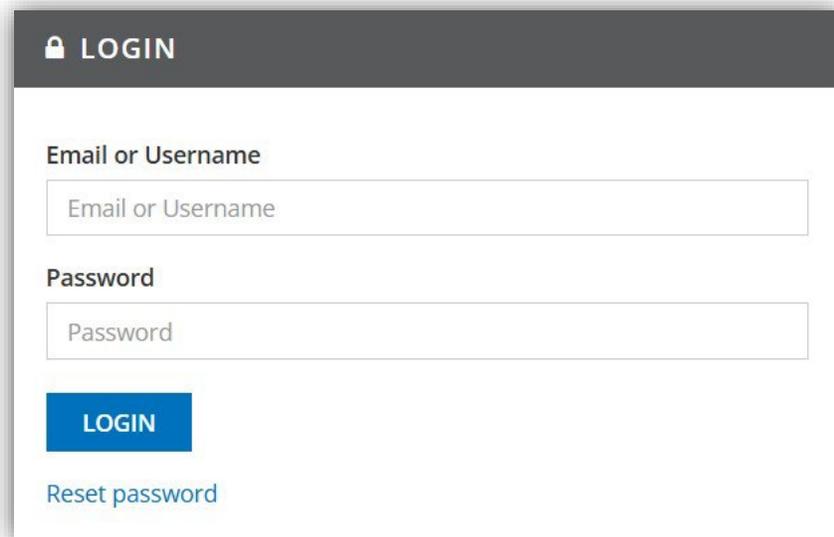
Future Standard®



Welcome to the **Future Standard Ordering Portal** @
futurestandard.crwconnect.com.

If you happen to need help with this site, please don't hesitate to
contact crwconnect@crwgraphics.com.

Below is the login screen. Input your email or username as well as your
password. There is also a link to reset your password.

A screenshot of a web login form. The form has a dark grey header with a lock icon and the word "LOGIN". Below the header, there are two input fields: "Email or Username" and "Password". Below the "Password" field is a blue "LOGIN" button. At the bottom of the form is a link that says "Reset password".

