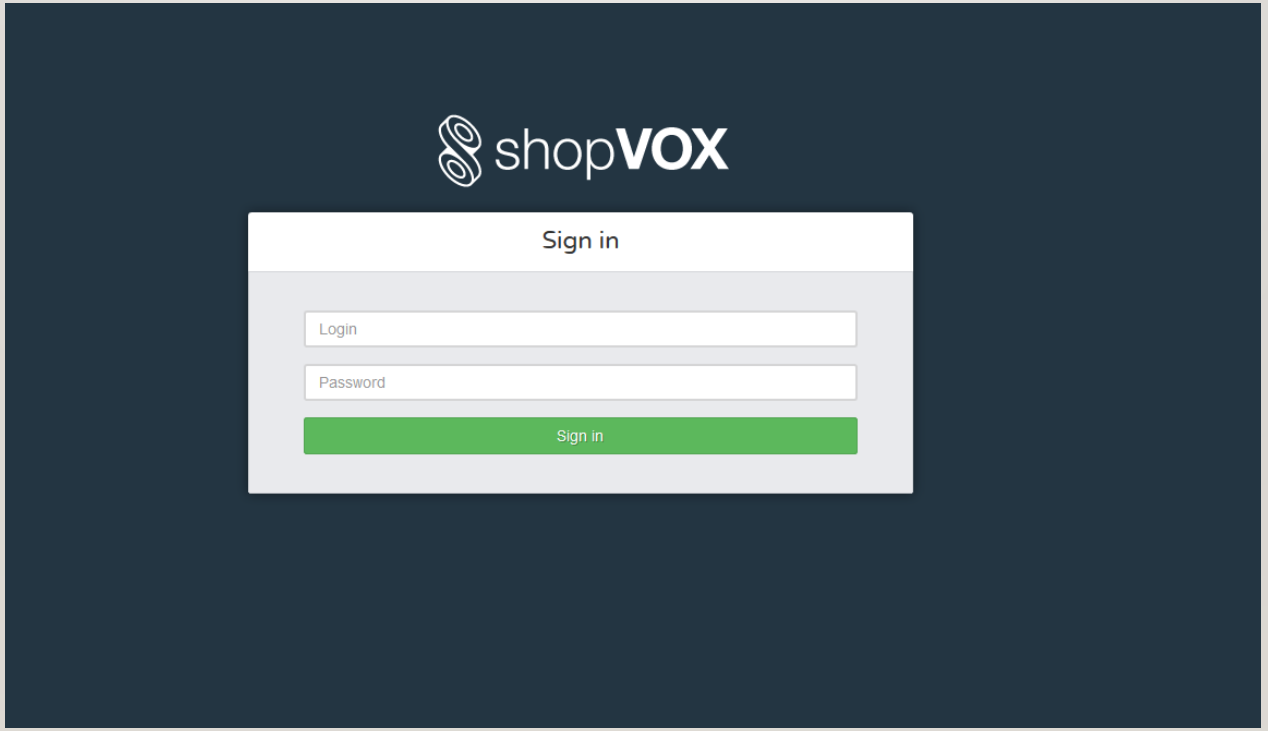
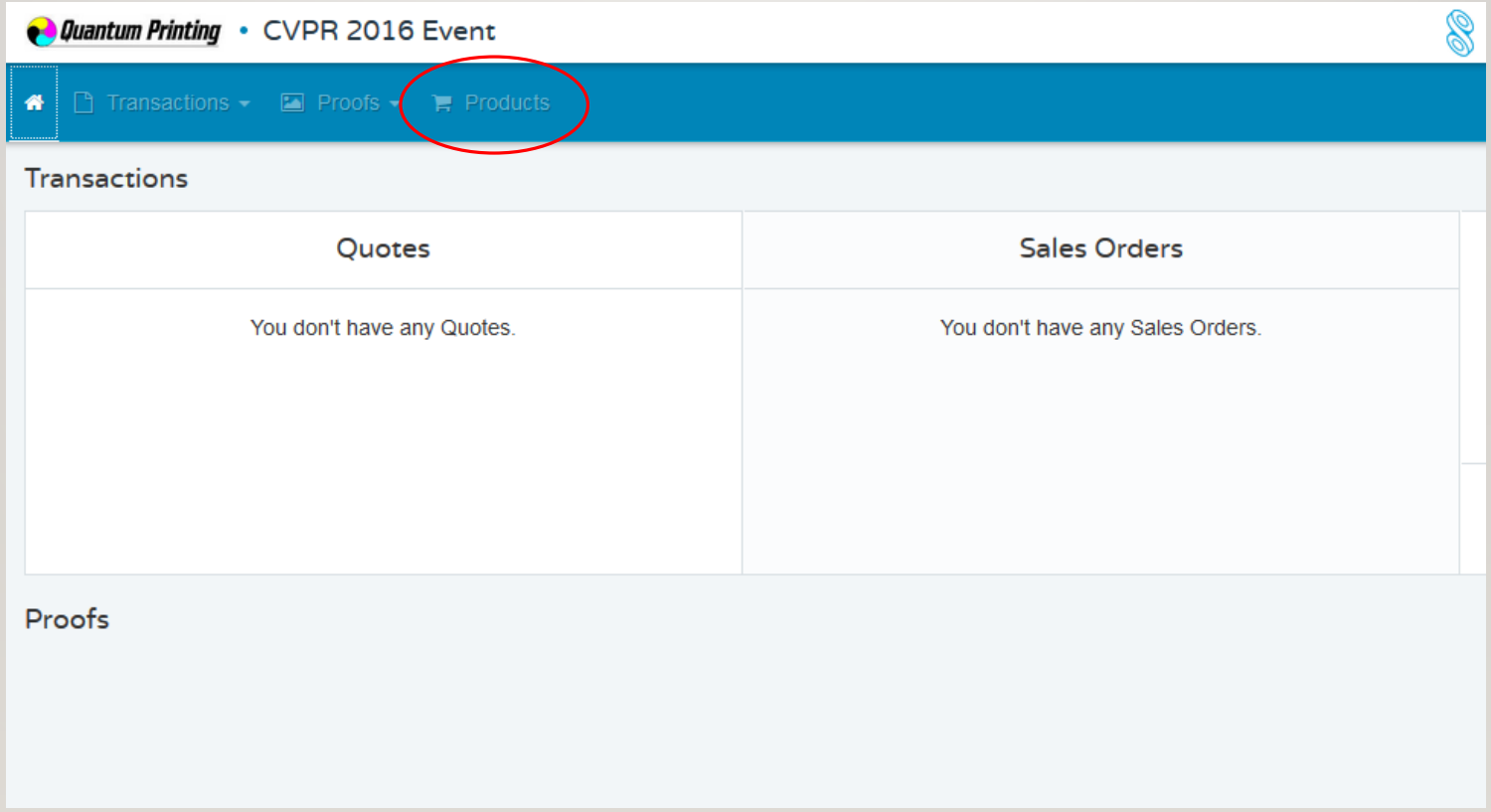
CVPR 2016 EVENT POSTERS

