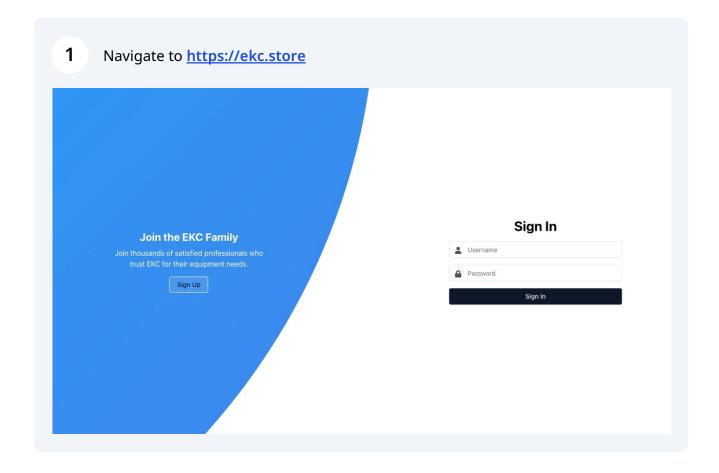
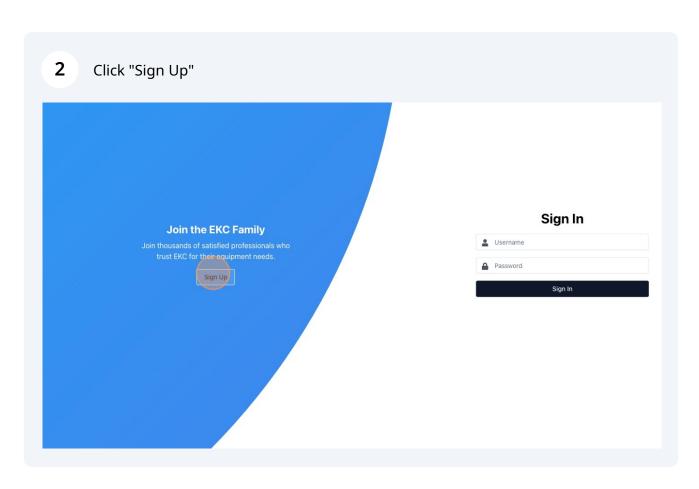
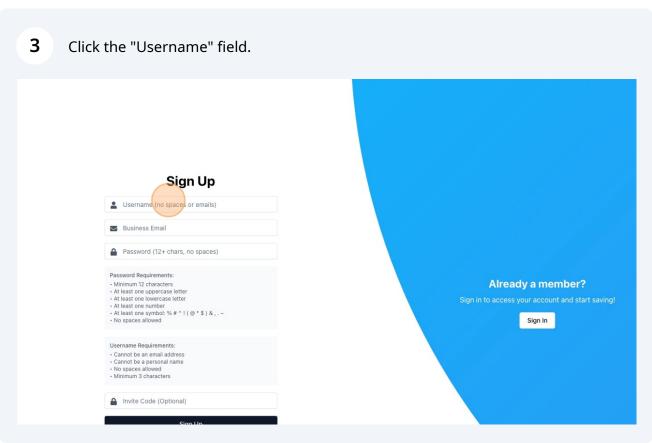
# How to Sign Up & Sign into an account on EKC E-commerce site









# 4 Type in your preferred Username

Please follow these requirements:

- Cannot be an email address
- Cannot be a personal name
- No spaces allowed
- Minimum 3 characters
- Sign Up

  Actest 1

  Business Email

  Passord (12+ chars, no spaces)

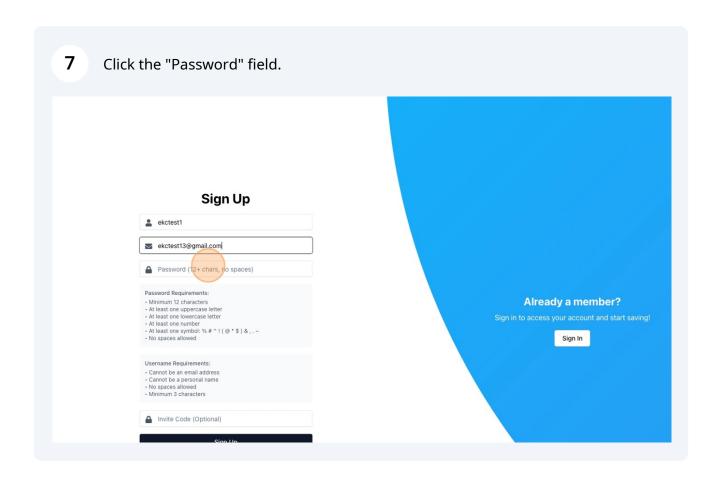
  Passord Regulements:

   Minarum 12 characters

   A least one lowercate latter
   A least one lowercate latter
   A least one lowercate latter
   A least one symbol:
   No spaces allowed

  Username Regulements:
   Cannot be an email address
   Cannot be an email address
   Congress allowed
   Minarum 3 characters
   Minarum 3 characters

6 Type in your preferred Email Address



# 8 Type in your preferred Password

Please follow these requirements:

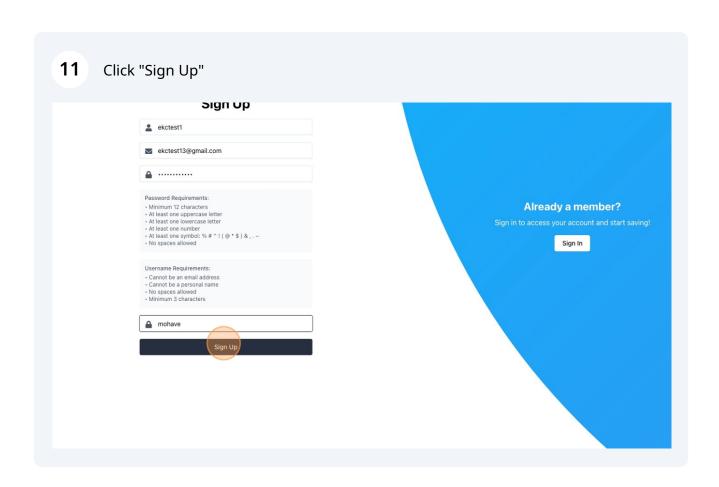
- Minimum 12 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one symbol: % # ^ ! ( @ \* \$ ) & , . -
- No spaces allowed

**10** Add your invite code (Demo purposes, "mohave" was used)

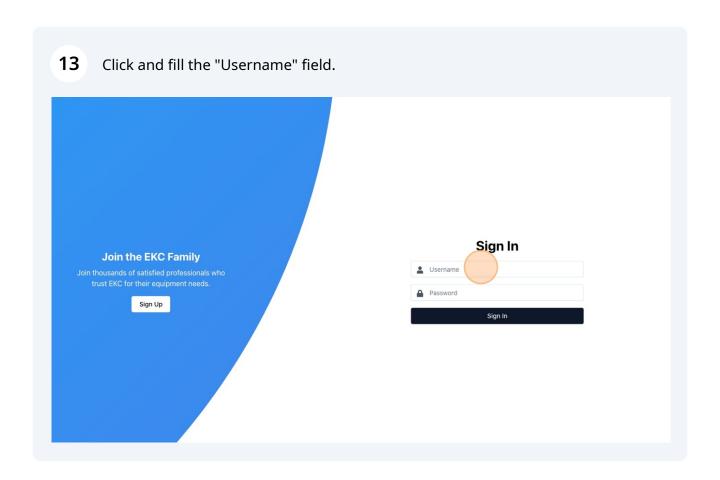


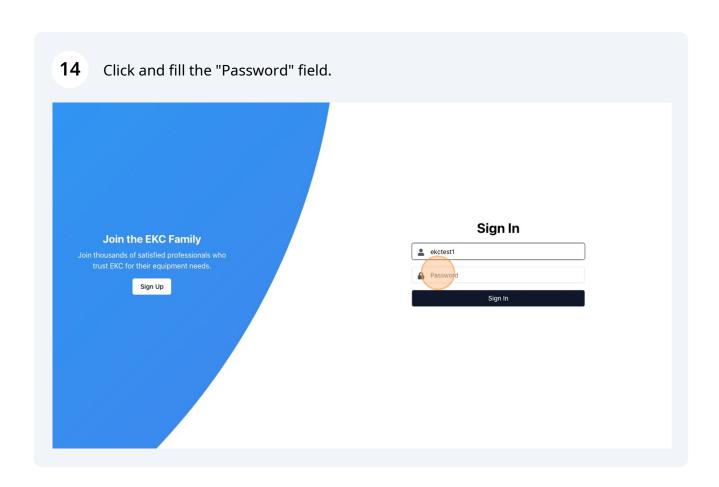
If you do not have an invitation code, your account will be sent for "approval" if an admin for your organization exists. Once the admin approves your account, you will be able to log in.