LOGIN

Email or Username

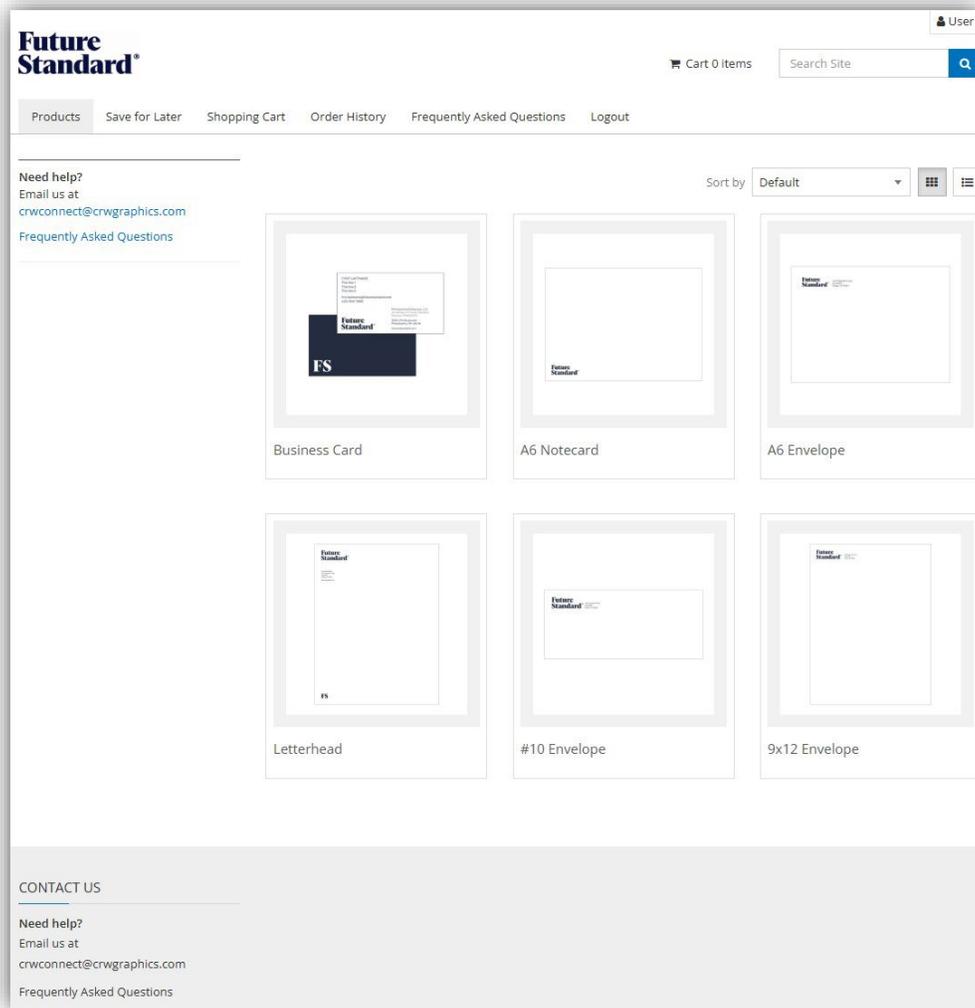
Password

LOGIN

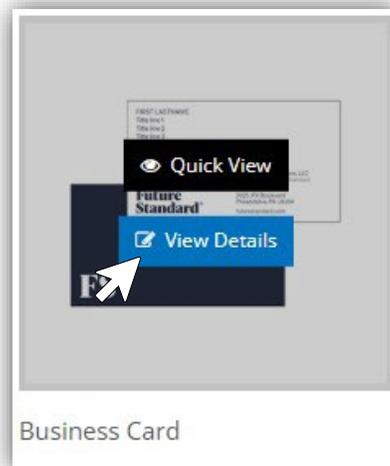
[Reset password](#)

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Upon entering your login credentials, you will be sent to the following page. This is a default page which shows all of the products available to order.



Hovering over a specific product brings up these two options. Click on View Details



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Ordering Business Cards

Clicking View Details brings up this screen. From here you can adjust the quantity by selecting either a Box of 100 or Box of 250. You can also Name your Job and add any Additional Instructions if applicable.

Once you are ready, click on Customize Order.

Business Card



Click To Zoom

DESCRIPTION

3.5x2 business cards sold in packs of 100 and 250.

| Unit | Description | Price |
|------------------|-------------|----------|
| Box of 100 (100) | | \$90.00 |
| Box of 250 (250) | | \$110.00 |

Selection

Box of 100 (100) -- \$90.00

Price **\$90.00**

Name Your Job (optional)

Additional Instructions

CUSTOMIZE ORDER

BACK TO CATALOG SHOPPING CART

