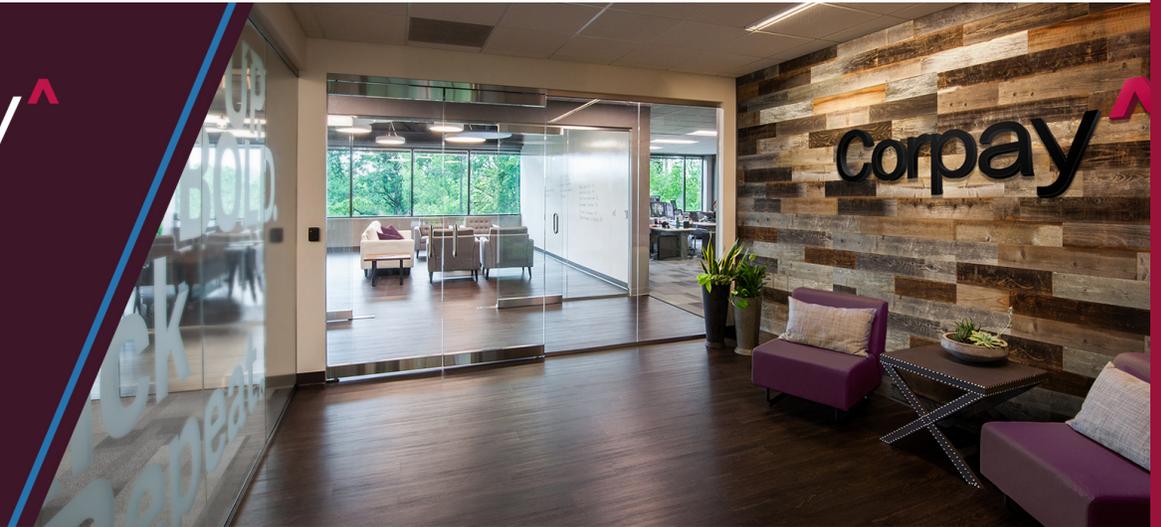


Corpay[^]

Corpay[^]



dokshop User Guide

dokshop
powered by prisma

The customer service team at Prisma is here to help.
If you need technical assistance, please reach out to us.

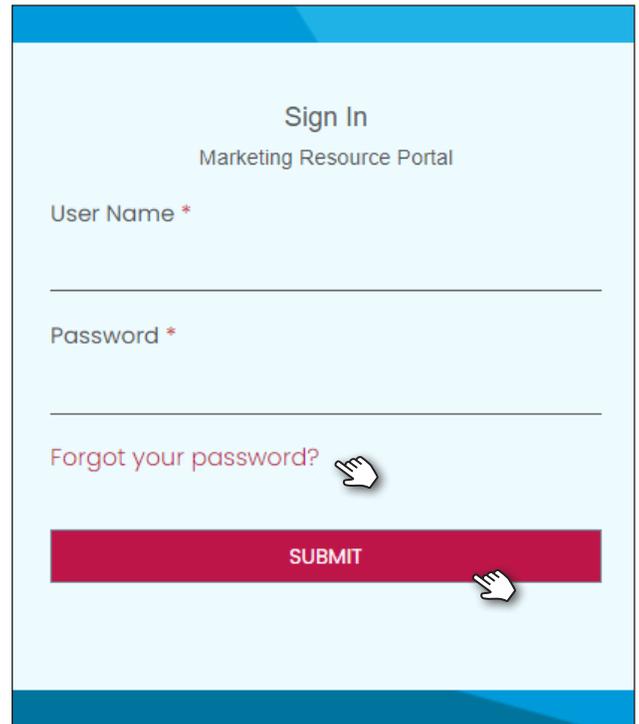
T 888-365-7411
E dokshop@poweredbyprisma.com
2937 East Broadway Road, Phoenix, Arizona 85040
M-F, 8am-5pm (MST)

Login

Visit corpay.dokshop.com to log into your dokshop account. Fill in your username and password then click **Submit**.

First time users will need to create a password by clicking the **Forgot your password?** link.

Enter your email and click **Reset Password** link.



