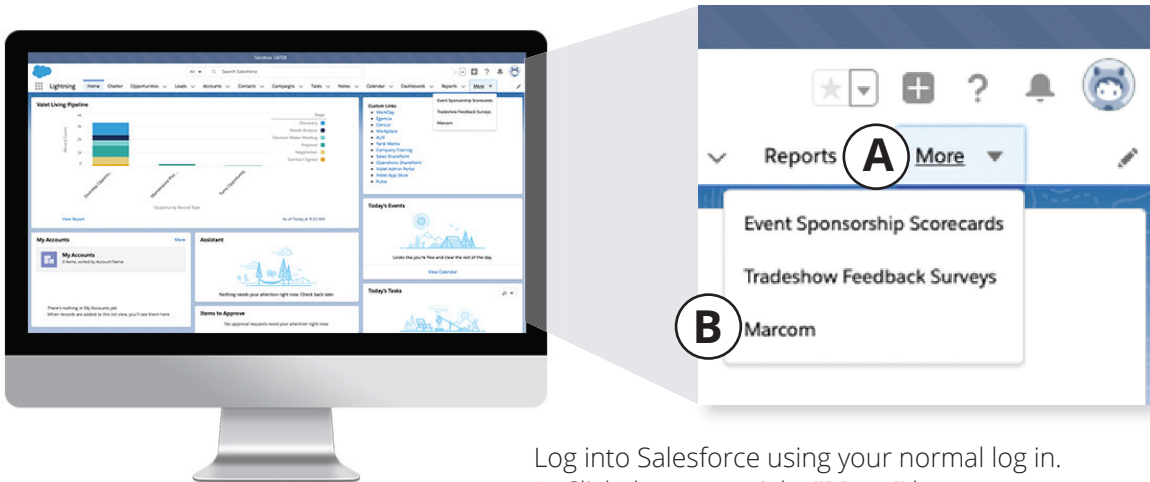


Step-by-Step

MarcomCentral is your one-stop shop for all your brand and marketing collateral needs. Follow these steps to successfully navigate and request marketing materials.