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Clicking Customize Order brings up this screen. Fill in all applicable fields and then click Update Preview. Any information you input in the editable fields will be shown on the proof.

When ordering business cards:
Please note that the red box shown on the proof is to denote where the cards will be trimmed down to and give you a better example of what your card will look like.

Page: 1 | Preview Size: Standard | FULL SCREEN

Cancel | Save for Later | Finish Editing

All required items complete

Location: Select your Location

First Name: [Text Field]

Last Name: [Text Field]

Title Line One: [Text Field]

Title Line Two: [Text Field]

Title Line Three: [Text Field]

Email: [Text Field] ⓘ

Phone Number: [Text Field]

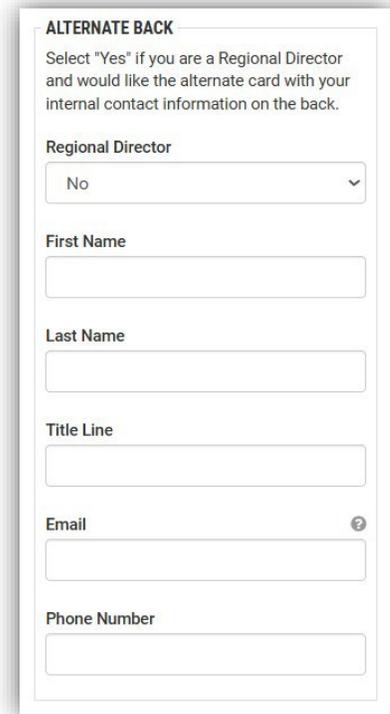
PROOF

On the left hand side are all of the fields available to edit. The first field is a dropdown list with all office locations and affiliate office locations. Once you make your selection, the remaining fields are all editable text fields. Please note that @futurestandard.com will auto-populate in the email field and does not need to be typed out. Your phone number will also auto-format. The red box shown on the proof is to denote where the business cards will be trimmed and give you a better example of what your card will look like.