The screenshot shows a login form titled "Sign In" for the "Marketing Resource Portal". It features two input fields: "User Name *" and "Password *". Below the password field is a link labeled "Forgot your password?" with a hand cursor icon pointing to it. At the bottom of the form is a red "SUBMIT" button with a hand cursor icon pointing to it.

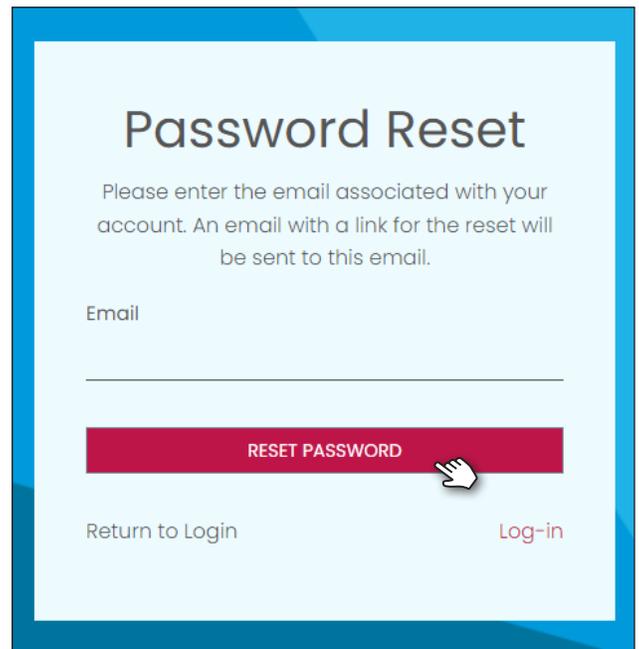
Forgot/Reset Password

If you have forgotten your password you can reset it on the login screen. Located above the blue sign in button select **Forgot your password?**

You will then be instructed to enter the email linked to your dokshop account. Once entered, select **Reset Password**.

Once submitted, the system will confirm the entered email is attached to an active account. You will receive a password reset email once confirmed. Open the email and click the link to reset/change your password. Make sure to record your new password where you will have access to it.

Go back to the login screen and enter your new password.

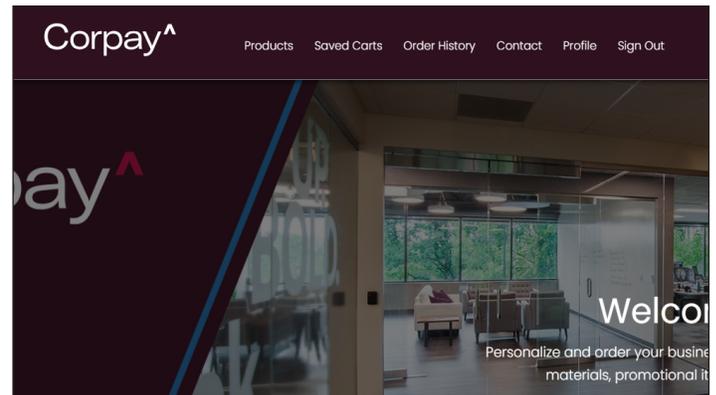


The screenshot shows a "Password Reset" page. It includes a heading "Password Reset" and a sub-heading "Please enter the email associated with your account. An email with a link for the reset will be sent to this email." Below this is an "Email" input field. At the bottom is a red "RESET PASSWORD" button with a hand cursor icon pointing to it. There are also two links: "Return to Login" on the left and "Log-in" on the right.

Welcome

On the welcome page, you have access to the following:

- **Products** - View available categories and order products.
- **Saved Carts** - Find saved carts from previous shopping sessions.
- **Order History** - Find previous orders.
- **Contact** - Contact the dokshop Customer Service Team for support.
- **Profile** - View account settings and favorites page.
- **Search** - Find items by keywords.
- **Shopping Cart** - Select the shopping cart to view items in your open cart.



Products

Select **Products**, then choose a product category.

On the top level of a product, you can see the product name and order descriptions.

Select the **Preview** link to view a larger proof.