Logging In

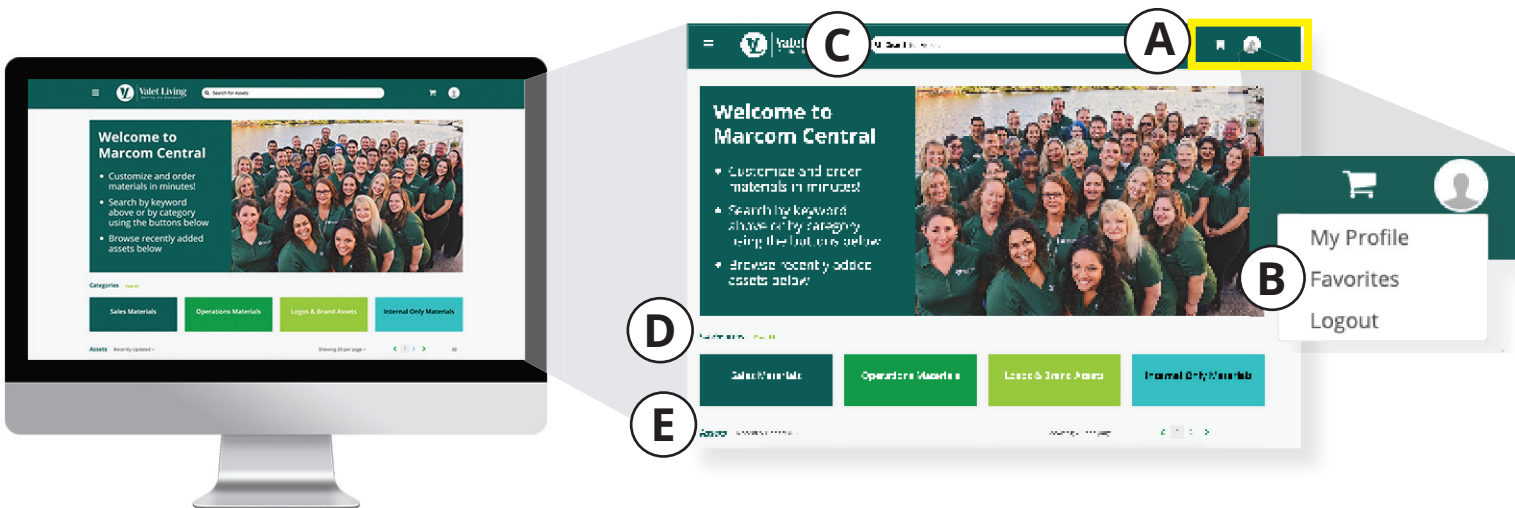


Log into Salesforce using your normal log in.

A. Click the upper right **"More"** button

B. Click on **Marcom**, and you will be routed to the Marcom homepage

Navigating the Home Page



Once you have successfully logged in, you will see the MarcomCentral homepage.

A. **Top Right Corner:** Hover over your name to see the drop down which includes access to your profile, order manager, digital delivery history, business intelligence and user profiles

B. Use the **Favorites** option to access your past favorites, go to your user profile drop down in the upper right and choose "favorites". Just "heart" an asset to make it a favorite.

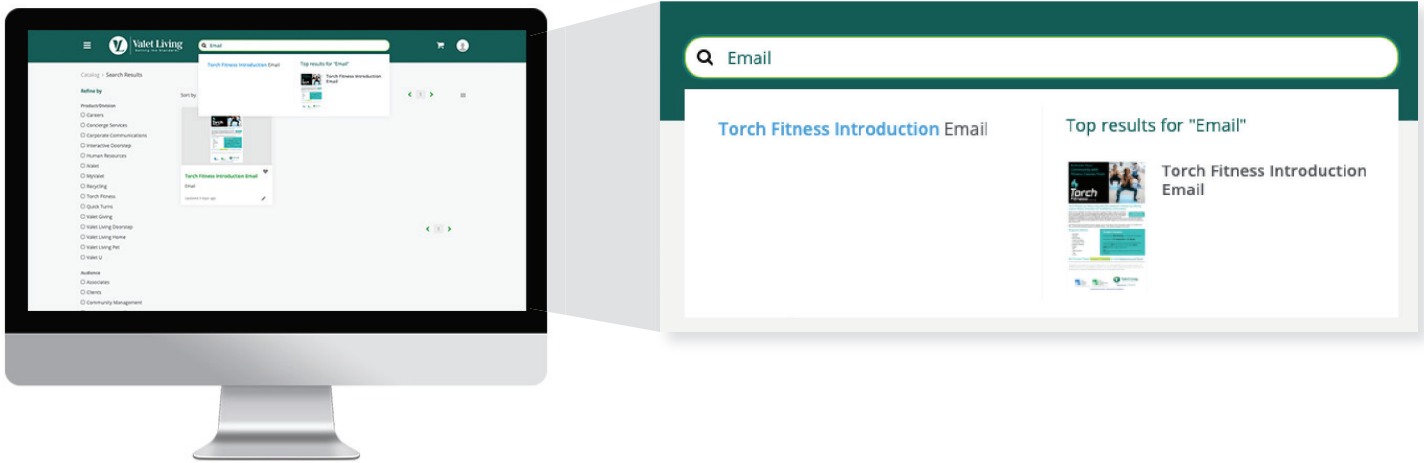
C. **Search bar** to find assets related to keywords

D. Everything is categorized into four sections:

- **Sales Material**
- **Operations Material**
- **Logo & Brand Assets**
- **Internal Only Material**

