



PennGlobal

AN INTEGRITY  COMPANY

BUSINESS CARD GUIDE



The business card template is divided into two main sections by a vertical line. On the left side, there is the PennGlobal logo at the top, followed by the text 'AN INTEGRITY  COMPANY'. Below this is a square placeholder for a portrait photo of a man with short brown hair, wearing a dark suit jacket over a light-colored shirt. On the right side, the name 'Special Skills' is written in a large, bold, black serif font. Below the name is a white rectangular placeholder for a title. Further down, contact information is listed: 'Direct: 202.123.4567', 'Office: 888.123.4567', 'Washington DC', 'www.pennglobalmarketing.com', and 'NPN #654321'. At the bottom of the card, the email address 'special.skills@pennglobalmarketing.com' is centered.

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ORDERING INSTRUCTIONS

Please be certain you are also familiar with the guidelines on page 12+

Visit www.odpbusiness.com

Login: Email Address (Not Case Sensitive)

Password: Welcome1 (Case Sensitive)

Welcome to ODP Business Solutions.
Please Log In To Your Account

Registered Customers

Login Name

Login Name is required

Password Show

Password is required

Log In

Keep me logged in

[Forgot your login name/password?](#)

[Login FAQ's](#)

The password will expire upon logging in for the first time.

Please change your password to a new password containing (8 Characters, 1 capital letter, and 1 number).

Also, you must complete your security questions.

[see next page]

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ORDERING INSTRUCTIONS

Expired Password

Please enter your new password

 Your password has expired due to security settings configured by your account administrator. Please complete the form below to create a new password, or contact your account administrator if your security settings need to be changed. ×

Login Name:

Old Password

New Password

Confirm Password

Keep me logged in

Log In

[Forgot your password?](#)

[Orders](#) [Order By Item](#) [Shopping Lists](#) [Proprietary Items](#) [Brand Identity](#)

Home / My Account / Login and Lost Password Information

My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- Store Discount Program

Login and Lost Password Information

Update Security Question

Attention!
Your profile is not configured with a security question. Please select a security question and provide a confidential answer. If you forget your password, this information will be used to help us validate your identity.

Question

Answer

Confirm Answer

Current Password [Show](#)

[UPDATE](#)



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ORDERING INSTRUCTIONS

YOU SHOULD IMMEDIATELY GET AN EMAIL CONFIRMING YOUR PASSWORD CHANGE.


ODP Business Solutions Password Change Confirmation



noreply_ec@odpbusiness.com

To



 We removed extra line breaks from this message.

Username :



You have successfully changed your password.

If you have any questions about this change, please contact the ODP Business Solutions Technical Support Desk at 1-888-263-3423, Monday-Friday, 8:00AM-8:00PM EST.

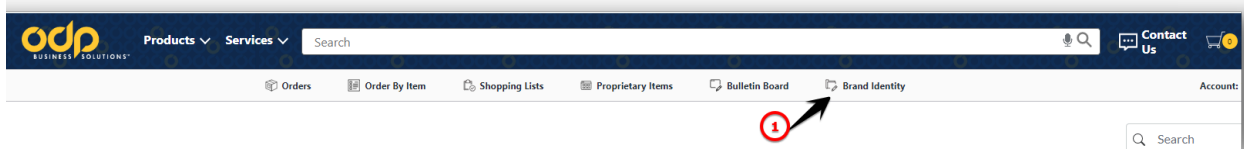


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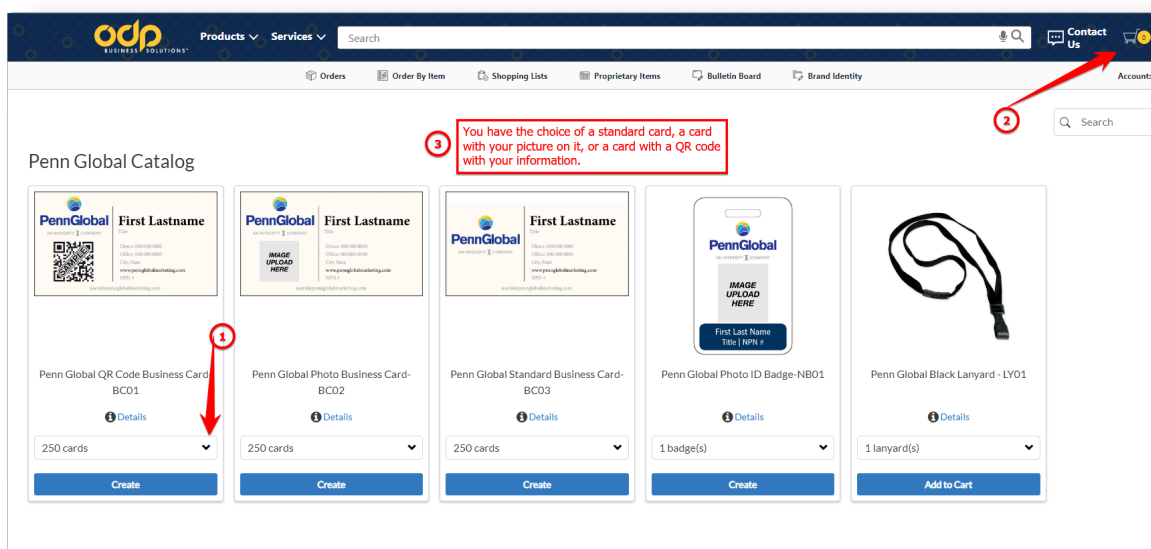
ORDERING INSTRUCTIONS