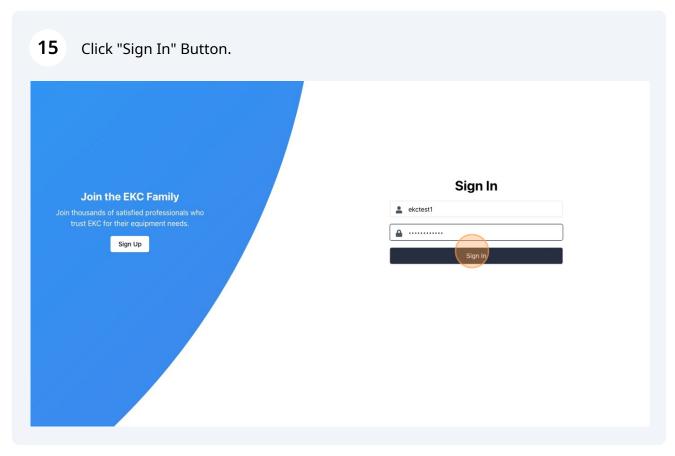
If you would like to receive an invitation code, please reach out to: mduff@ekccorp.com



i Once account is created, for futures uses you may "Sign In" from the same page.

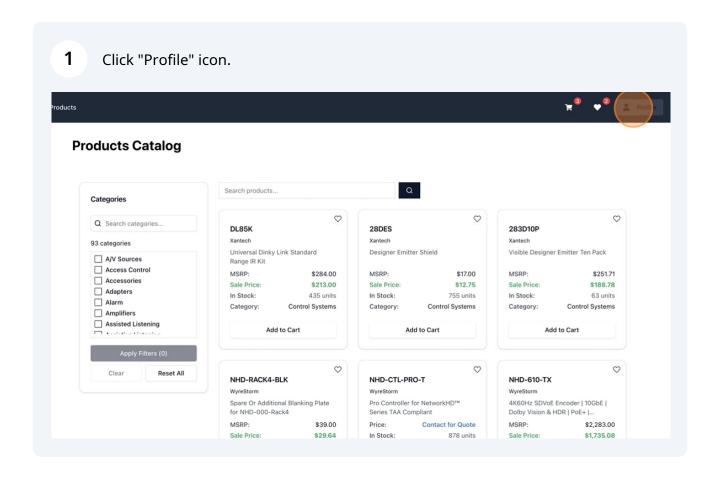




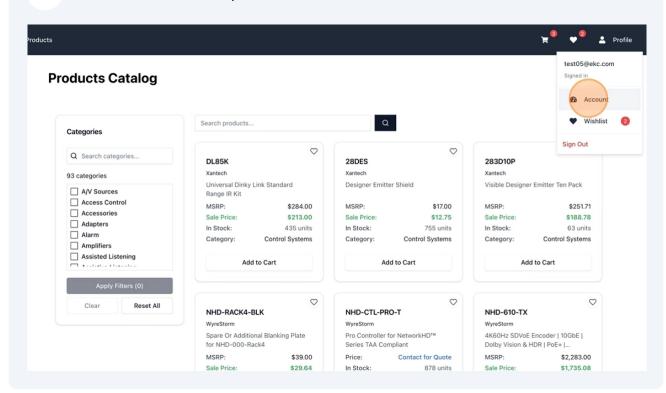


# Navigating Profile Dropdown Menu (Account & Admin)

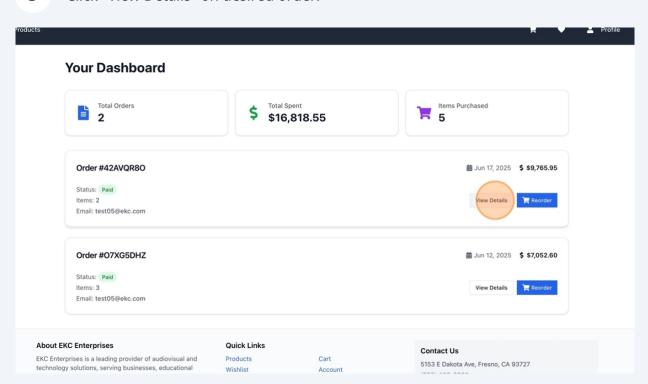




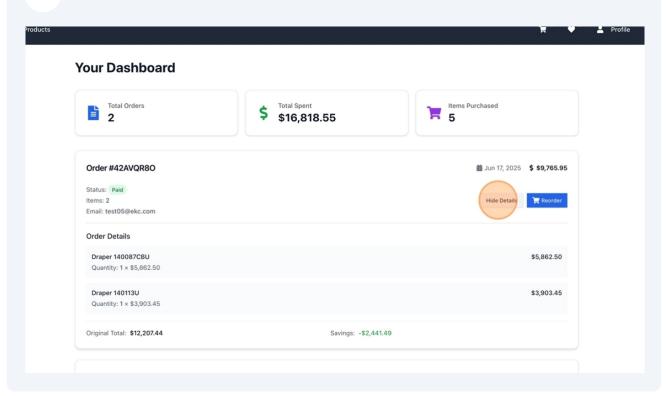
2 Click "Account" on dropdown menu.



Click "View Details" on desired order.

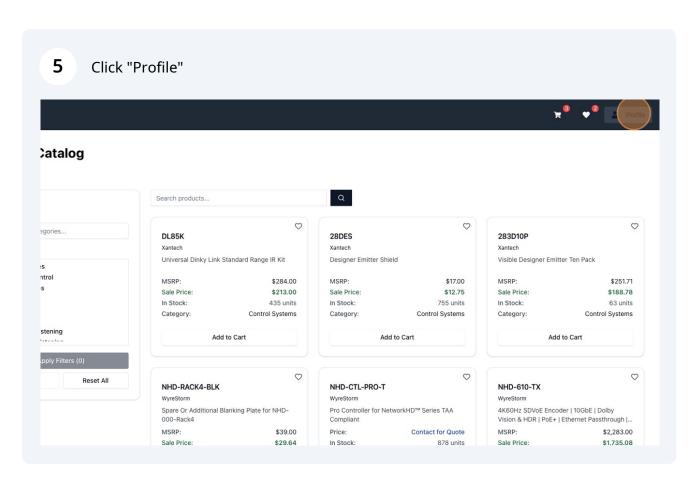


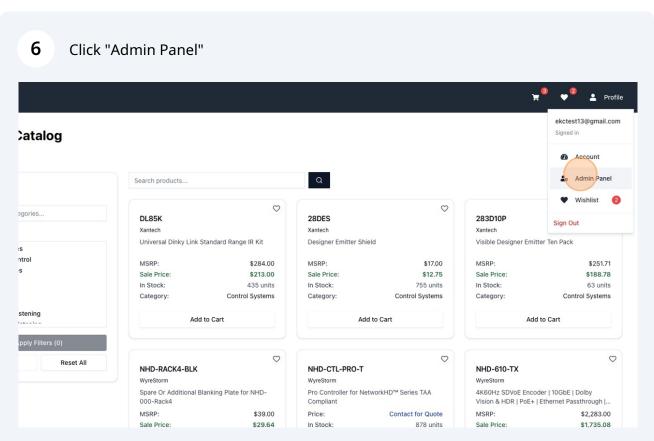
**4** View additional details of order.