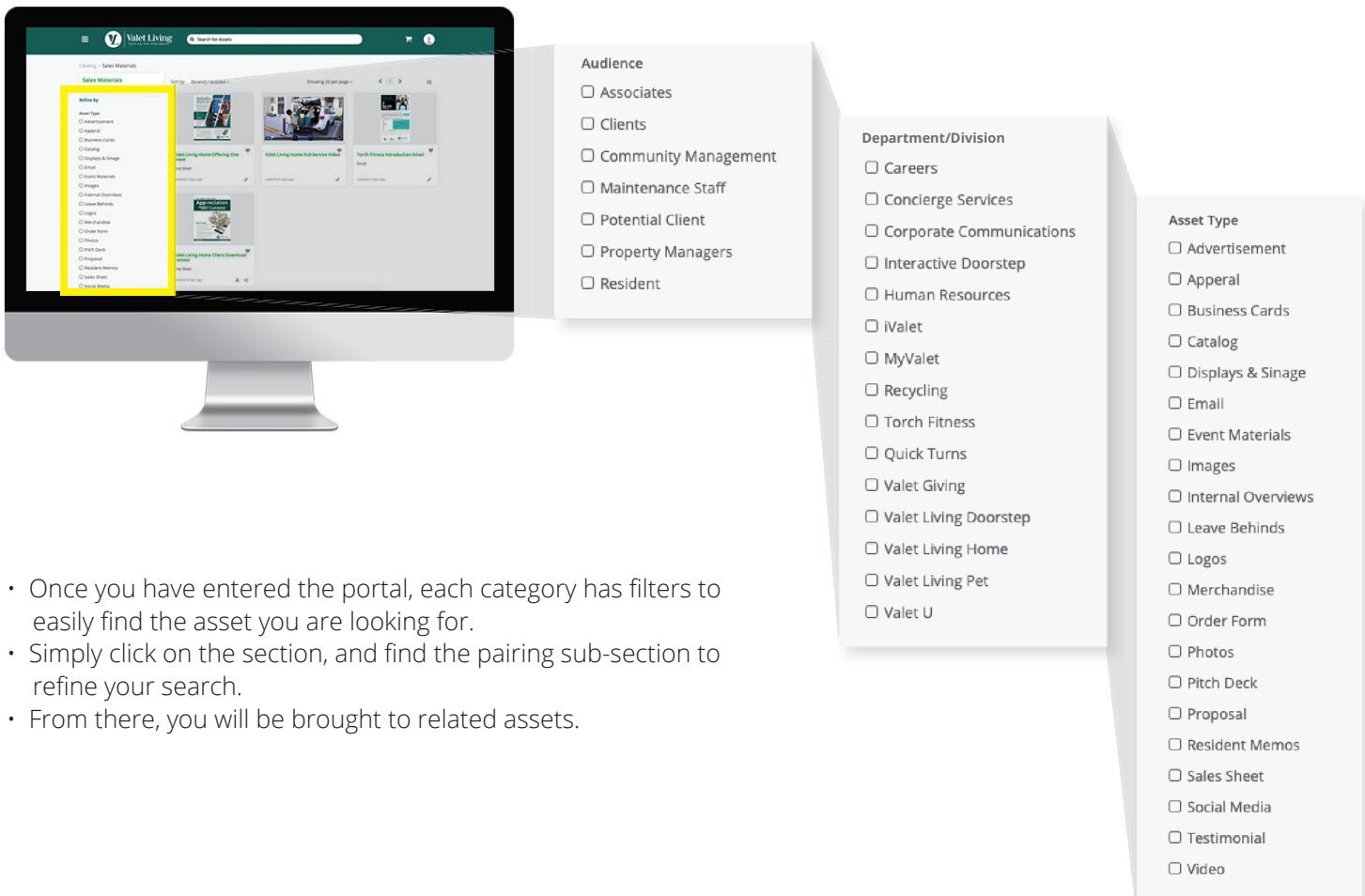
E. **Recently updated:** This section is the newest items that have been added

Search Bar Function



The search bar is interactive, so while you type, it generates options. You can either be general or specific.