Step by step ordering instructions

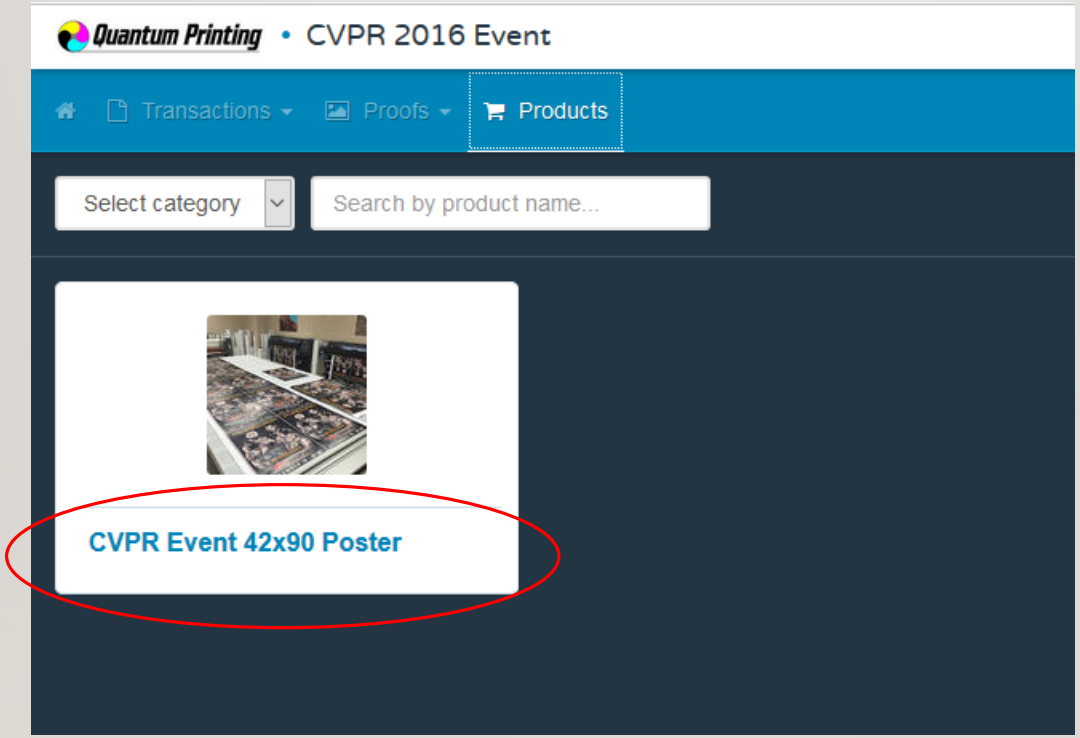
Login: https://Portal.Shopvox.Com
user: CVPR2016
password: posters



