

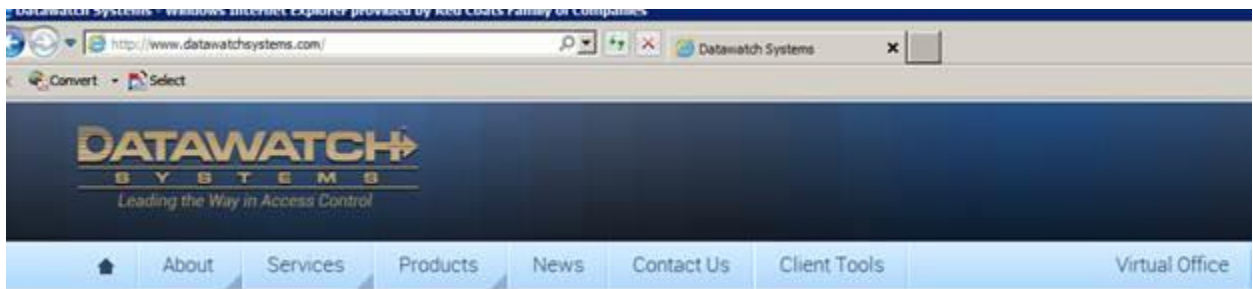
All of the card orders are placed online through our online card shop feature. If you have never placed an order before there are step by step instructions on how to setup a user name a profile. Please see the email string below.

Ordering Online Instructions:

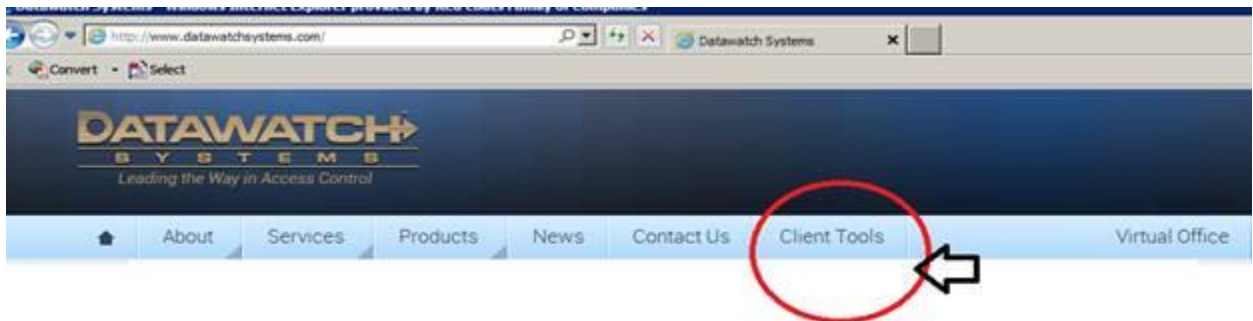
We have updated our system, so below we have provided a simple guide to help you to become more familiar with our new site & ordering additional access cards:

1) Link to our home page

➤ <http://www.datawatchsystems.com/>



2) Select "Client Tools" on menu the menu bar



3) Under Client Tools Select "Cardshop" (Second option right under direct-access)



Advanced technical tool to:

- Order credentials.
- Order badging supplies.

(Click Picture for direct link to "Cardshop")

Now that we know where “**Cardshop**” is located, we can now provide you step by step instructions on how to go about ordering cards as a first time user.

1. Enter in your email address
2. Click on “*I am a new customer*”
3. (Advance to the next page)
4. Enter in company address information – underneath the address information box there is an option to pay via company PO. In order to use the company PO option, your company has to obtain a **customer number** given to contract customers by our accounting department. **If you do not have a customer number, and are not billed by DataWatch you must use a credit card to complete your order.**
5. (Advance to the next page)
6. Here it will congratulate you on your account activation. A password will be sent to your e-mail address instantly.
7. Obtain that password and log in again using your e-mail address and new password. REMEMBER to click on “I’m a returning customer” this time.
8. (Advance to the next page)
9. Now you are in the online card shop. Our card shop functions just like any other online purchasing system in the market. So it should be quite easy for you to use.

Hopefully this will get you into and through “Cardshop**” with no problem.**

If you have any more questions, feel free to contact Juelane Holton. Her contact information is below.

Juelane Holton: *Card/Key Department*

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