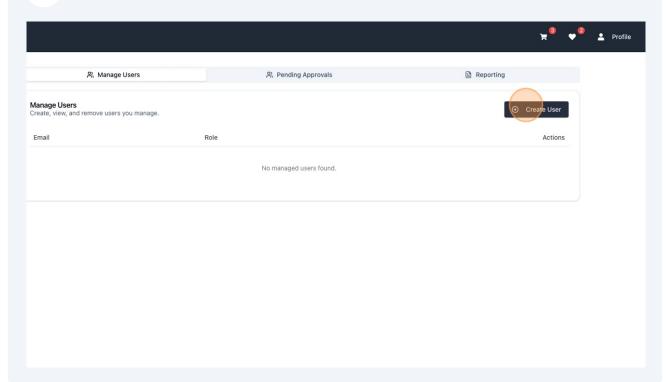
(i)

If you are an Admin level profile, you will also have access to the Admin Panel. (Shown below)





7 Click "Create User" *If you would like to create a new user for the site* 



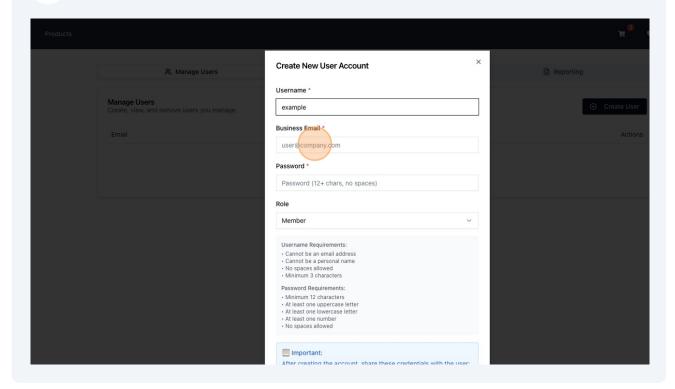
8 In the new pop-up field:

## **Type in your preferred Username**

Please follow these requirements:

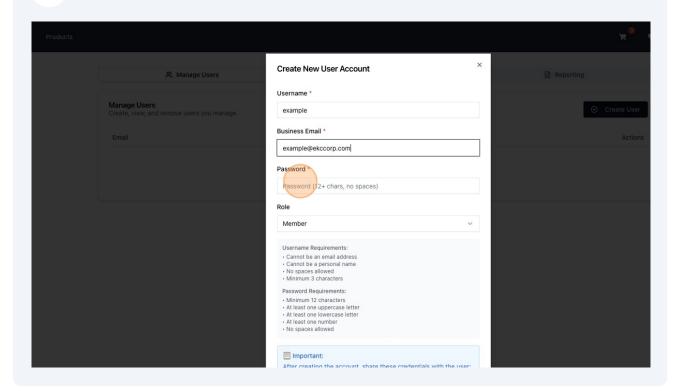
- Cannot be an email address
- Cannot be a personal name
- No spaces allowed
- Minimum 3 characters

9 Click the "Business Email Address" field.



10 Type in your preferred Email Address

**11** Click the "Password" field.

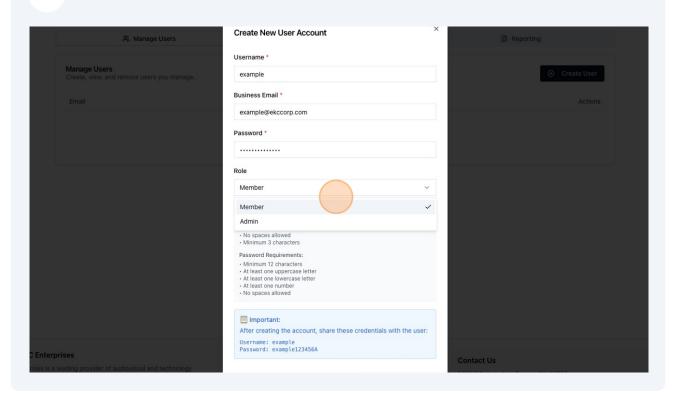


# 12 Type in your preferred Password

Please follow these requirements:

- Minimum 12 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one symbol: % # ^ ! ( @ \* \$ ) & , . -
- No spaces allowed

13 Click "Role" field.



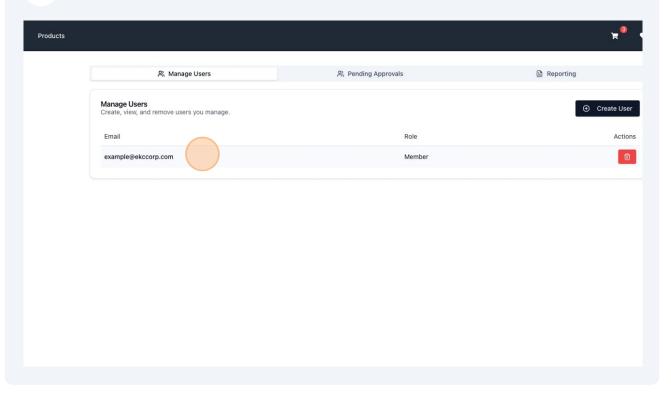
- 14 Select your preferred role for the new user.
- You should copy and share their username & password with the user created. Underneath the tab "Important"

# Business Email \* example@ekcorp.com Password \* Username Requirements: - Cannot be a personal name - No spaces allowed - Minimum 3 characters - At least one species where - At least one species where - At least one number - No spaces allowed - Minimum 12 characters - Minimum 12 characters - At least one number - No spaces allowed - Minimum 12 characters - At least one number - At least one

i

You will now have created a new user account!

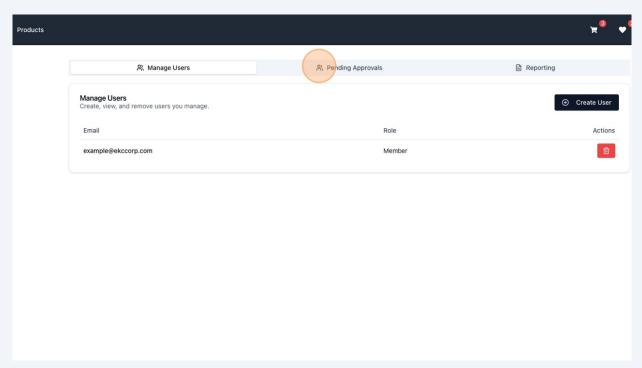
**16** You may now view the new user underneath "Manage Users."



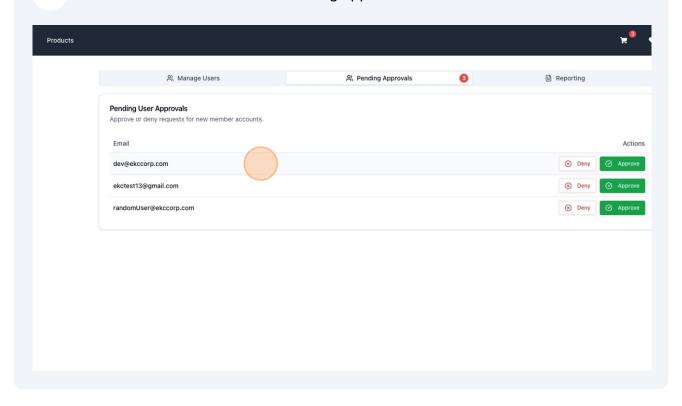
(i)

You may also approve or deny new users that have signed up and are awaiting Admin approval.