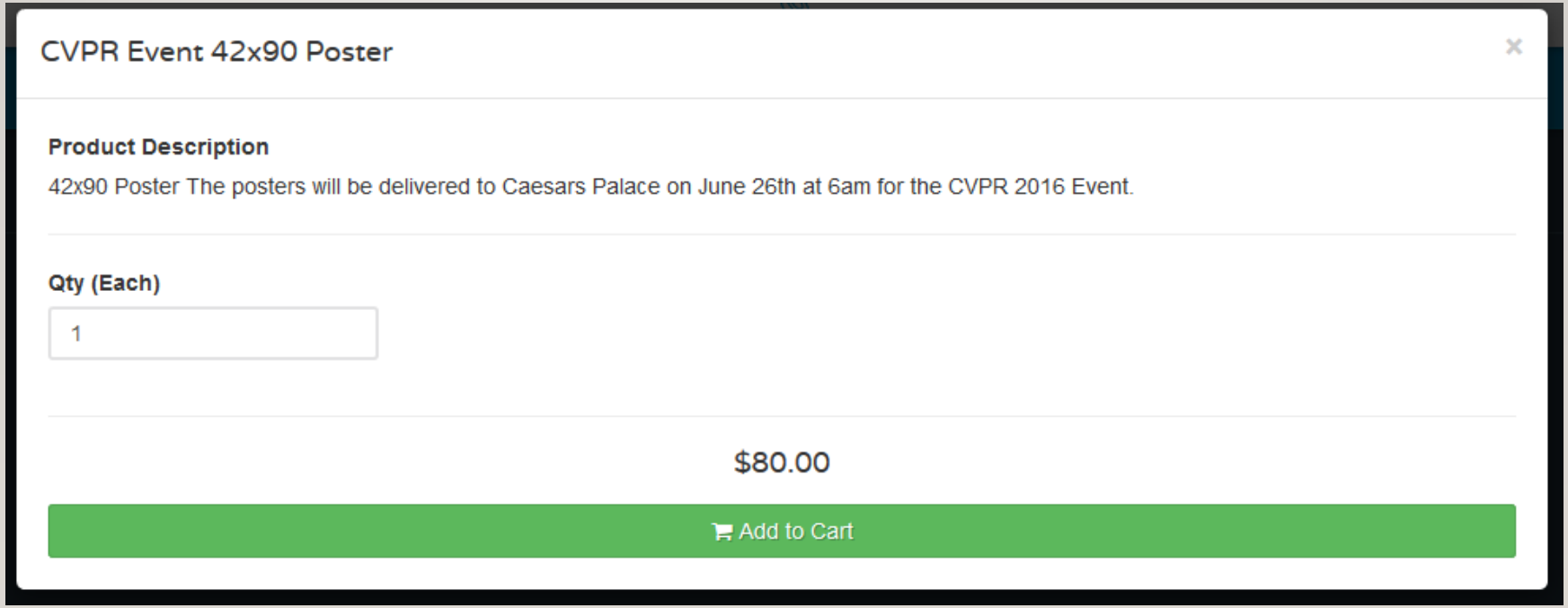
- Click the “Products” link at top of ribbon