THE OFFICE DEPOT PORTAL HOME PAGE SHOULD BE SHOWING, AND YOU WANT TO CLICK **BRAND IDENTITY**



And this is what you should see

1. You are able to order 250, 500, or 1,000.
2. When you place an order in your cart it will show here until you submit the order
3. You have a choice between 3 types of cards



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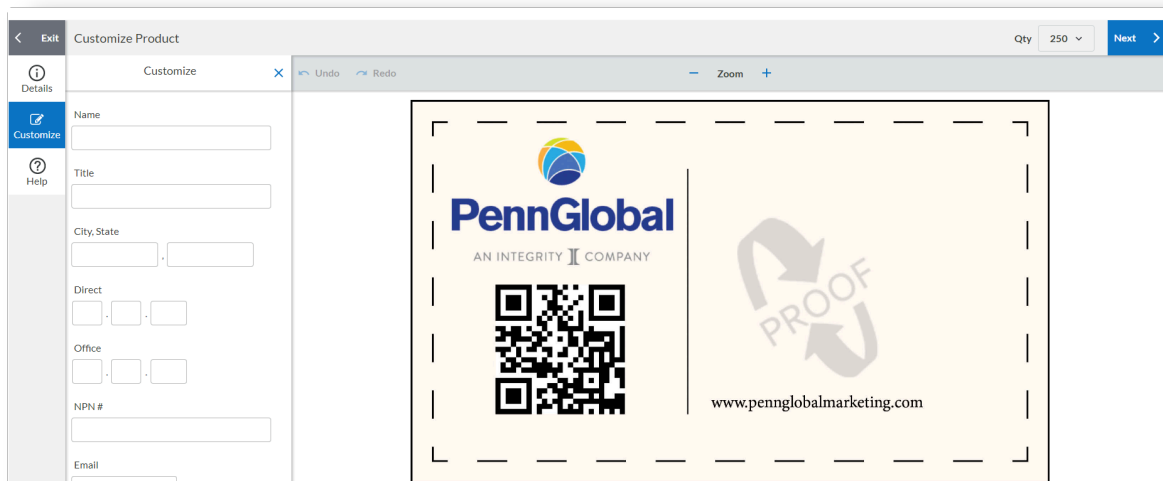
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ORDERING INSTRUCTIONS

When you click on a style of card you will see this page where you will enter your information.

Please note that the @penglobalmarketing will automatically be added to your email. You only want to type your first name "." last name

In this style, the QR code will be created automatically with your typed information



The screenshot shows a web browser window titled "Customize Product". On the left is a sidebar with "Details", "Customize", and "Help" buttons. The "Customize" section has input fields for Name, Title, City, State, Direct, Office, NPN #, and Email. The main area shows a preview of a business card with the PennGlobal logo, a QR code, and the website URL www.penglobalmarketing.com. A "PROOF" watermark is overlaid on the card preview.

Be certain to fill in **ALL** fields when entering your information.

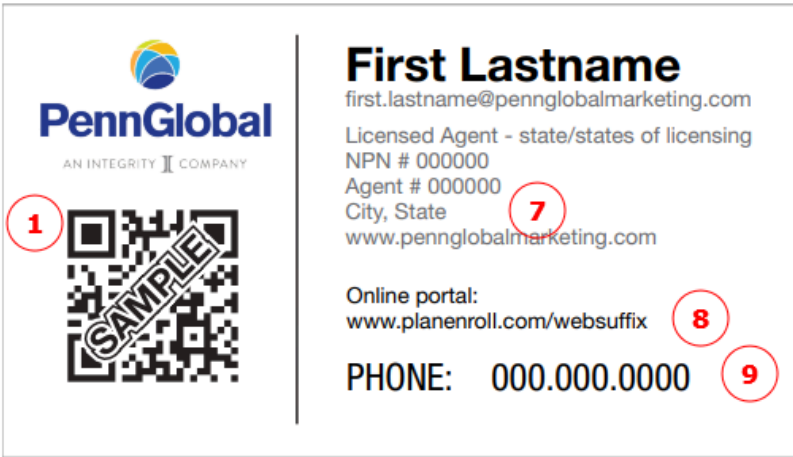
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JUNE 2024 PURL UPDATE