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Scroll down the list of editable fields and you will see the extra fields for Regional Directors. Filling in these fields will change the appearance of the back of the card and allow you to input your internal contact information. To view the back of the card, select **2** from the Page dropdown list.

Applicable Regional Directors first need to select **Yes** from the dropdown list. The remaining fields are editable text fields.

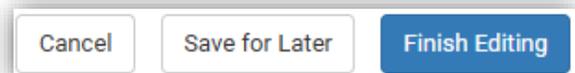
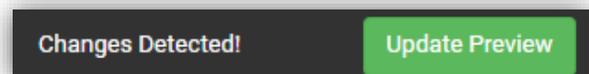


Below is the standard back and the alternate white back where internal contact information will appear.



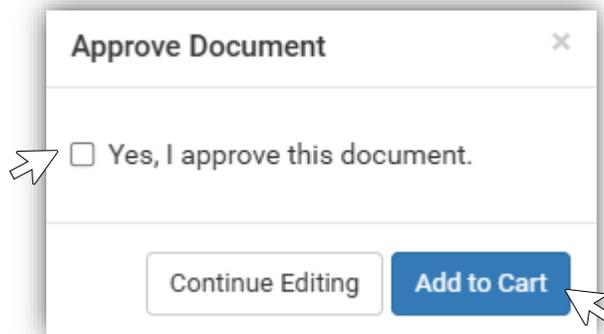
Once you have made your changes, you can click **Update Preview**.

When you are happy with the Proof and finished with any updates, you have a few options. You can save the template for later ordering or Finish Editing.



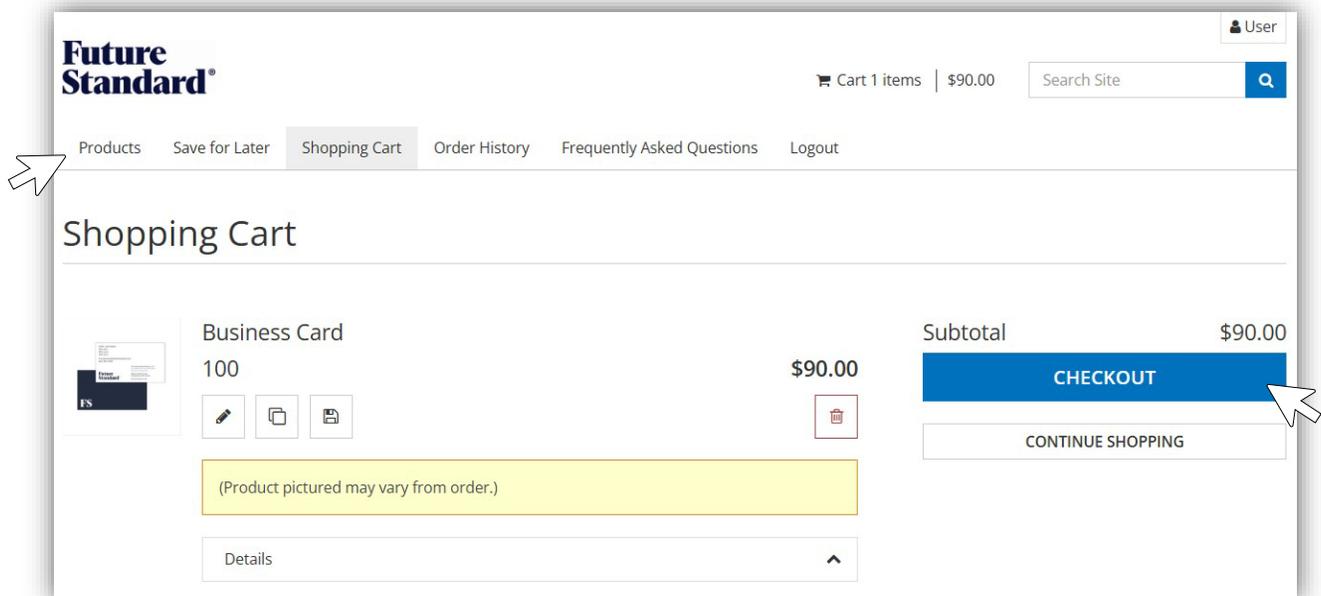
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Clicking **Save for Later** will move the incomplete template to your Save for Later tab. Clicking on the **Save for Later** tab within the navigation bar allows you to view and edit all saved templates. If you fill in the Name Your Job text field mentioned earlier, it will be easier to identify the product you wish to edit. Clicking **Finish Editing** will bring up this screen. When the Proof shown is finalized and ready to order, click **Yes, I approve this document** and **Add to Cart**. This item will now be sitting in your cart.