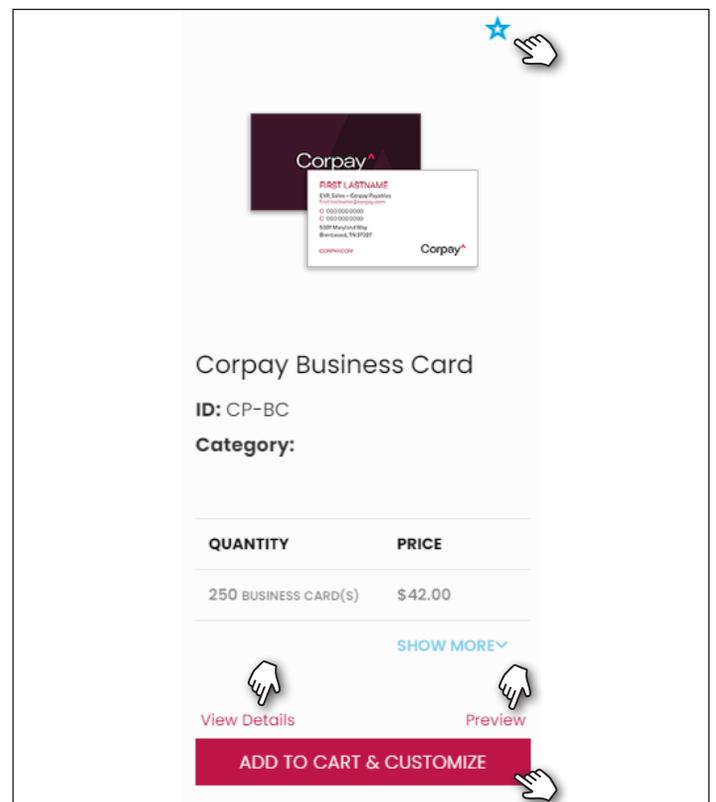
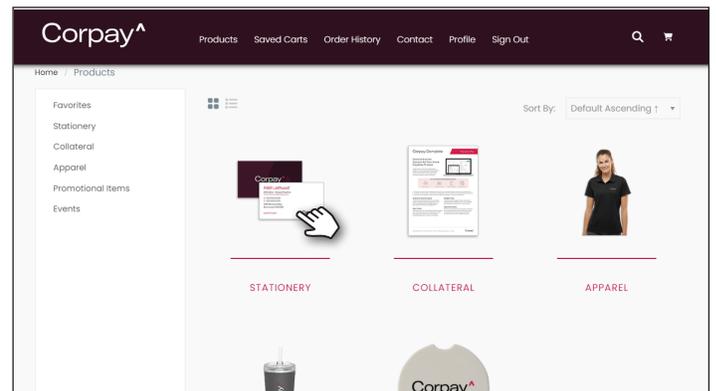
(For apparel items, you'll need to select the designated size before you can view a larger image of the product.)

You can also select **View Details** to see production information, expanded pricing and your order history for that product.

Select the **Favorites** star to save the product to your Favorites section.

If you wish to order an item that does not require personalization, select **Add to Cart** to proceed to the **Order** page.

If you do not see a product that you need, please reach out to the **dokshop Customer Service Team** to request adjustments to your account.



Products - Inventory

Inventory products are items that are pre-produced and typically ship within 1-2 business days.





5 x 7 Black Journal with Phone Pocket
ID: CP-SM-3501-Black
Category:
5 x 7 Black Journal with phone pocket- White logo

Products - Static POD

Static POD (print on demand) items are non-customizable products that need to be produced before they are shipped. These items typically take 3-5 business days to produce and ship.





Sage Solutions Checklist
ID: CP-Sagechklst_Brochure
Category:

Products - Dynamic POD

Dynamic POD (print on demand) items are customizable products that need to be produced before they are shipped. These items typically take 3-5 business days to produce and ship.





Corpay - Maroon Notecard Vertical
ID: CP-NC_Maroon
Category: Stationery

Products - Inventory Apparel

Inventory Apparel products are pre-produced and decorated and typically ship within 1-2 business days. Please note there is a size guide available under item name for details on the size that will fit you best.