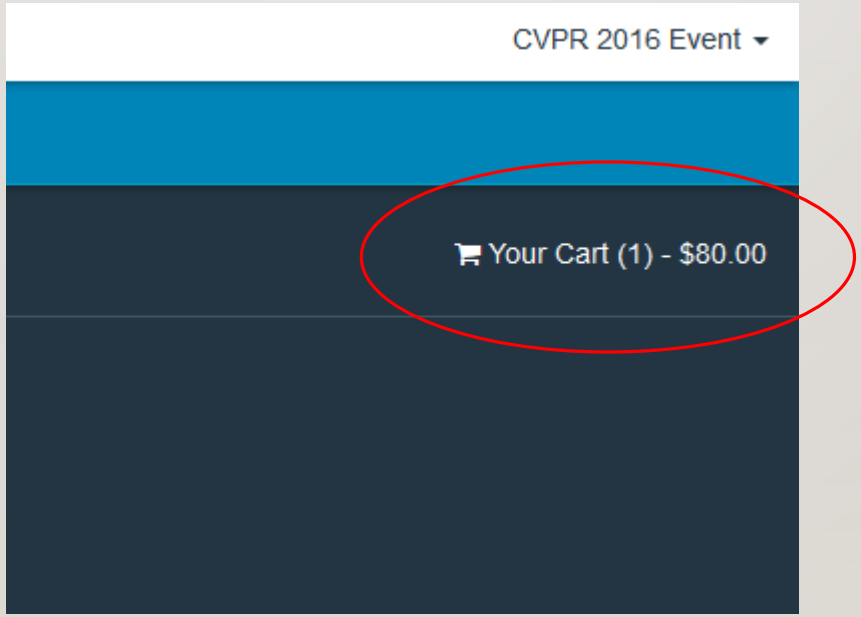
- Choose the “CVPR Event 42x90 poster”



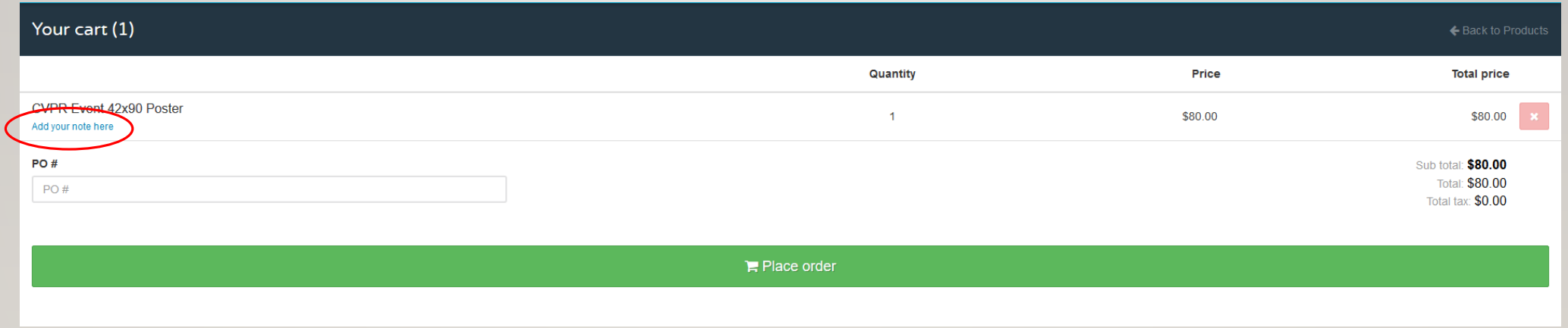
Input qty of posters to order
Then choose add to cart