If you would like to order additional items, click the **Products** tab in the navigation bar. This will bring you back to the main screen where the products live.

If you would like to checkout, click **Checkout**.



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Clicking **Checkout** will take you to this screen. From here you can select your Ship To address or click the + to add the information for an address not listed. You can also select the Shipping Method from the dropdown list.

The screenshot shows the 'Shipping' section of a checkout page. It features a 'Ship To' dropdown menu with a search icon and a plus sign. Below the dropdown is a detailed view of the selected address for 'Test User' at 'Future Standard', including contact information and a weight of 0.750 lb. To the right, a summary table shows a subtotal of \$90.00, shipping of \$0.00, and tax of \$0.00, with a total of \$90.00. A blue 'CONTINUE' button is positioned below the summary. At the bottom, a 'Shipping Method' dropdown menu is set to 'FedEx Ground (3rd Party) \$0.00'.

The 'Add New Address' form is a modal window with a title bar and a close button. It contains a blue header with instructions: 'To add an entry to your address book, please fill out the following information and click the Save button.' The form is divided into two columns of input fields. The left column includes 'First Name *', 'Last Name *', 'Title', 'Business Name', 'Address 1 *', 'Address 2', and 'Address 3'. The right column includes 'City *', 'Country *' (with a dropdown menu showing 'United States of America'), 'State or Province *' (with a dropdown menu), 'Postal Code *', 'Phone *', 'Fax', and 'Email'. At the bottom right, there are 'SAVE' and 'CANCEL' buttons, with a mouse cursor pointing at the 'SAVE' button.

Here is the menu where you will add all available address information. Everything with an asterisk is required information. Click on **Save** when you are ready to save this address.

This is the dropdown menu where you will select the Shipping Method. You can choose FedEx Ground, FedEx Priority Overnight, or FedEx 2 Day.

The screenshot shows the 'Shipping Method' dropdown menu. The current selection is 'FedEx Ground (3rd Party) \$0.00', which is highlighted in blue. Other visible options include 'FedEx 2 Day (3rd Party) \$0.00' and 'FedEx Priority Overnight (3rd Party) \$0.00'.

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Here is the Checkout page. You are required to select the Payee and Budget/Department associated with the order. You also have the option to enter in any additional details you would like to add. When ready, click **Complete Order**.

Checkout

Please fill out the following information before completing your order.

| | | | |
|---|----------------------|---------------------------|----------------|
| Payment Method | | Subtotal | \$90.00 |
| Prepaid | | Shipping | \$0.00 |
| | | Total Before Tax | \$90.00 |
| | | Tax | \$0.00 |
| Payees * | | Total | \$90.00 |
| Please select | | COMPLETE ORDER | |
| Budget/Department * | | | |
| Please make a selection | | | |
| Comments (optional) | <input type="text"/> | | |
| Shipping | Edit | | |
|  Business Card | | | \$90.00 |
| Shipping To | | | |
| Test User | | | |
| Future Standard | | 3025 JFK Boulevard | |
| (123) 456-7890 | | Philadelphia, PA US 19104 | |
| testuser@futurestandard.com | | | |

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Ordering Customizable Products

The A6 Envelope, Letterhead, #10 Envelope, and 9x12 Envelope are all customizable products. Clicking **View Details** brings up this screen. From here you can adjust the quantity you would like to order. Quantities may vary between products. You can also Name your Job and add any Additional Instructions if applicable.