The image shows a sample PURL card with the following fields and callouts:

- 1: QR code
- 2: First Lastname
- 3: first.lastname@pennglobalmarketing.com
- 4: Licensed Agent - state/states of licensing
- 5: NPN # 000000
- 6: Agent # 000000
- 7: City, State
- 8: Online portal: www.planenroll.com/websuffix
- 9: PHONE: 000.000.0000

1.This QR code will be created automatically and include your PURL address and Client Center phone # you enter into the form fields.

2. You will enter your First and Last name

3. You will enter the First.Last name of your email

***the@pennglobalmarketing will be added automatically**

4. Licensed agent is the only title on this card. You will enter all states you are licensed in and must keep those licenses current or order updated cards

5. You will enter your NPN #

6. You will enter your license #

7. You will enter the City, State where your resident license is located.

8. You will enter your PURL address (the website link to your personal page)

9. You will enter the custom phone # from your personal PURL page

Be certain to fill in **ALL** fields when entering your information.

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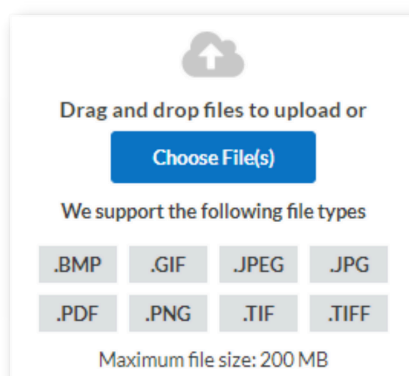
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ORDERING INSTRUCTIONS

If you select the **Photo Card** or **ID Badge** you will need to upload a picture in our approved format.

Please send a request to us at **Pennglobal.HQ@pennglobalmarketing.com** also, attach a current photo if it is different than what we have in our file.



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ORDERING INSTRUCTIONS

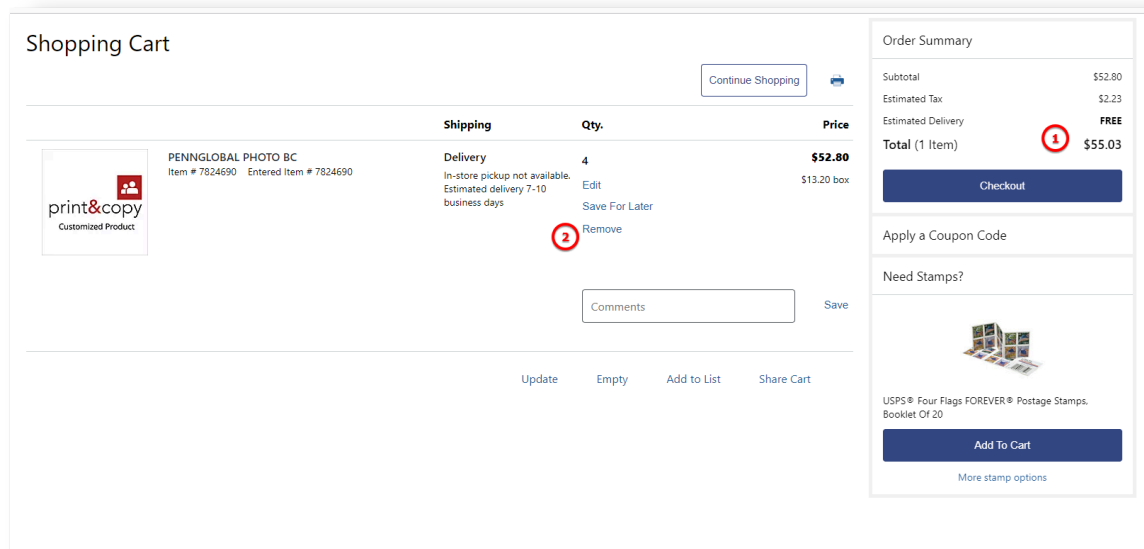
1. The next page will show the cost of your order.

The cards cost

250	\$28.29	\$21.17
500	\$34.60	\$26.42
1,000	\$52.80	\$31.60

which includes shipping

Sales tax will be added



The screenshot shows a shopping cart interface. The main cart area displays one item: 'PENNGLOBAL PHOTO BC' with item number 7824690. The price is \$52.80. Shipping is \$13.20. The total is \$55.03. A 'Remove' button is circled in red with a '2'. The 'Order Summary' on the right shows: Subtotal \$52.80, Estimated Tax \$2.23, Estimated Delivery FREE, Total (1 Item) \$55.03. A 'Checkout' button is present. Below the cart, there are options for 'Update', 'Empty', 'Add to List', and 'Share Cart'. At the bottom right, there is a section for 'Need Stamps?' featuring 'USPS® Four Flags FOREVER® Postage Stamps. Booklet Of 20' and an 'Add To Cart' button.

