

# AHEADCORPORATE.COM FAQ

## 1 Headwear and Accessories Pages

You can get a quote on one or more hats or accessories items.

- Check those you're interested in and click the quote button that appears at right.

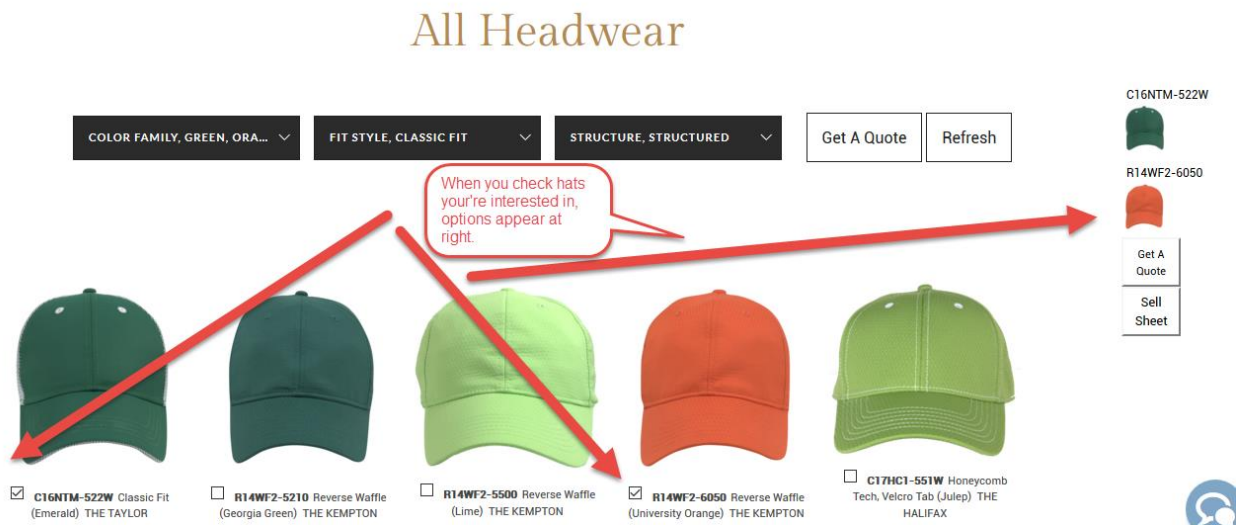
### 1.1 Sell Sheets

A sell sheet is a PDF generated with image and text information about one or more hats (or accessories) that you've selected.

- The following steps show how easy it is to create a sell sheet.

#### 1.1.1 From the Headwear Page

HEADWEAR



**Step 1.** Selecting one or more hats enables **Quote** and **Sell Sheet** options.



**Step 2.** Type an optional title (top field) and note (bottom). Then click Save.



**Step 3.** Viewing the sell sheet. To see all your sell sheets, go to MY ACCOUNT/MY SELL SHEETS.

- You can create as many sell sheets as needed. To view them, delete them, or email them, go to your My Account/My Sell Sheets page.

## 1.2 Emailing or Deleting a Sell Sheet

1. Login to AHEADCORPORATE.COM
2. Goto MY ACCOUNT/MY SELL SHEETS – see below screenshot...



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## 2 MY ACCOUNT MENU

### 2.1 MY ACCOUNT/My Info

- Change your account info, password, etc.

### 2.2 MY ACCOUNT/My Favorites

Access your favorites options...

- Get quote
- Create Sell Sheet
- Un-Fav an item

### 2.3 MY ACCOUNT/My Sell Sheets

Access your Sell Sheets options...

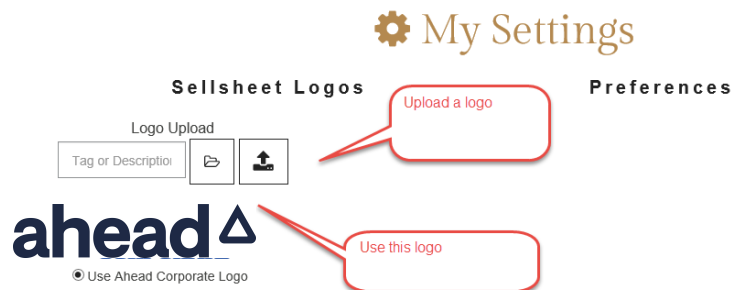
- View your Sell Sheet PDFs
- Delete a sell sheet you no longer want
- Email a sell sheet to someone

### 2.4 MY ACCOUNT/My Settings

Your “settings” (at this time) concern your logo options that tie into sell sheets you create. The options are...