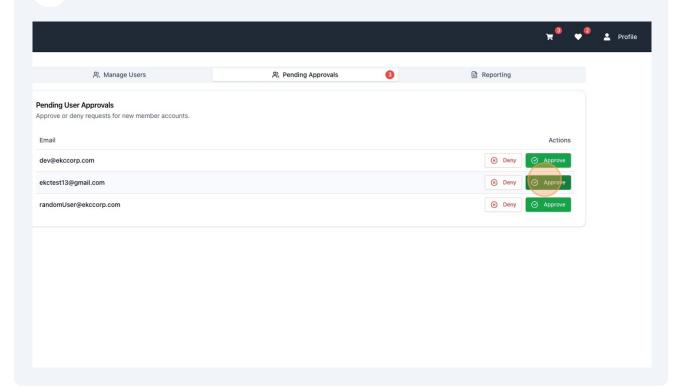
17 Click on "Pending Approvals."



18 View the new users who are awaiting approval for the site.

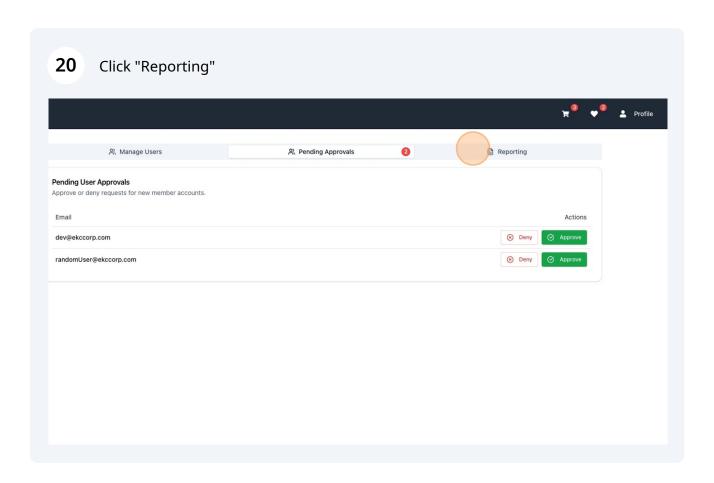


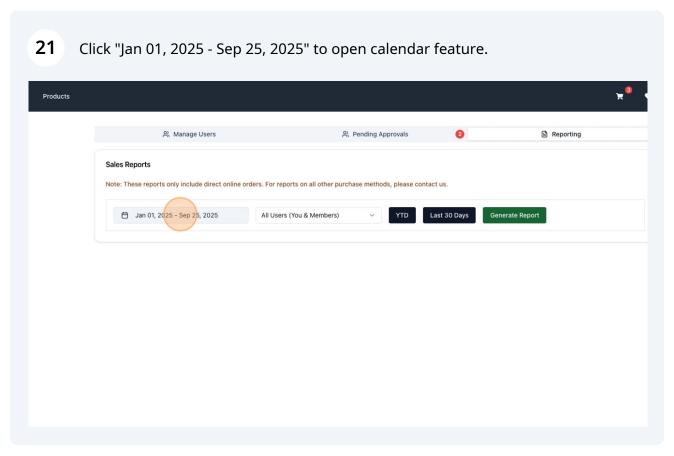
19 You may click to "Approve" or "Deny" a new user.

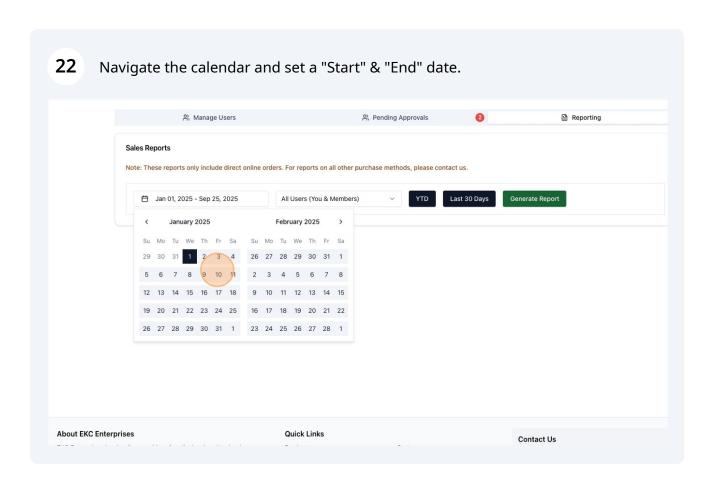




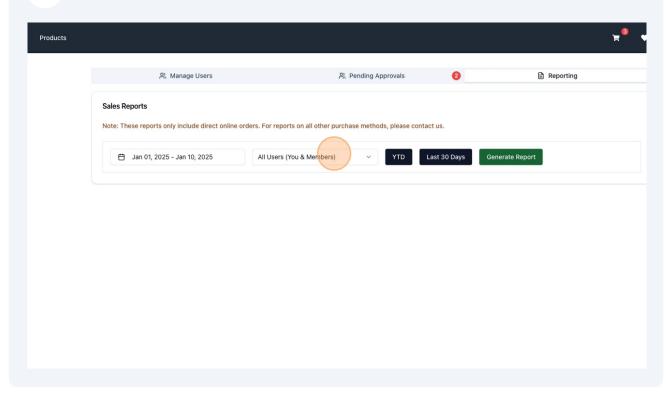
As an admin, you may also pull reports of certain users, timeframes, etc. from the site



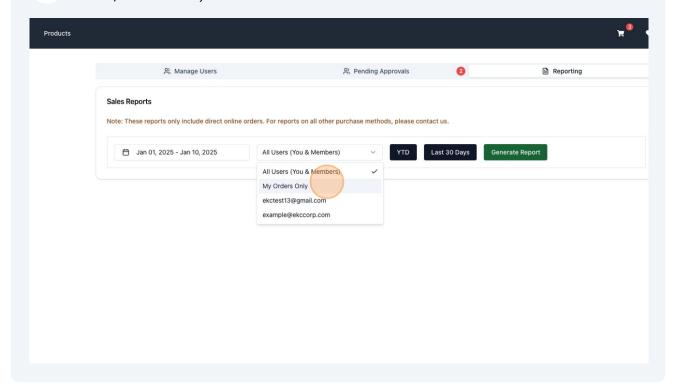




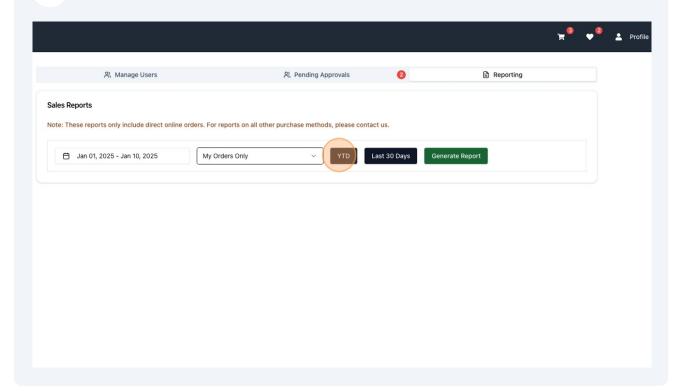
24 Click "All Users (You & Members)" dropdown.



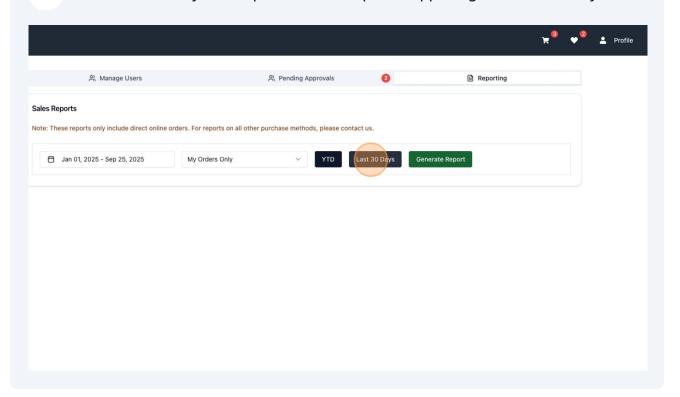
Select the appropriate filter for your needs. (*To see reports for yourself only, other users, and/or both*)



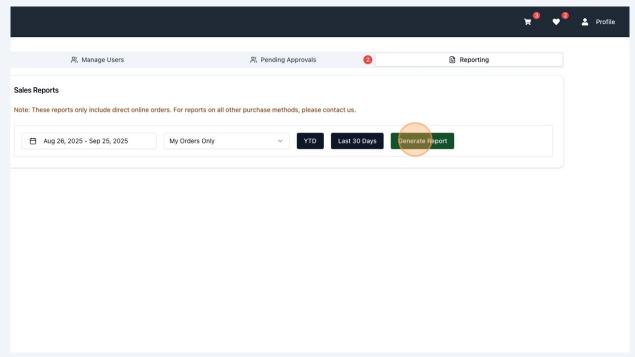
Click "YTD" as a quick filter for reports happening year-to-date.