Once you are ready, click on **Customize Order**.

A6 Envelope



DESCRIPTION

A6 envelopes sold in packs of 100, 250, and 500.

| Unit | Description | Price |
|------------------|-------------|----------|
| Box of 100 (100) | | \$95.00 |
| Box of 250 (250) | | \$180.00 |
| Box of 500 (500) | | \$315.00 |

Selection

Box of 100 (100) -- \$95.00

Price **\$95.00**

Name Your Job (optional)

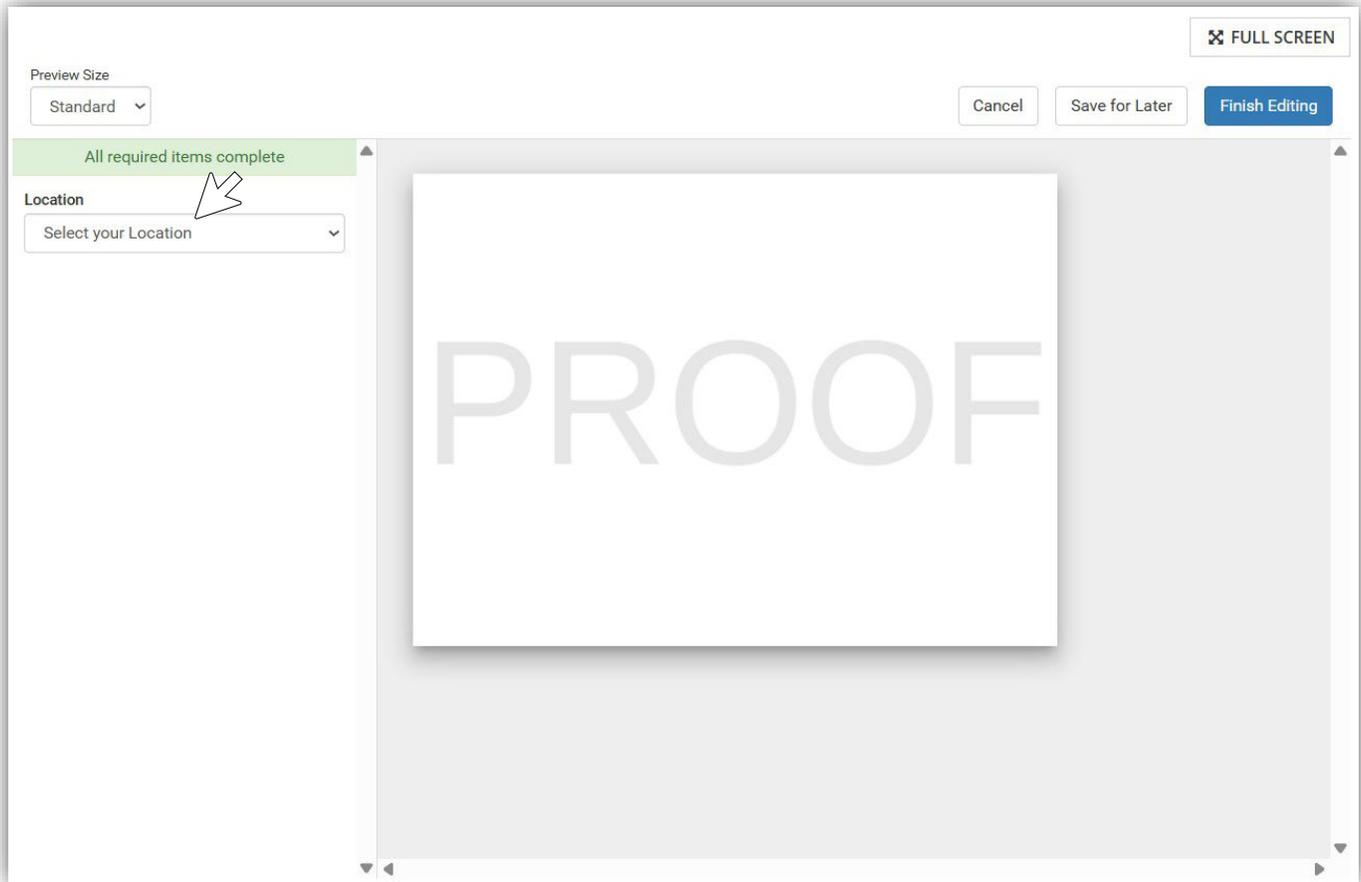
Additional Instructions

CUSTOMIZE ORDER

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Clicking **Customize Order** brings up this screen. For all the aforementioned products, there is only one customizable field. Please select the location from the dropdown list.

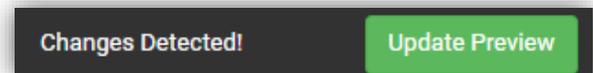


Similarly to the business card, once you have made your selection, you can click

Update Preview.

When you are happy with the Proof and finished with any updates, you can save the template for later ordering or Finish Editing.

Clicking Finish Editing will require you to check a box approving the proof and adding it to your cart.



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Ordering A6 Notecards

Clicking View Details brings up this screen. From here you can adjust the quantity by selecting either Box of 100, 250, or 500. You can also Name your Job and add any Additional Instructions if applicable.

The A6 Notecards are not customizable. When ready click **Add to Cart**.

A6 Notecard



| Unit | Description | Price |
|------------------|-------------|----------|
| Box of 100 (100) | | \$95.00 |
| Box of 250 (250) | | \$140.00 |
| Box of 500 (500) | | \$220.00 |

Selection

Box of 100 (100) -- \$95.00

Price **\$95.00**

Name Your Job (optional)