Browse for Your Asset



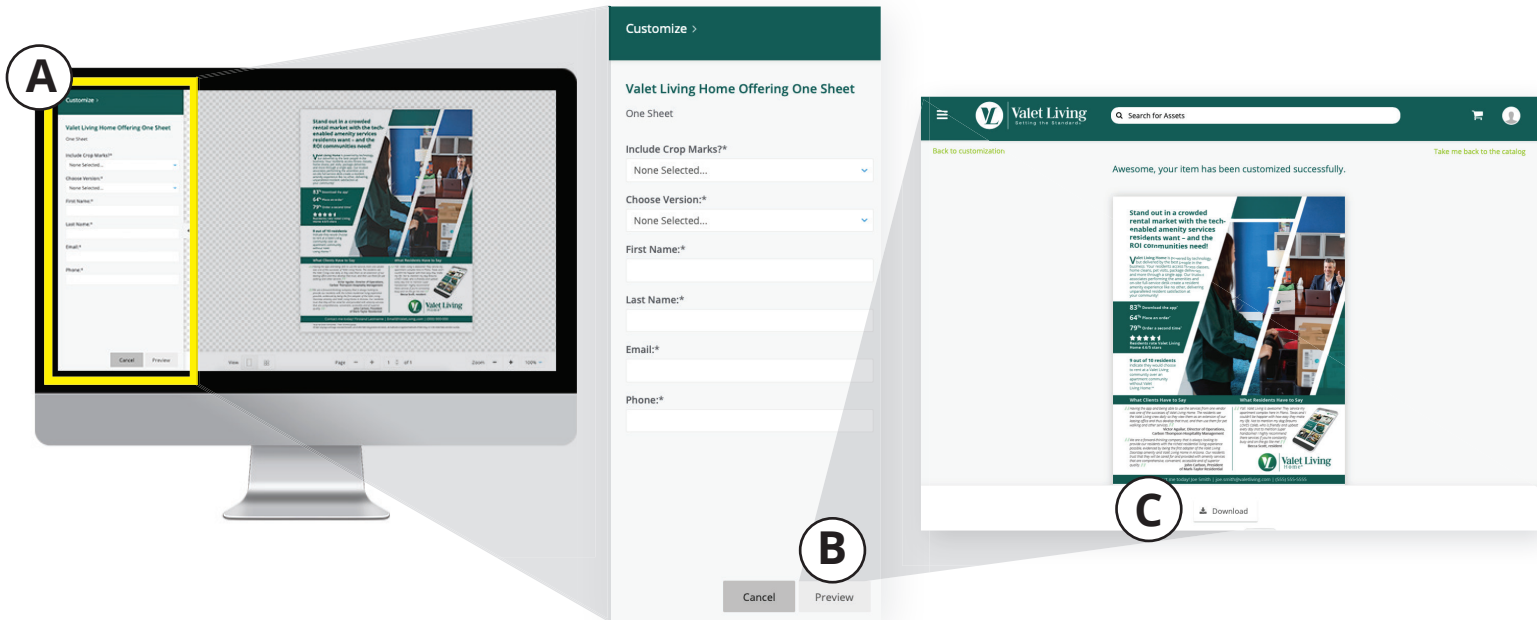
- Once you have entered the portal, each category has filters to easily find the asset you are looking for.
- Simply click on the section, and find the pairing sub-section to refine your search.
- From there, you will be brought to related assets.

- Audience**
- Associates
 - Clients
 - Community Management
 - Maintenance Staff
 - Potential Client
 - Property Managers
 - Resident

- Department/Division**
- Careers
 - Concierge Services
 - Corporate Communications
 - Interactive Doorstep
 - Human Resources
 - iValet
 - MyValet
 - Recycling
 - Torch Fitness
 - Quick Turns
 - Valet Giving
 - Valet Living Doorstep
 - Valet Living Home
 - Valet Living Pet
 - Valet U

- Asset Type**
- Advertisement
 - Apperal
 - Business Cards
 - Catalog
 - Displays & Signage
 - Email
 - Event Materials
 - Images
 - Internal Overviews
 - Leave Behinds
 - Logos
 - Merchandise
 - Order Form
 - Photos
 - Pitch Deck
 - Proposal
 - Resident Memos
 - Sales Sheet
 - Social Media
 - Testimonial
 - Video

