



PennGlobal

AN INTEGRITY II COMPANY

BUSINESS CARD GUIDE



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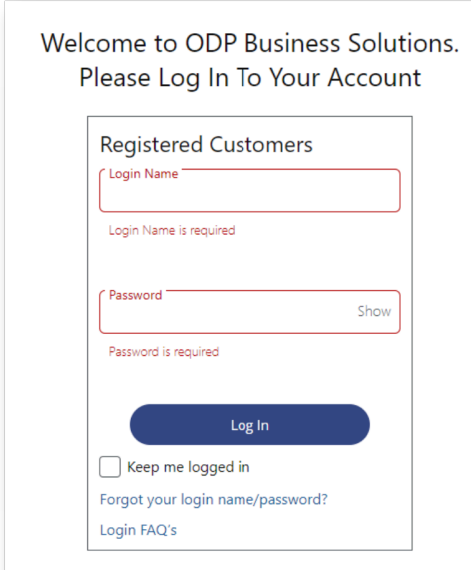
ORDERING INSTRUCTIONS

Please be certain you are also familiar with the guidelines on page 13+

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: XXXXXXXXXX

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

--select your security 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.

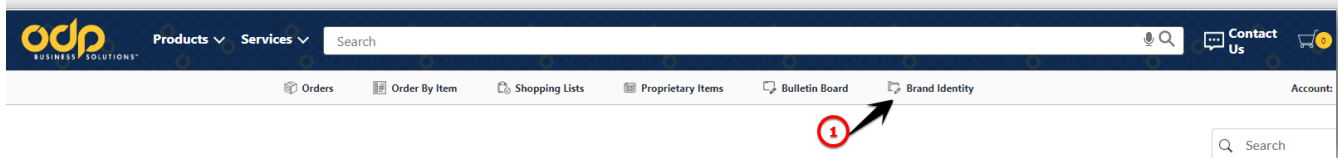


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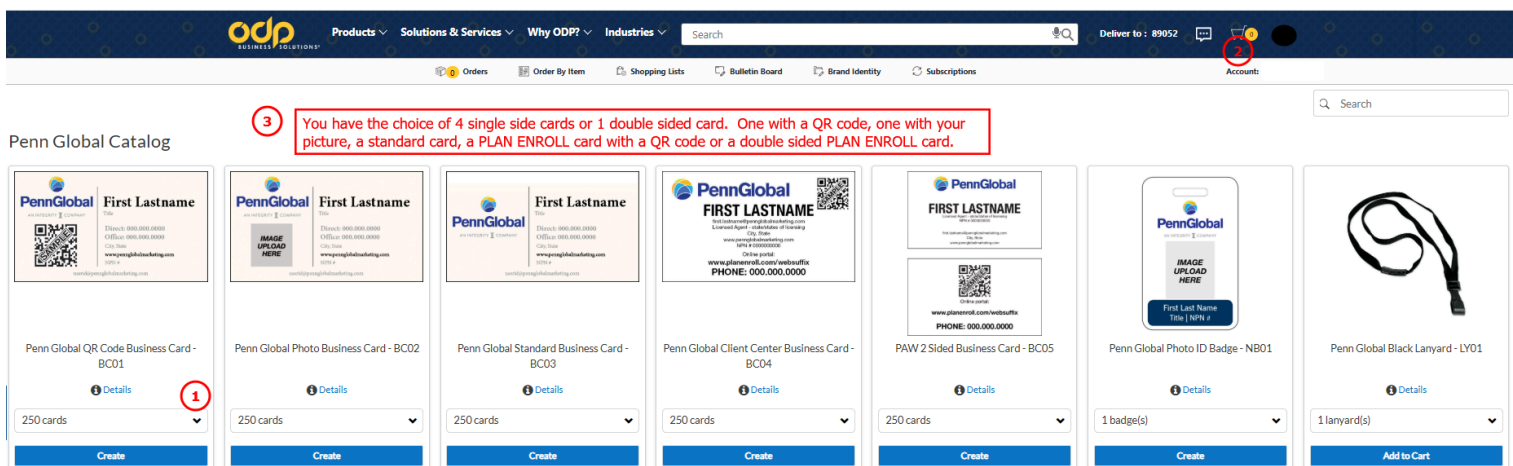
ORDERING INSTRUCTIONS