- Use the “landscape” Ahead corporate logo
- Use the “portrait” Ahead corporate logo
- Upload a different logo and optionally use that one.
- Use no logo at all.

The above options are illustrated in the below screen shot...

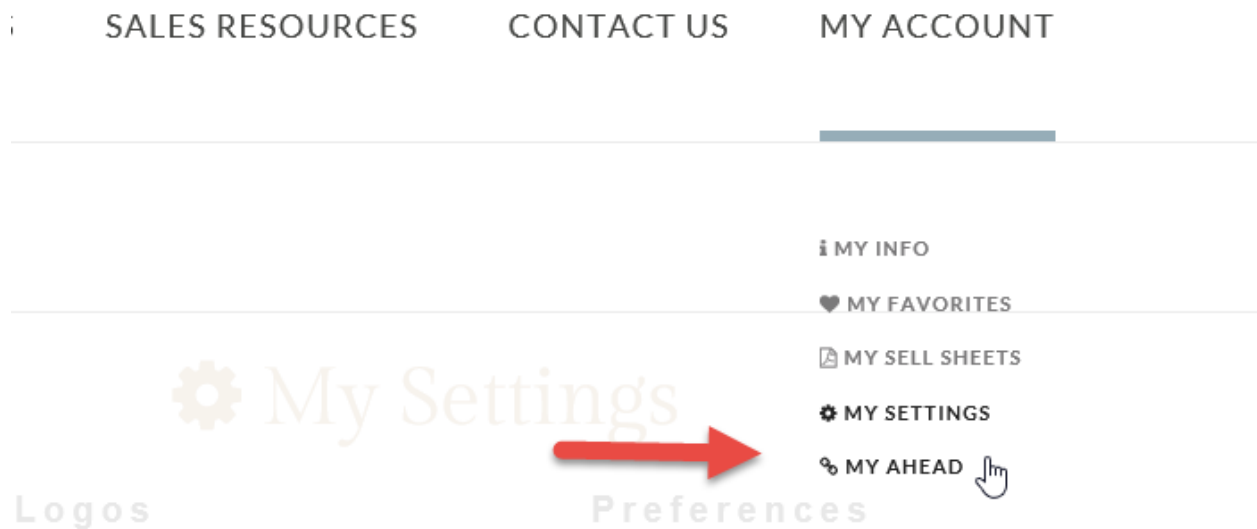


## 2.5 MY ACCOUNT/My Ahead

- If you are a Sales Rep, when you click on the My Ahead link, the browser will open up your My Ahead/Quick Links page.
- If you are a Distributor or Ahead Customer with a login, the browser will open up your My Ahead/Customer Portal page.

**Note:** When you click your My Ahead link and the My Ahead page opens, you should NOT need to log in because you will automatically be logged in since. If you are prompted to log in when this happens, please contact Ahead Customer Support.

- The My Ahead Link is shown in the below screen shot.



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### 3 Emailing

On Headwear Page...

1. Click on the hat you're interested in.
2. You will see the product detail for that hat.
3. Click the Email icon to send a photo of the hat and message. See below...



Sending on behalf of [mike@starhoo.com](mailto:mike@starhoo.com)



THE SHAWMUT C47LGT-1

- Navy/Navy
- Pantone: 296
- Classic Fit
- Velcro Tab, Loop Grab
- MSRP: \$11.50

COLORS



[www.aheadcorporate.com](http://www.aheadcorporate.com)

**ahead**△

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### 4 Casual Site Visitor

Anyone visiting AHEADCORPORATE.COM may use the following features...

#### 4.1 Headwear

- Can browse all headwear by color family, fit style, structure
- Get a quote on one or more hats (check select box). **Must be logged in or sign up.**
- **Email** a Hat Style (and its colors)...

#### 4.2 Accessories – Can browse, etc., same as headwear.

#### 4.3 Sales Resources

- Get a Quote – **Requires a Login or Sign Up.**

- Catalog – Browse latest 2020 Catalog
- Decorations – View Decoration examples and descriptions
- Flyers – View/download latest flyers
- Rover Image Library – go to Rover Image Library
- Credit App Site – go to Credit Application Site

#### 4.4 Contact Us

- Fill out contact form – goes to C/S Corporate Staff.