27 Click "Last 30 Days" as a quick filter for reports happening in the last 30 days.



28 Click "Generate Report" to receive your custom report.



# Searching and Filtering Products on E-Commerce Site



<u>/!\</u>

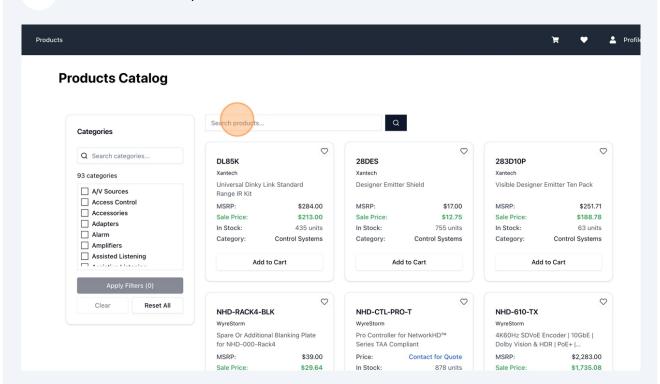
Example product used is a Microphone named "PPA R38N"

1 Once logged in, you'll be navigated to products catalog. Categories 0 Q Search categories.. 283D10P DL85K 28DES Xantech Xantech Universal Dinky Link Standard Designer Emitter Shield Visible Designer Emitter Ten Pack A/V Sources Access Control 435 units 755 units Adapters In Stock: 63 units Alarm Control Systems Category: Category: Control Systems Control Systems Amplifiers Assisted Listening Add to Cart 0 Reset All NHD-CTL-PRO-T NHD-610-TX NHD-RACK4-BLK WvreStorm WyreStorm WyreStorm Pro Controller for NetworkHD™ 4K60Hz SDVoE Encoder | 10GbE | Spare Or Additional Blanking Plate \$29.64 102 units MSRP: \$2,283.00 MSRP: Price: Contact for Quote \$1,735.08 Sale Price: 878 units Sale Price: In Stock: Category: Control and Automati In Stock: Equipment Racks Category: Signal Distribution Add to Cart Add to Cart

(i)

1st method to search for a product.

2 Click the "Search products..." field.



Type desired product name.

4 Click search button here. Profile **Products Catalog** PPA R38N Categories  $\bigcirc$  $\Diamond$ 0 Q Search categories... 28DES 283D10P DL85K Xantech Xantech 93 categories Designer Emitter Shield Universal Dinky Link Standard Visible Designer Emitter Ten Pack A/V Sources Range IR Kit Access Control MSRP: \$284.00 MSRP: \$17.00 MSRP: \$251.71 Accessories Sale Price: \$213.00 Sale Price: \$12.75 \$188.78 Adapters In Stock: 435 units In Stock: 755 units In Stock: 63 units Alarm Category: Control Systems Category: Control Systems Category: Control Systems Amplifiers Assisted Listening Add to Cart Add to Cart Add to Cart

 $\Diamond$ 

\$39.00

\$29.64

NHD-CTL-PRO-T

Series TAA Compliant

Pro Controller for NetworkHD™

Contact for Quote

WyreStorm

Price:

In Stock:

NHD-RACK4-BLK

for NHD-000-Rack4

Spare Or Additional Blanking Plate

WyreStorm

MSRP:

Sale Price:

Reset All

 $\Diamond$ 

NHD-610-TX

4K60Hz SDVoE Encoder | 10GbE |

Dolby Vision & HDR | PoE+ |...

WyreStorm

MSRP:

Sale Price:

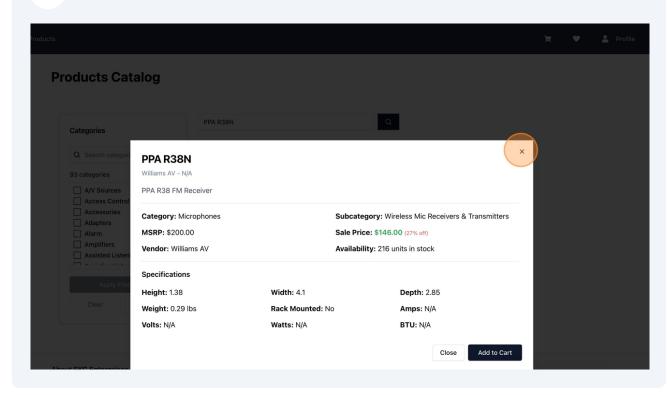
 $\Diamond$ 

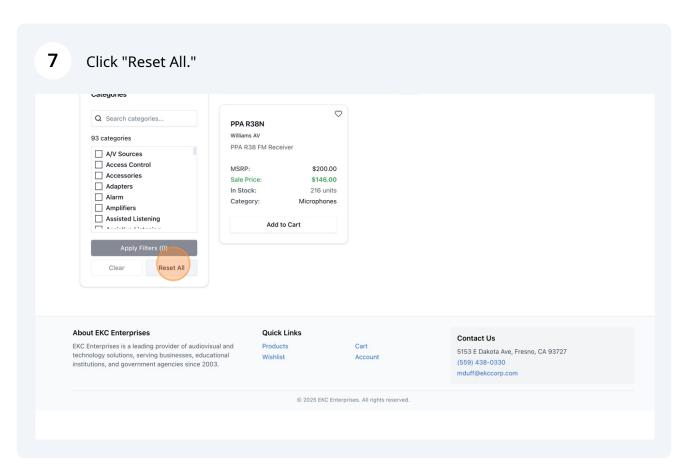
\$2,283,00

\$1,735.08

5 Click on product box. **Products Catalog** Q PPA R38N Categories  $\Diamond$ Q Search categories... PPA R38N Williams AV 93 categories PPA R38 FM Receiver A/V Sources Access Control MSRP: \$200.00 Accessories Sale Price: \$146.00 \_\_\_\_ Adapters In Stock: 216 units Alarm Category: Amplifiers Assisted Listening Add to Cart About EKC Enterprises Quick Links Contact Us EKC Enterprises is a leading provider of audiovisual and technology solutions, serving businesses, educational Products Cart 5153 E Dakota Ave, Fresno, CA 93727 Wishlist

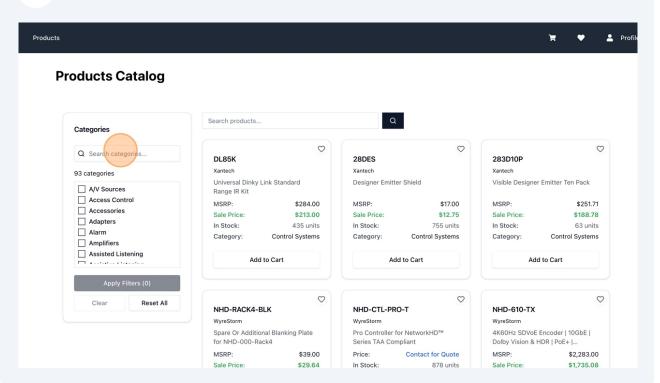
See additional details, then exit product pop-up.