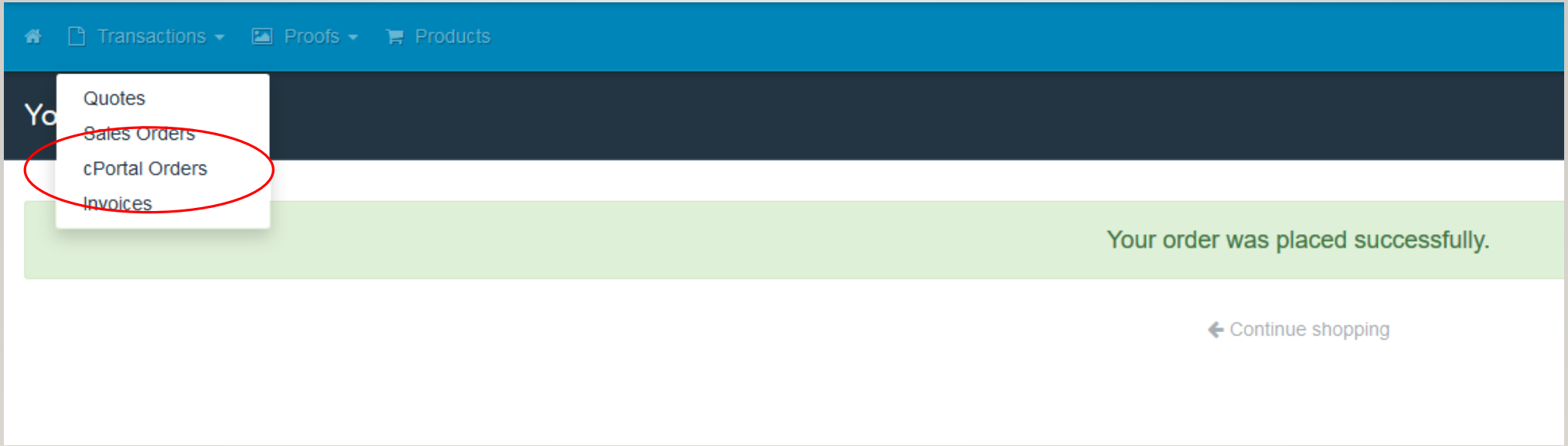
- Click on your cart to view items to order located in the upper right corner



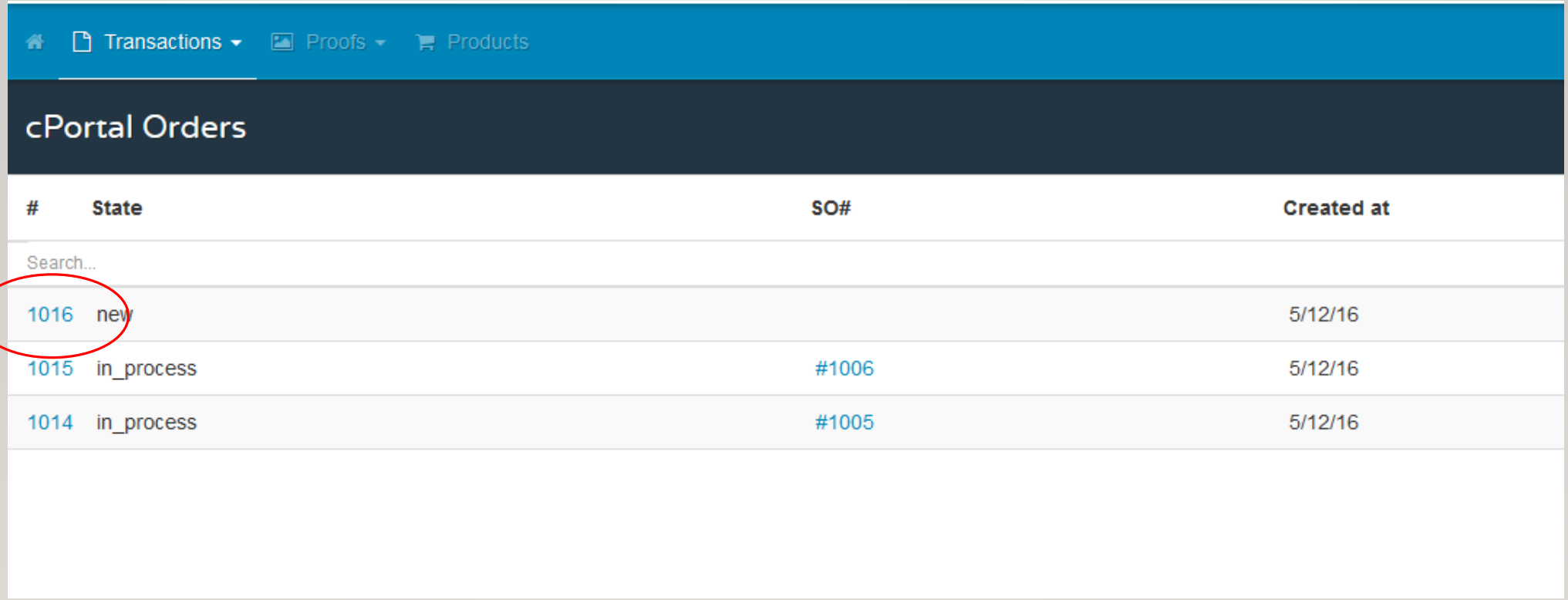
- First click on the “Add your note here” link
- Please type your name and email address in this field (This is very important for identification)
- Then type your phone number in the PO# field
- This will identify the order
- Then click the “Place Order” button