Additional Instructions

ADD TO CART

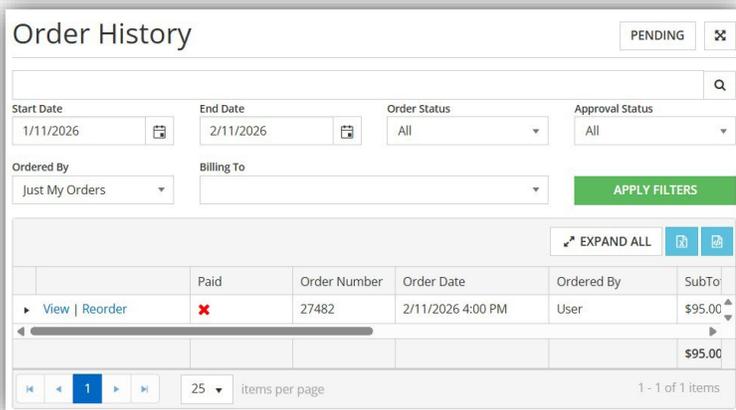
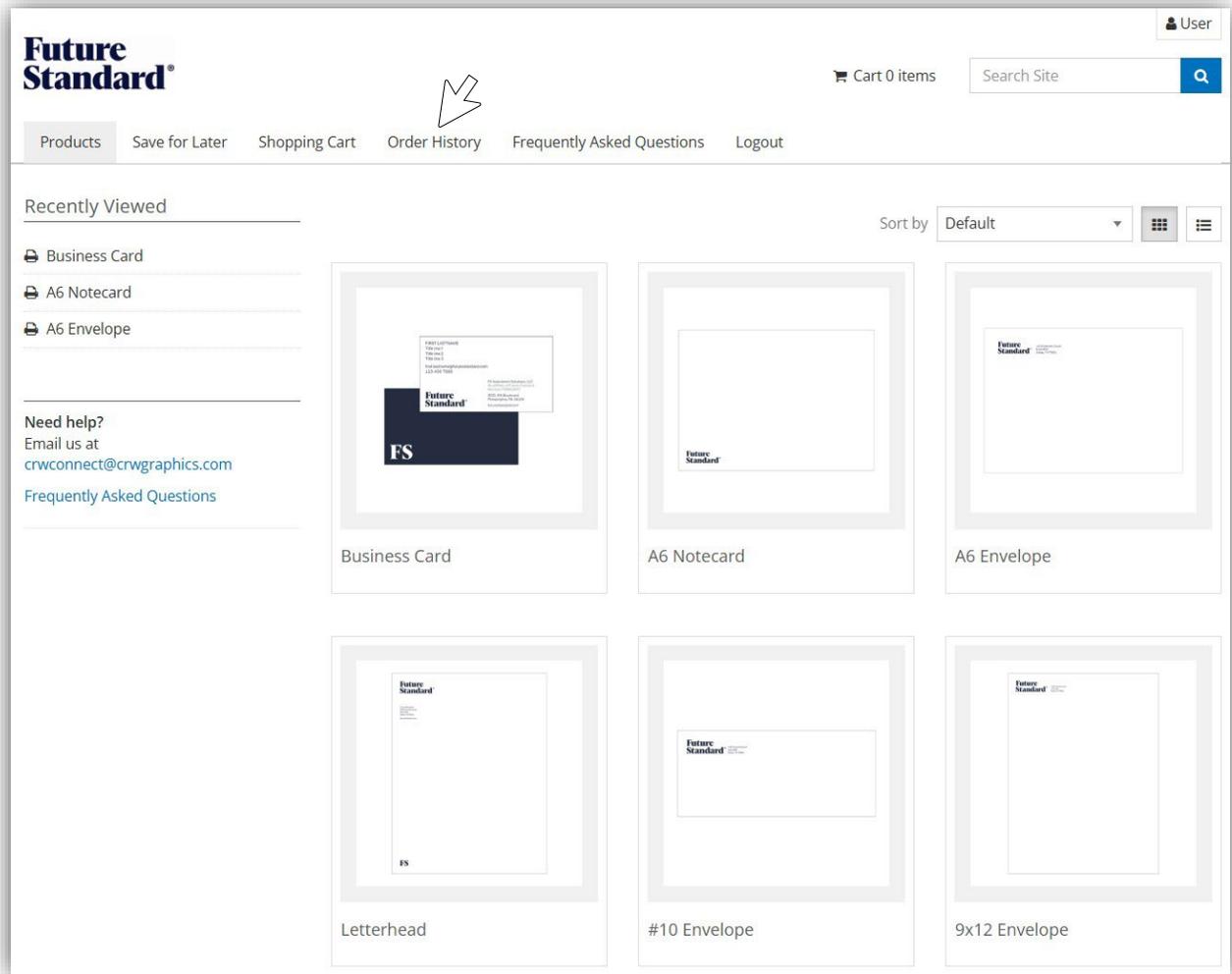
BACK TO CATALOG SHOPPING CART

DESCRIPTION

A6 sized (4x6) notecards sold in packs of 100, 250, and 500.

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Once an order has been submitted, it will move into our Production queue. You can view all past orders in the Order History tab.



Clicking on the Order History tab will bring up a screen that looks like this. You can view all past orders in the Date Range selected. Here you can View the order details or Reorder the entire order.

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Frequently Asked Questions:

For all questions about the Future Standard Portal, please email crwconnect@crwgraphics.com to reach our Help Desk Support Team. For questions regarding a specific order, please include the order number.

How can I change my password?

Once you're logged in, access your profile by clicking on your name in the upper right corner. Click on the Password tab and enter the information to create your new password. If you are trying to reset your password from the login screen, click on Reset Password and enter the email address associated with your account. You will receive an email with a link to reset your password.

How can I track my order?

Once your order has been shipped, an email is automatically sent to the email address associated with the order that includes the tracking number. The tracking number will also appear in your Order History once it has shipped. Click on the order number and scroll to the bottom of the page to see the tracking information.

What is the lead time on most orders?

The usual turnaround policy for printed materials is within 2-3 business days.