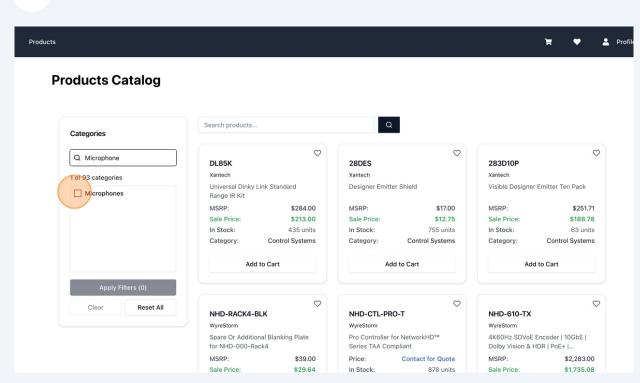
(i) 2nd method to search for a product.

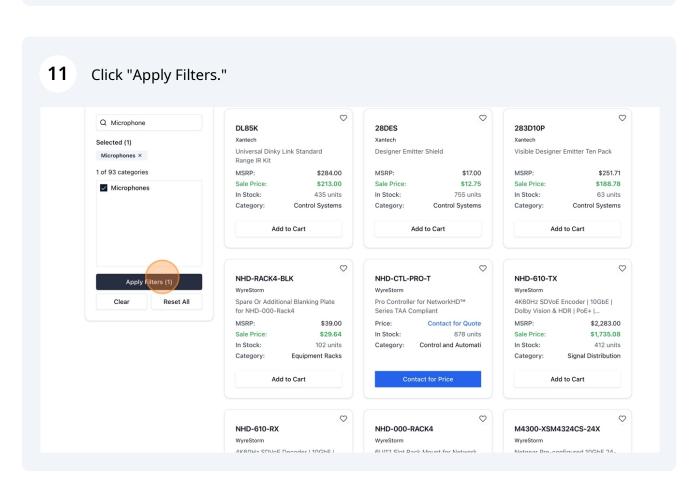
8 Click the "Search categories..." field.



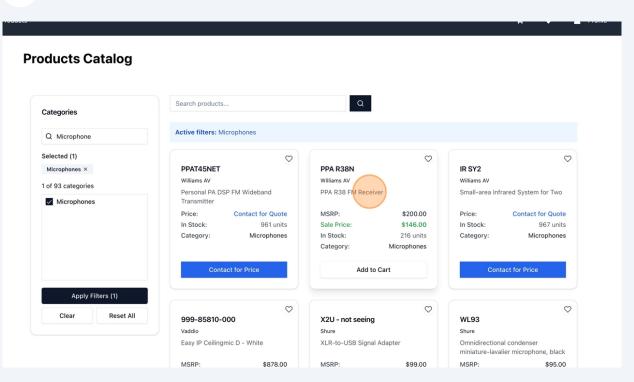
**9** Type in desired category.

### 10 Click this button.

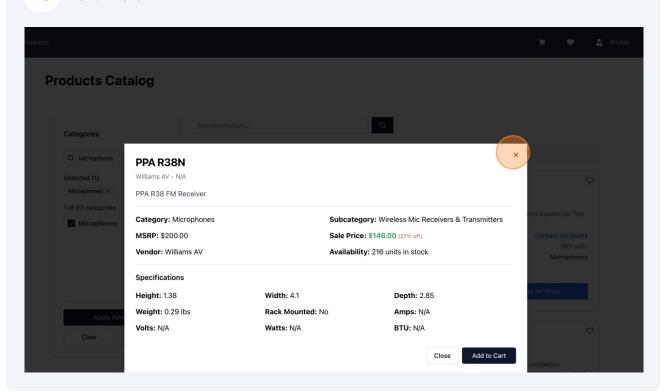


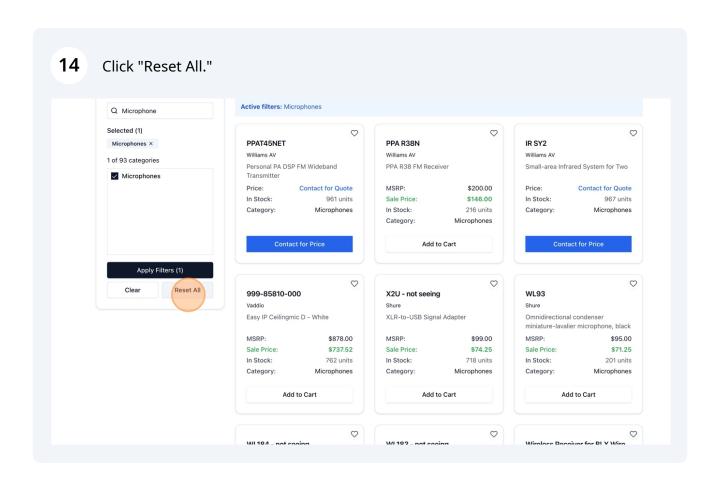


# Click desired product box.



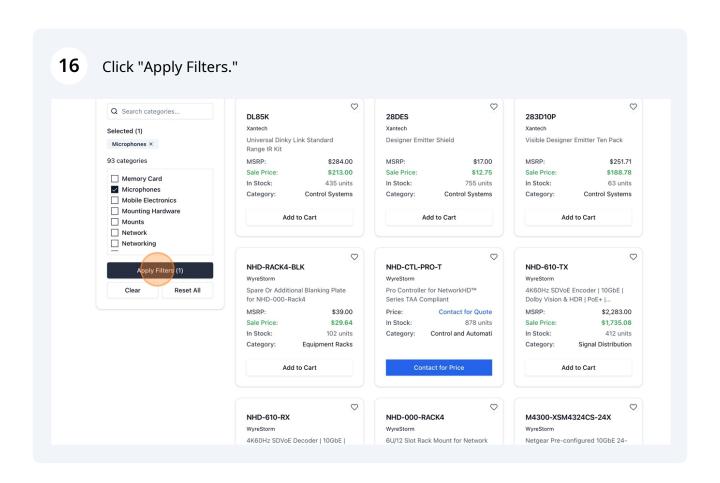
# 13 Click here.



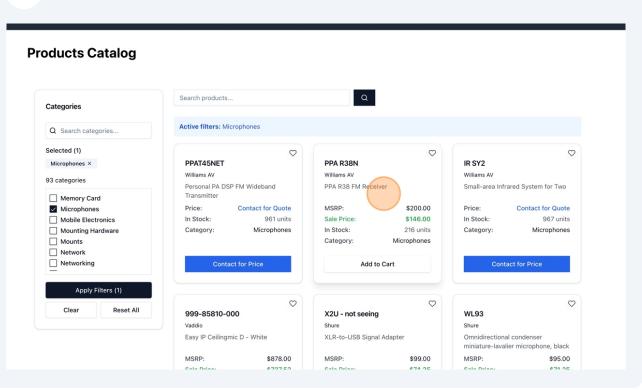


(i) 3rd method to search for a product.

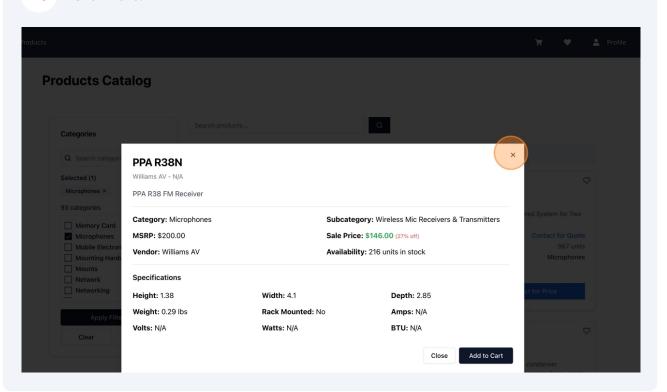
15 Scroll filters and click appropriate amount of filter buttons. (up to 93) Products Profil **Products Catalog** Search products... Categories Q Search categories... DL85K 28DES 283D10P Xantech 93 categories Designer Emitter Shield Universal Dinky Link Standard Visible Designer Emitter Ten Pack Memory Card Range IR Kit Microphones MSRP: \$284.00 MSRP: \$17.00 MSRP-\$251.71 Mobile Electronics Sale Price \$213.00 Sale Price: \$12.75 Sale Price \$188.78 Mounting Hardware In Stock: 435 units In Stock: 755 units In Stock: 63 units ☐ Mounts Control Systems Control Systems Category: Category: Control Systems Category: □ Network Networking Add to Cart Add to Cart Add to Cart  $\Diamond$  $\bigcirc$  $\Diamond$ Reset All Clear NHD-RACK4-BLK NHD-CTL-PRO-T NHD-610-TX WyreStorm Spare Or Additional Blanking Plate Pro Controller for NetworkHD™ 4K60Hz SDVoE Encoder | 10GbE | for NHD-000-Rack4 Series TAA Compliant Dolby Vision & HDR | PoE+ |... MSRP: \$2,283.00 Sale Price: \$29.64 Sale Price: \$1,735.08



