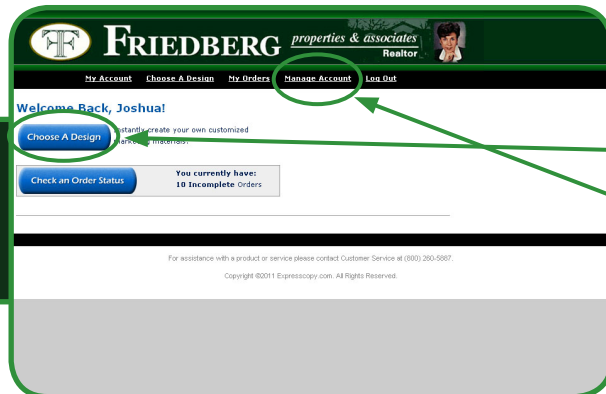


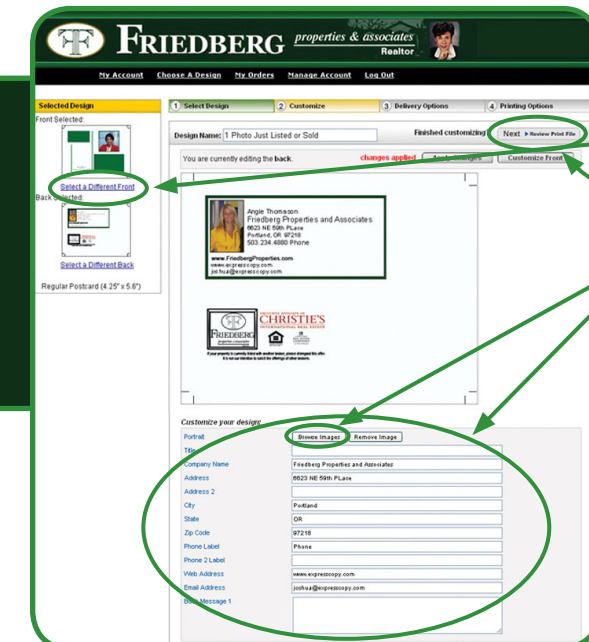
Welcome to the Online Friedberg Marketing Center www.expresscopy.com/partner/friedberg/

Refer to this guide as you walk through the system



2) To start customizing your design click on "Choose a Design".

3) To manage your account settings, such as billing/shipping/design preferences, click on "Manage Account".

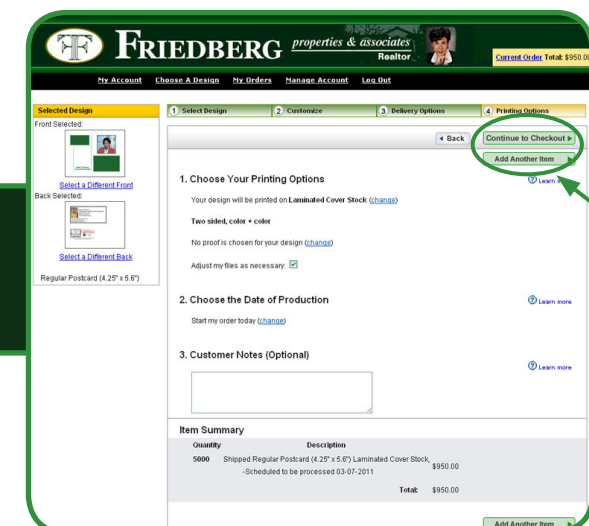


5) Use the 'Select a Different' 'Front/Back' tabs to navigate back and forth from the front to the back.

6) Use the text fields to update your information.

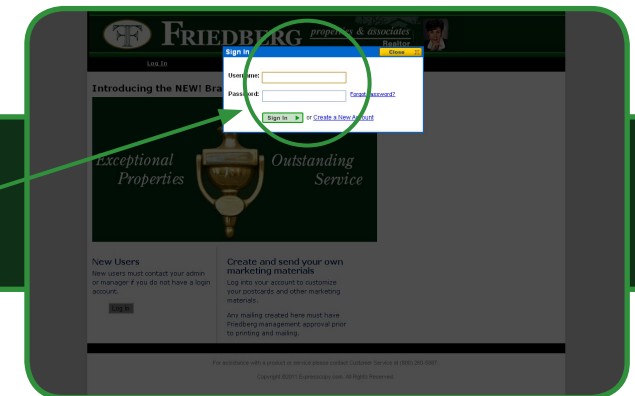
7) Click on the 'Browse Image' button to upload your portrait or property images. See other side for photo tips.

8) When ready, click on the 'Next' button to review the design.

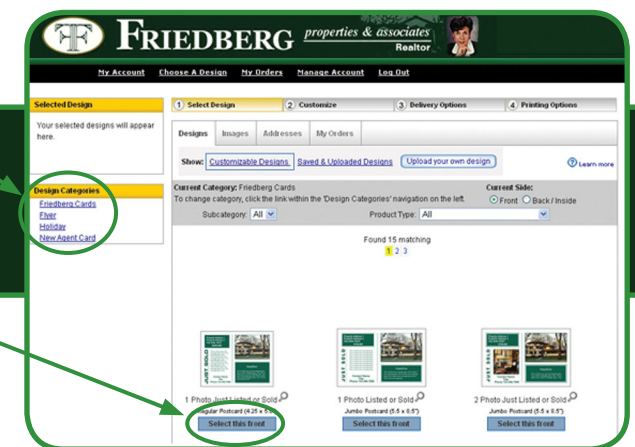


10) At the Printing Options page you can add another item or Continue Checkout. To check out follow the prompts through billing/shipping info and then choose to schedule your order or begin production immediately. Expresscopy.com will do the rest!

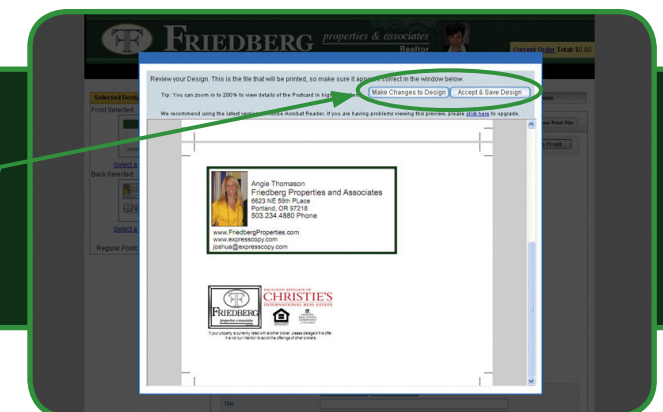
1) Login on the home page or, if you don't have an account, contact your office manager to have one set up.



4) Use the category selector to find the type of file you're looking for, click on the thumbnail to see a larger sample, or click on "Select this Front" to begin customization.



9) The PDF review gives you a chance to see the file up close. If you want to make any changes, click on 'Make Change to Design'. To continue with the wizard click 'Accept & Save Design'. See back side for list instructions. Continue through Delivery Options by following the prompts.



For assistance please contact Customer Support at 800.260.5887.
Hours of operation: 7am - 5pm (PST) Monday - Friday.