To return to the site after viewing the size guide, simply hit "Back" on the browser you are using.





Adidas - Women's Basic Sport Polo
ID: CP-A431
Category:

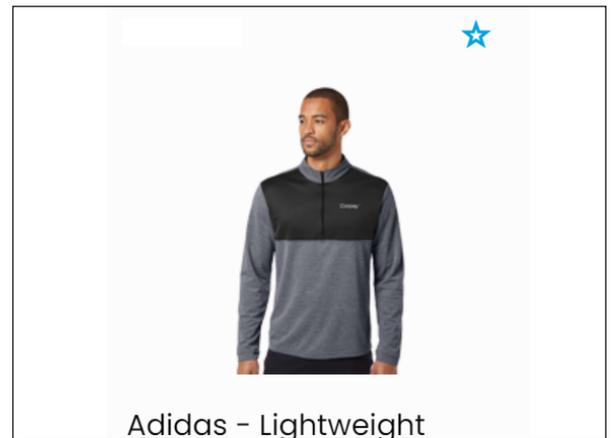
ID: CP-A431

Category:

Click **HERE** to see size chart.

Products - POD Apparel

POD Apparel products are produced, decorated, and shipped as ordered. These items typically take approximately 10-12 business days to ship. Note that apparel is decorated as ordered and cannot be returned, so please check the size chart carefully before ordering.



Products - Customization Page

For Dynamic POD products, select **Add to Cart & Customize** to proceed.

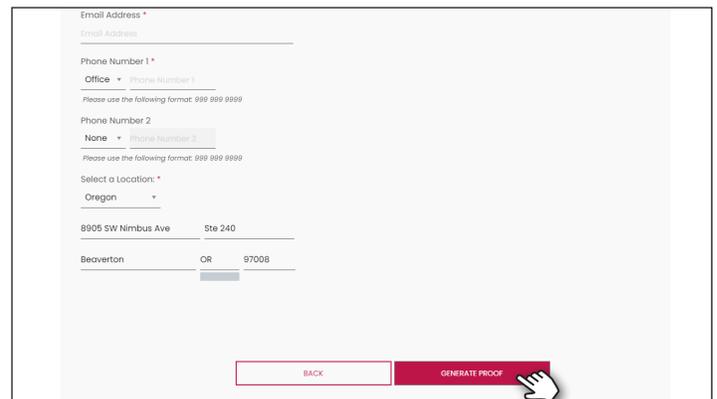
Select and fill out required and/or optional fields on the customization page.

*indicates a required field.

Once you have filled out the form page, click **Generate Proof** to view your proof.

A proof of the product will be displayed for your review. **Please note that this proof is an exact representation of what will print on the final product. Customized products cannot be returned, so please review your proof carefully before accepting.**

You may select **Back** to make edits. If you are happy with your proof, select **Accept Proof** to continue.



Email Address *

Phone Number 1 *

Office * Phone Number 1

Please use the following format: 999 999 9999

Phone Number 2

None * Phone Number 2

Please use the following format: 999 999 9999

Select a Location *

Oregon *

8905 SW Nimbus Ave Ste 240

Beaverton OR 97008

BACK GENERATE PROOF

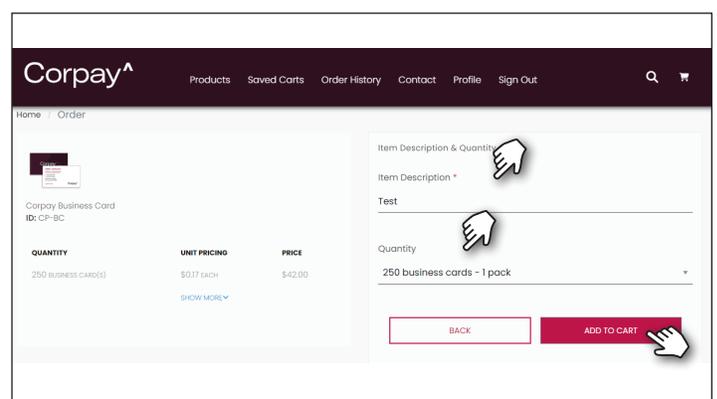


Line Description & Quantity

After selecting and/or personalizing an item, you will go to the **Order** page. On this page, you can enter the **Item Description** and choose your desired **Quantity**.