# 17 Click desired product box.

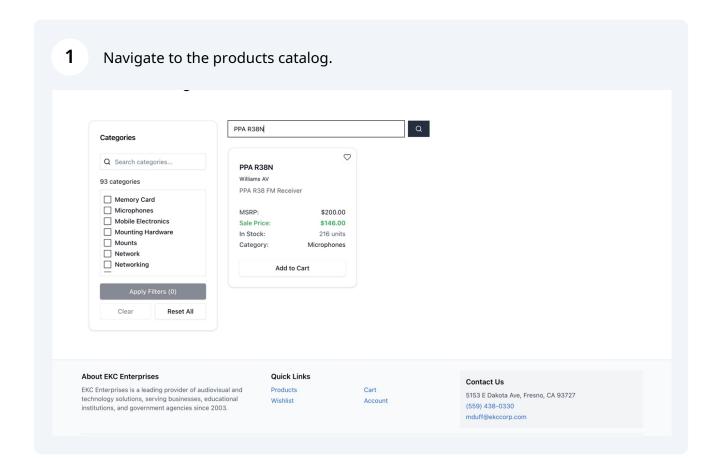


# 18 Click here.

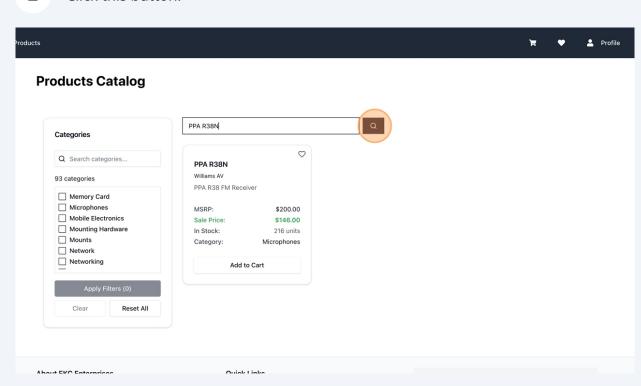


# How To View Additional Product Details and Add to Cart



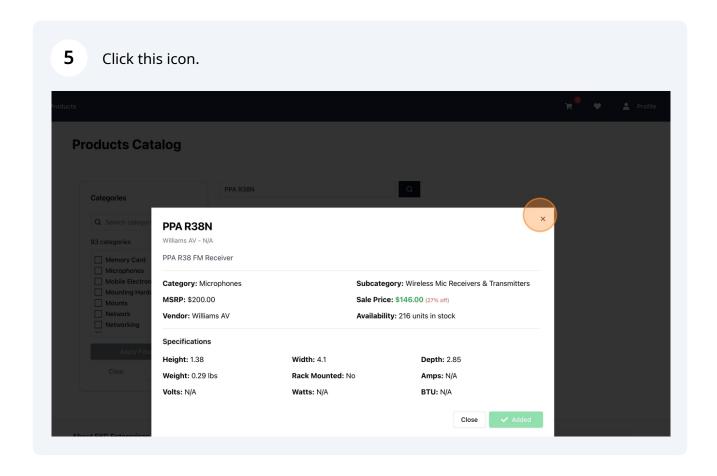


**2** Click this button.



3 Click "Williams AV" Products Profile **Products Catalog** Q PPA R38N Categories  $\Diamond$ Q Search categories... PPA R38N Williams AV 93 categories PPA R38 FM Rec Microphones MSRP: \$200.00 Mobile Electronics Sale Price: \$146.00 Mounting Hardware In Stock: 216 units ■ Mounts Microphones Category: Network
Networking Add to Cart Apply Filters (0) Reset All Ouisk Links

### 4 Click "Added" PPA R38N Williams AV - N/A PPA R38 FM Receiver Category: Microphones Subcategory: Wireless Mic Receivers & Transmitters MSRP: \$200.00 Sale Price: \$146.00 (27% off) Vendor: Williams AV Availability: 216 units in stock Specifications Height: 1.38 Width: 4.1 Depth: 2.85 Weight: 0.29 lbs Rack Mounted: No Amps: N/A BTU: N/A Volts: N/A Watts: N/A



#### 6 Click "Reset All" Categories $\Diamond$ Q Search categories... PPA R38N Williams AV 93 categories PPA R38 FM Receiver Microphones MSRP: \$200.00 Mobile Electronics Mounting Hardware Mounts Network Networking Sale Price: \$146.00 In Stock: 216 units Category: Microphones Add to Cart Apply Filters (0) Reset All About EKC Enterprises Quick Links Contact Us EKC Enterprises is a leading provider of audiovisual and technology solutions, serving businesses, educational institutions, and government agencies since 2003. Products Cart 5153 E Dakota Ave, Fresno, CA 93727 Wishlist Account (559) 438-0330 mduff@ekccorp.com © 2025 EKC Enterprises. All rights reserved.

## How to Add Products to your Wishlist and Cart



- i Process 1: How to add products to your wishlist.
- 1 Click heart icon on product box. Products **Products Catalog** Q PPA R38N Categories  $\Diamond$ Q Search categories... PPA R38N Williams AV 93 categories PPA R38 FM Receiver Memory Card Microphones ☐ Mobile Electronics \$146.00 Mounting Hardware In Stock: 216 units Mounts Category: Microphones ☐ Network ☐ Networking Add to Cart Reset All About EVC Enterprises Ouisk Links

2 Click "Wishlist items" (heart icon in top right corner) Profile **Products Catalog** Q PPA R38N Categories Q Search categories.. PPA R38N Williams AV 93 categories PPA R38 FM Receiver Microphones MSRP: \$200.00 Mobile Electronics Sale Price: Mounting Hardware 216 units

☐ Mounts

About EVC Enterprises

Network
Networking

Reset All

Category:

Microphones

Add to Cart

Ouisk Links

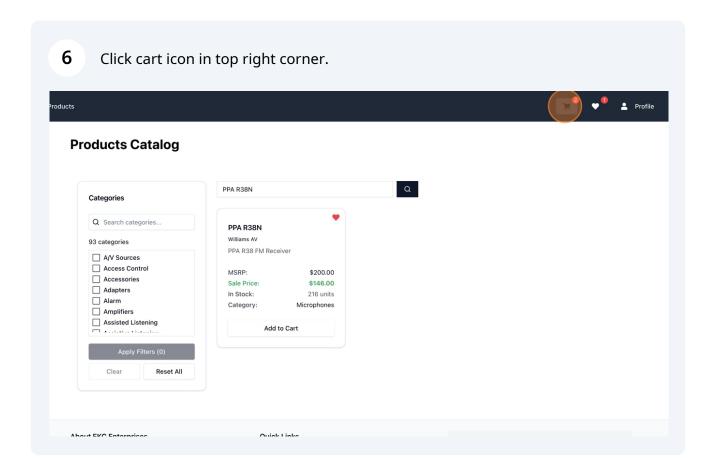
3 Click "View Full Wishlist" Profile Williams AV PPA R38N \$146.00 **Products Catalog** View Full Wishlist Q PPA R38N Categories Q Search categories... PPA R38N Williams AV 93 categories PPA R38 FM Receiver Microphones MSRP: \$200.00 Mobile Electronics Sale Price: \$146.00 Mounting Hardware 216 units In Stock: ■ Mounts Microphones Category: ☐ Network Networking Add to Cart Ouisk Links