2. If you wish to change this order, click **remove**



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You will see this box on the right-hand side of the shopping cart page. You can:

1. Change the quantity you want
2. Email a proof
3. View a proof
4. You need to click accept here
5. Click next to advance to payment

SKU: 5195887



i Select desired quantity from grid below.

Qty

250 cards	1
500 cards	
1000 cards	

Approval

I have verified the proof to be correct and approve the order for printing. I understand that once the checkout process is completed, no changes can be made.

2  **Email Proof** **3**  **View PDF Proof**

4 I accept & approve my artwork.

5 **Next**

Please be certain to carefully review the PROOF, as once you order, it cannot be changed or canceled.



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ORDERING INSTRUCTIONS

Checkout

Please verify all of your order information below and choose one of the options at the bottom of the page to submit your order.

User information 1

Delivery information 2

Email options 3

Order summary 4

Account information 5

Contact 6

* Marked fields are required




Before finalizing the order, please be certain to verify all this information is correct.

Payment information

Note: Office Depot branded credit cards are no longer accepted as payment on the ODP Business Solutions site. Please select an alternate payment method and contact Customer Care at 888-2-OFFICE if you need assistance.

Credit Card


Credit Card Number Security Code

Expiration Date:   

Apply a coupon code

Delivery order : # 288966775-001

Estimated delivery 02/10/2023

	Price	Qty.	Total	Remove Item
 PENNGLOBAL STD BC Item # 5195887 Entered Item # 5195887	\$13.20 / box	4 <input type="button" value="Edit"/>	\$52.80	<input type="checkbox"/>
Subtotal			\$52.80	
Delivery fee			FREE	

Orders are to be paid for at the time of placement via credit card.

GUIDELINES

Business cards are considered advertising in regard to compliance.

Regulations must be adhered to, and the proper title must be used in relationship to one's agent/manager agreement.

One's name on the business card must match exactly with the name on the state insurance license.

On the following pages, please find the options available for each level of one's agreement

- 1 All business cards must have at least 2 phone numbers listed. One of the numbers must be the Regional Office or the Corporate Office 800 392-5042
- 2 The carriers are no longer required to be listed on the back of the card. You can access a list of our carriers here;

<https://www.pennglobal.biz/carrier-list.html>

L100

Insurance Professional
Insurance Agent
Insurance Licensee
Insurance Producer
Insurance Sales Agent
Insurance Specialist
Licensed Insurance Agent
Licensee in Insurance
Disability Income Insurance Specialist

L150-200

Insurance Professional
Insurance Agent
Insurance Licensee
Insurance Producer
Insurance Sales Agent
Insurance Specialist
Licensed Insurance Agent
Licensee in Insurance
Disability Income Insurance Specialist
Field Trainer
Sales Manager

(YOU CAN ALSO ADD THE WORD 'HEALTH' OR
'LIFE' IN FRONT OF ALL THAT START WITH
'INSURANCE')

L300

- Insurance Professional
- Insurance Agent
- Insurance Licensee
- Insurance Producer
- Insurance Sales Agent
- Insurance Specialist
- Licensed Insurance Agent
- Licensee in Insurance
- Disability Income Insurance Specialist
- Field Trainer
- Sales Manager
- District Sales Manager

L400

- Insurance Professional
- Insurance Agent
- Insurance Licensee
- Insurance Producer
- Insurance Sales Agent
- Insurance Specialist
- Licensed Insurance Agent
- Licensee in Insurance
- Disability Income Insurance Specialist
- Field Trainer
- Sales Manager
- District Sales Manager
- Branch Manager

(YOU CAN ALSO ADD THE WORD 'HEALTH' OR
'LIFE' IN FRONT OF ALL THAT START WITH
'INSURANCE')

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L450

- Insurance Professional
- Insurance Agent
- Insurance Licensee
- Insurance Producer
- Insurance Sales Agent
- Insurance Specialist
- Licensed Insurance Agent
- Licensee in Insurance
- Disability Income Insurance Specialist
- Field Trainer
- Sales Manager
- District Sales Manager
- Branch Manager
- Senior Branch Sales Manager

L500 / REGIONAL MGR

any previous title or

- Regional Manager
- Senior Regional Manager*

*Pre- approval required from PGM.

(YOU CAN ALSO ADD THE WORD 'HEALTH' OR
'LIFE' IN FRONT OF ALL THAT START WITH
'INSURANCE')

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