The **Item Description** will be your choice of how you want to describe your item to differentiate other products in your order.

When finished, select **Add to Cart**.



Corpay^ Products Saved Carts Order History Contact Profile Sign Out

Home / Order

Corpay Business Card
BX-CP-BC

QUANTITY	UNIT PRICING	PRICE
250 BUSINESS CARDS	\$0.17 EACH	\$42.00

SHOW MORE

Item Description & Quantity

Item Description *

Test

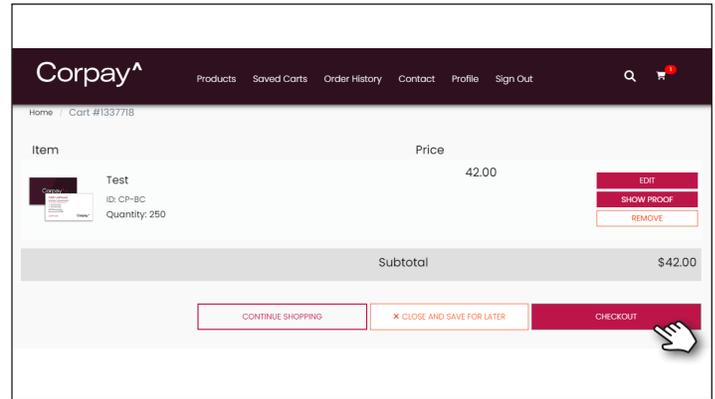
Quantity

250 business cards - 1 pack

BACK ADD TO CART

Cart

Once in your shopping cart, you may **Continue Shopping, Close and Save for Later** to finish later (accessible from Saved for Later link), or **Checkout**.



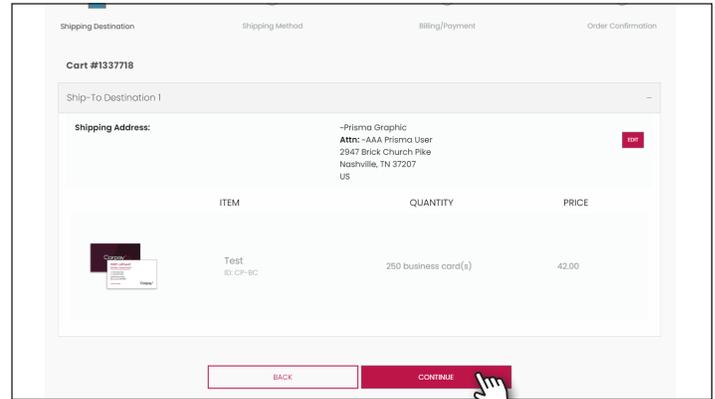
Shipping Destination

When you select **Checkout** from the cart, you will see the Shipping Destination page.

If you have an address connected to your account, it will populate under the shipping address. Click **Edit** if you'd like to input another shipping address.

You can also **Move Item to New Ship-To Destination** if you want to send different line items to different destinations.

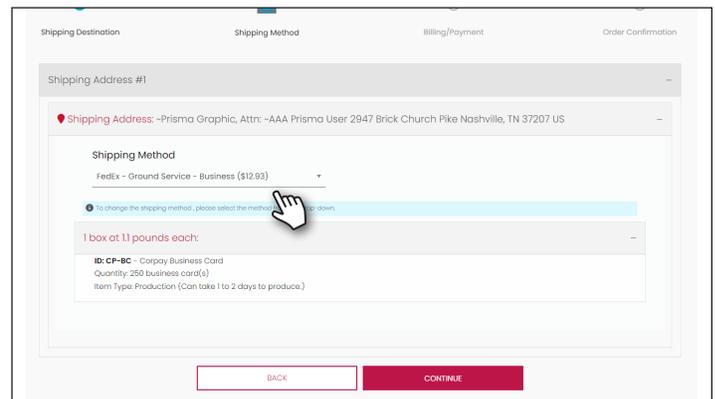
Select **Continue** to review your order shipping methods.