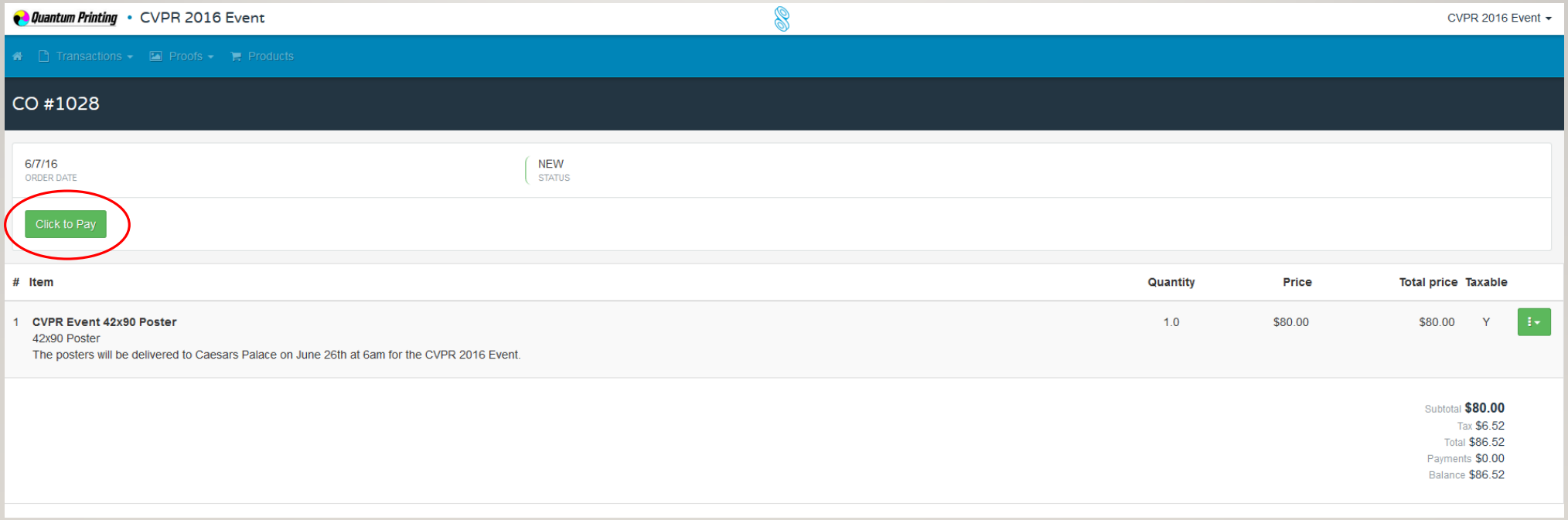
- Click on the “transactions” button
- Then choose “cPortal Orders”