4 See collection of wishlist items and click "Back" once finished. ¥ Profile Your Wishlist (1) PPA R38N Williams AV PPA R38 FM Receiver MSRP: \$200.00 \$146.00 📜 Add to Cart Wishlist Summary Add All to Cart 1 items • Total MSRP value: \$200.00 Your price: \$146.00 • You save: \$54.00 About EKC Enterprises **Quick Links** Contact Us EKC Enterprises is a leading provider of audiovisual and technology solutions, serving businesses, educational institutions, and government agencies since 2003. Products Cart 5153 E Dakota Ave, Fresno, CA 93727 Wishlist Account (559) 438-0330

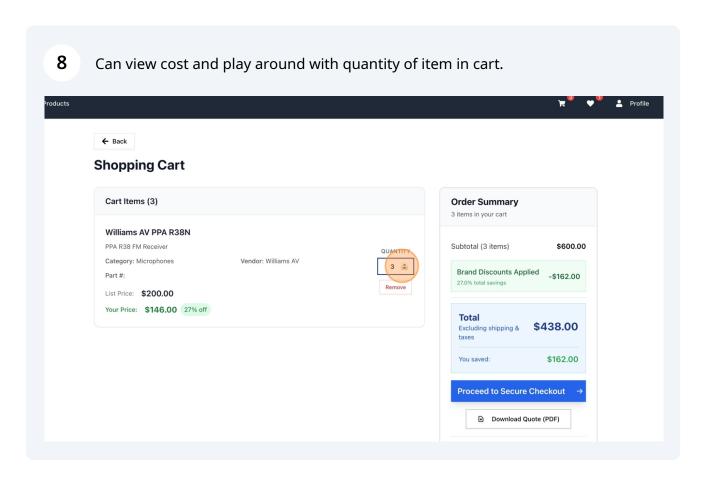
i

Process 2: How to add products to your cart.

5 Click "Add to Cart" at the bottom of the product card. Q PPA R38N Categories Q Search categories... PPA R38N 93 categories Williams AV PPA R38 FM Receiver A/V Sources Access Control MSRP: \$200.00 Accessories \$146.00 Sale Price: Adapters 216 units In Stock: Alarm Microphones Category: Amplifiers Assisted Listening Add to Cart About EKC Enterprises Quick Links EKC Enterprises is a leading provider of audiovisual and 5153 E Dakota Ave, Fresno, CA 93727 technology solutions, serving businesses, educational institutions, and government agencies since 2003. Wishlist (559) 438-0330 mduff@ekccorp.com

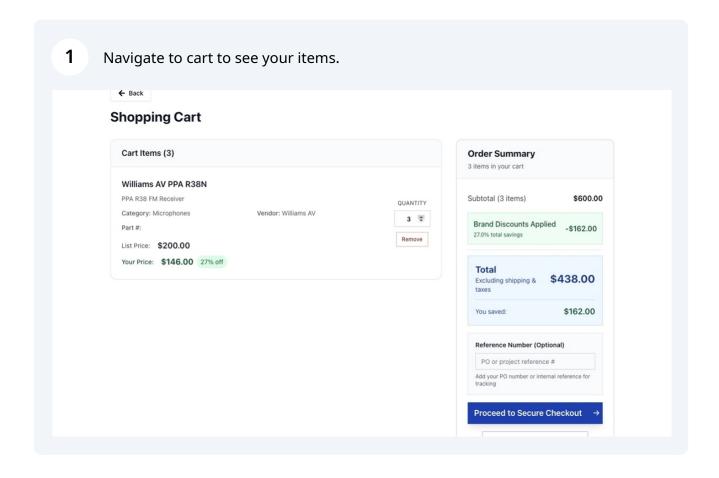


7 Click "Go to Cart." Profile PPA R38N 2 x \$200.00 **Products Catalog** Total: \$400.00 Go to Cart PPA R38N Categories Q Search categories... PPA R38N Williams AV 93 categories PPA R38 FM Receiver A/V Sources Access Control MSRP: \$200.00 Accessories Sale Price: Adapters 216 units Alarm Category: Microphones Amplifiers Assisted Listening Add to Cart Reset All About EVC Enterprises Ouisk Links

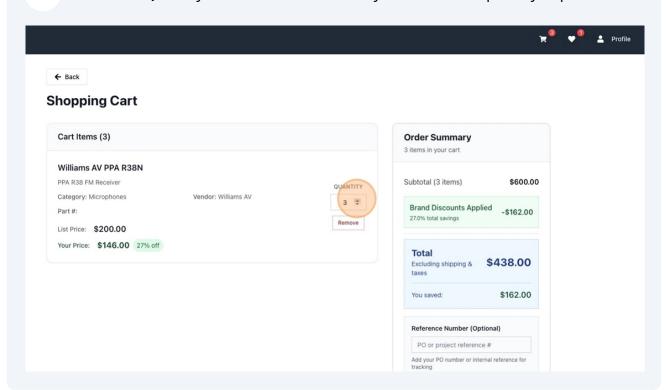


# **How To Complete An Online Purchase Step-By-Step**



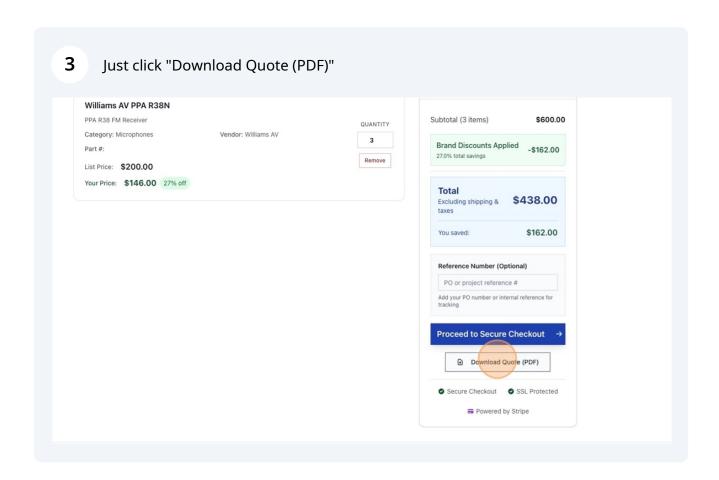


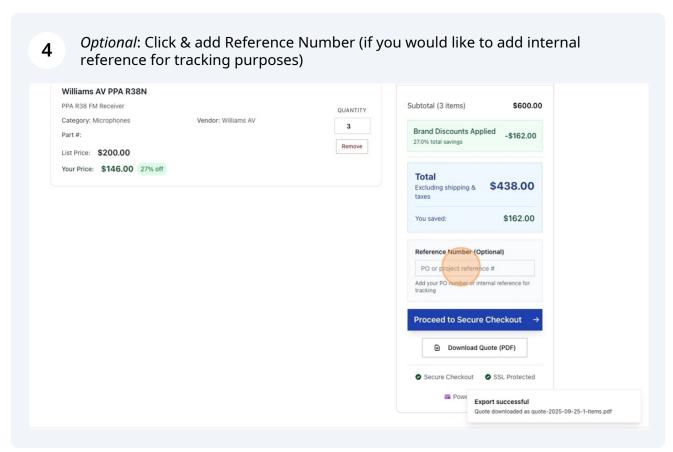
2 Click the "Quantity" field arrows or manually enter desired quantity of product.





If you aren't ready to buy, you can use the "Download Quote" button to get a downloadable PDF of your Quote.





## To Proceed with Purchasing:

5 Click "Proceed to Secure Checkout" Williams AV PPA R38N Subtotal (3 items) \$600.00 PPA R38 FM Receiver QUANTITY Vendor: Williams AV Category: Microphones Brand Discounts Applied -\$162.00 3 27.0% total savings List Price: \$200.00 Your Price: \$146.00 27% off Total Excluding shipping & \$438.00 taxes \$162.00 You saved: Reference Number (Optional) example Add your PO number or internal reference for tracking Proceed to Secure Checkout → Download Quote (PDF) Secure Checkout SSL Protected ■ Powered by Stripe