Shipping Method

Review and select your desired shipping method.

Select **Continue** to go to the billing/payment page.



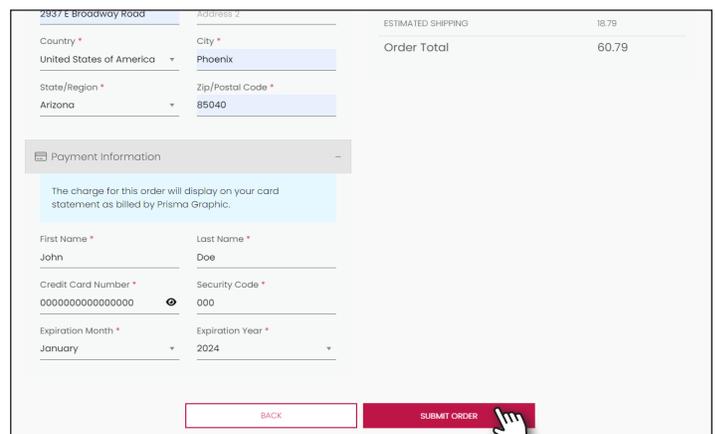
Billing/Payment

Your order will be summarized for your review.

You must enter an order description (used in order history).

Verify your contact information. If you wish to send order and shipping confirmations to multiple email addresses, separate with a ",".

Once completed, select **Submit Order**.



Confirmation

An order confirmation will display and be emailed to the order email address. In addition, a shipping confirmation with tracking information will be emailed when your order is on its way.

Your order has been successfully submitted.

Order Number 1337718	Order Submitted 10/08/2024 11:19 AM	Company Name Prisma
Confirmation Number 1337718CORPA874IN	Order Description Test Order	Contact Phone 999.999.9999
Order Created 10/08/2024 11:13 AM	Ordered By ~AAA Prisma User	

ITEM NAME	QUANTITY	PRICE
Test ID:CP-BC	250 business card(s)	42.00
		Subtotal \$42.00
		Tax \$3.89

dokshop
powered by prisma

Support Hours:
888-365-7411
8:00 AM - 5:00 PM MST
888-365-7411
dokshop@prismaa.com

Thank you for your order! Your order has been submitted for processing. Please save this email for future reference. If you have questions and/or comments about this order, please contact us.

Order Detail

Order Number: 1337718
Order Confirmation #: 1337718CORPA874IN
Company Name: Prisma
Order Description: Test Order
Order Created on: 10/08/2024 11:13 AM
Order Submitted on: 10/08/2024 11:19 AM
Order Submitted by: ~AAA Prisma User (phone: 999.999.9999)

Line Item Detail

Item: CP-BC
Line Item #: 3236662
Description: Test
Order Qty: 250 business card
Delivery Print and Ship Type:
Sell Price: 42.00
Tax: 3.89

This product ships to the following address:
~Prisma Graphic
Attn To: ~AAA Prisma User, 2947 Brick Church Pike, Nashville, TN 37207 US

Order History

You can check your order's progress via the **Order History** page. Select **Manage** to access a detailed order summary with order contents, current order status, and tracking information.

If you wish to order a previously ordered product, select the **Reorder** button. If the item is customizable, you will have a chance to review and update any details before viewing a new proof and adding it to your cart.

Corpay[^] Products Saved Carts Order History Contact Profile Sign Out

Home / Orders

My Profile
Delegate Access
Orders
Favorites
Dashboard
Reports
Change Password
User Management
Data Tables
Groups
Saved For Later
Contact Us

Orders

Order Status * All Order Age * Last 15 Days

Order Number 0

Item Description
Enter your item description

Size 25 Orders entries Sort Field Order Number entries Sort Descending entries

SEARCH

Result - Orders

Action	Order Number	Status	Order Desc	Created By	Created	Submitted
MANAGE	1337718	Submitted	Test Order	~AAA Prisma User	10/08/2024	10/08/2024 11:19 AM



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