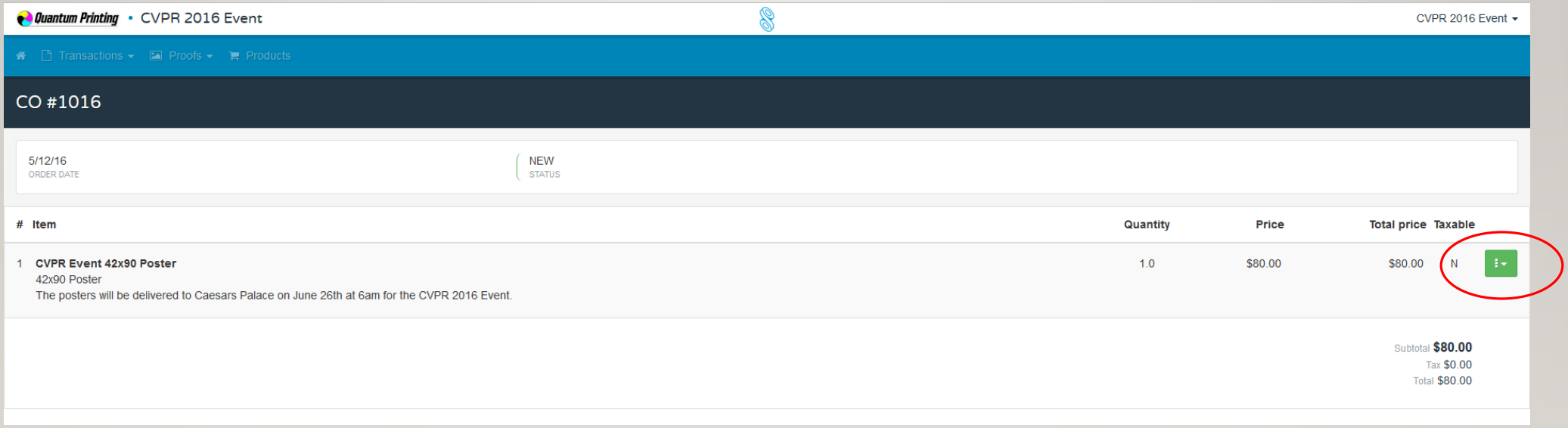
- Choose your order number in the list



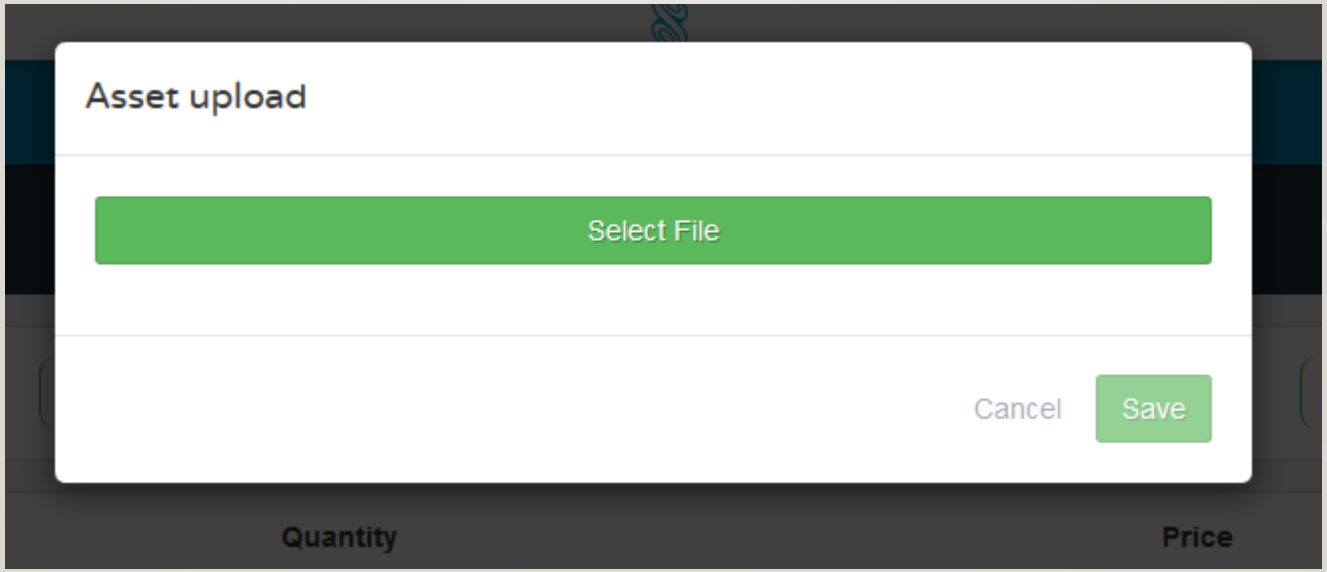
- Locate the button “Click to Pay”
- Press the “Click to Pay” button and fill out the credit card information to complete the purchase.



- First make sure the PO# filed matches your name
- Then click the Green Box to the right of the total price and choose “Upload Asset”



- Choose “Select File” and browse your computer to upload your artwork
- After file has succefully uploaded then click the Save button
**Files must be print ready to 42”x90” size in .PDF format



- This completes your order process
- You will receive an email to complete the payment process

Have a Great Event!!
Thank you for the order