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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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 application for customizing a product. On the left is a sidebar with three tabs: 'Details' (with an information icon), 'Customize' (with a pencil icon and selected), and 'Help' (with a question mark icon). The 'Customize' section contains several input fields: 'Name' (a single line), 'Title' (a single line), 'City, State' (two lines with a dropdown arrow), 'Direct' (three checkboxes), 'Office' (three checkboxes), 'NPN #' (a single line), and 'Email' (a single line). The main area of the application shows a preview of a business card. The card has a dashed border and contains the PennGlobal logo at the top left, followed by the text 'AN INTEGRITY II COMPANY'. Below this is a QR code. To the right of the QR code is a large, light gray 'PROOF' watermark with a circular arrow. At the bottom right of the card is the website address 'www.penglobalmarketing.com'. The top of the application window has a navigation bar with a back arrow, an 'Exit' button, the title 'Customize Product', and a 'Next' button. There is also a 'Qty' dropdown set to '250' and a 'Zoom' control.

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



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PLAN ENROLL



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IMA AGENT

ima.agent@pennglobalmarketing.com
Licensed Agent - MO
St. Louis, MO
www.pennglobalmarketing.com
NPN # 7654321

Online portal:
www.planenroll.com/ima-agent
PHONE: 555.888.1111

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 the City, State where your resident license is located.

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

8. 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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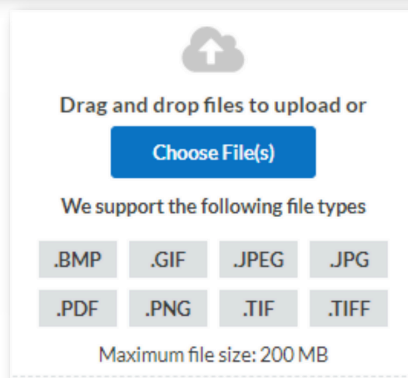
ORDERING INSTRUCTIONS

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.



The ID badge template features the PennGlobal logo and 'AN INTEGRITY COMPANY' text on the left. A central box is labeled 'IMAGE UPLOAD HERE'. To the right, there is a 'First Lastname' field, a 'Title' field, and several other fields for contact information: 'Direct: 000.000.0000', 'Office: 000.000.0000', 'City, State', 'www.pennglobalmarketing.com', 'PIN #', and 'userid@pennglobalmarketing.com'.



The file upload interface includes a cloud icon with an upward arrow and the text 'Drag and drop files to upload or'. Below this is a blue button labeled 'Choose File(s)'. A list of supported file types is provided: .BMP, .GIF, .JPEG, .JPG, .PDF, .PNG, .TIF, and .TIFF. At the bottom, it states 'Maximum file size: 200 MB'.





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ORDERING INSTRUCTIONS

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


 Select desired quantity from grid below.


Qty
250 cards 
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.

  Email Proof   View PDF Proof

 ☐ I accept & approve my artwork.

 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

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

The cards cost

250 \$22.54


500 \$28.16

1,000 \$33.68

which includes shipping

estimated sales tax shown

Shopping Cart



PENNGLOBAL PHOTO BC
Item # 7824690 Entered Item # 7824690

Shipping

Qty.

Price

Delivery

4

\$52.80

In-store pickup not available.
Estimated delivery 7-10
business days

Edit

Save For Later

Remove

Comments

Save


Update

Empty

Add to List

Share Cart

Continue Shopping



Order Summary

Subtotal

\$52.80

Estimated Tax

\$2.23

Estimated Delivery

FREE


Total (1 Item)

\$55.03

Checkout

Apply a Coupon Code

Need Stamps?



USPS® Four Flags FOREVER® Postage Stamps.
Booklet Of 20

Add To Cart

More stamp options

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



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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

[Redacted] **1** [Change](#)

Delivery information

[Redacted] **2** [Change](#)

(Taxable)

Email options

☒ Send me an email confirmation of this order **3**

☐ Send a copy of order confirmation to

Order summary

4

Delivery order 1 # 285814582-001 Estimated delivery 02/09/2023

Account information

☐ Make these my default values, if permitted **5**

Contact

[Redacted] **6**

Contact Phone [Redacted] Ext [Redacted]

Comment: [Redacted] Not used by our delivery carriers.

* 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 [Redacted] Security Code [Redacted] ⓘ

Expiration Date: [Redacted] [Redacted]

[+ 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 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.



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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

If you order cards that show two phone numbers, one of the numbers must be the Regional Office or the Corporate Office 800 392-5042.

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')

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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