Customize Your Asset

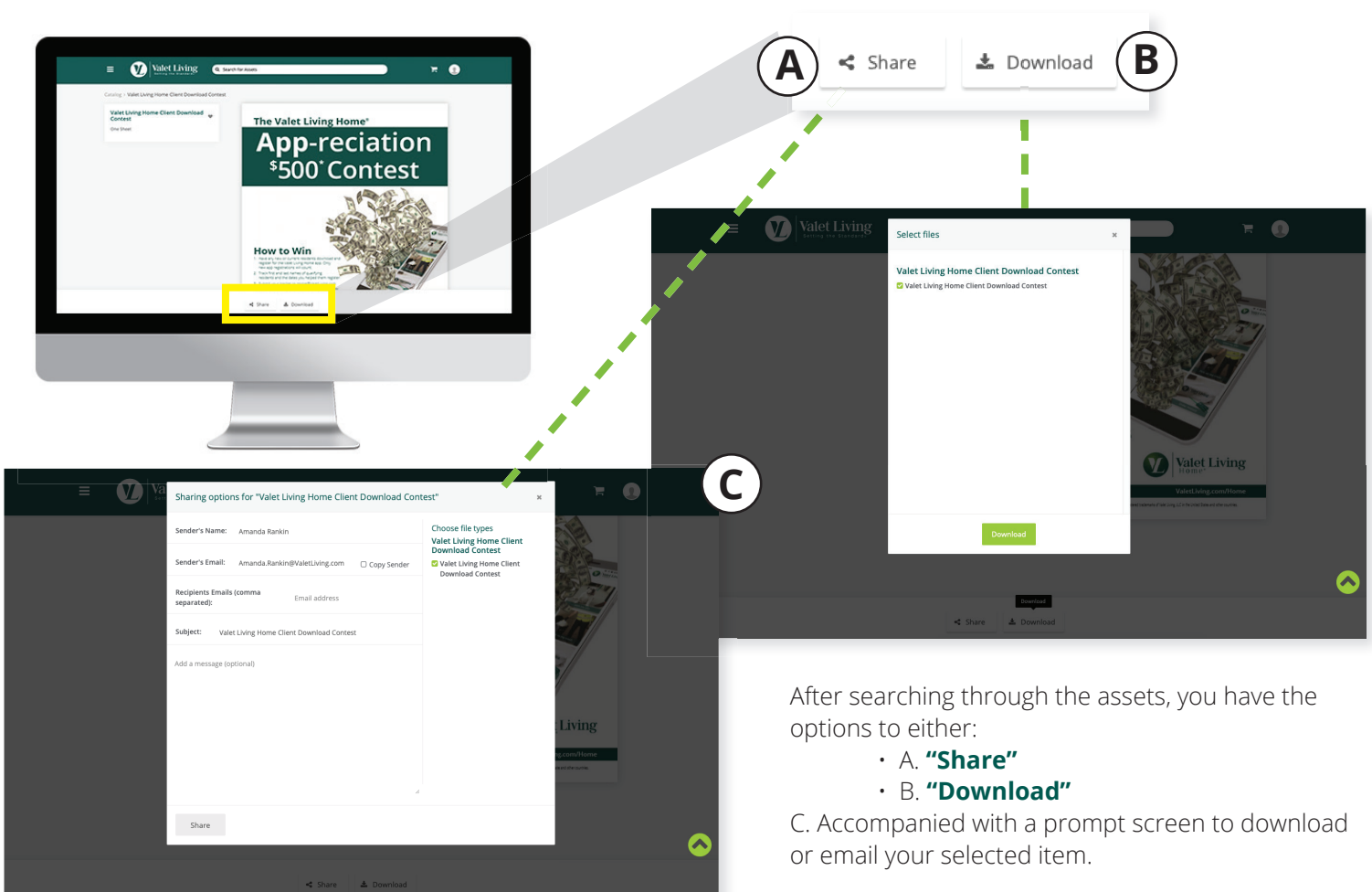


A. Once you choose an asset, simply fill in the dynamic options available in the form prompt on the left hand-side of the proof.

B. Select **'Preview'** to review the proof

C. Once your template is properly filled out to your liking, select **'Download'** to directly download your asset or e-mail your selected item or **'Add to Cart'** if you are printing/purchasing an asset.

Download or Email Your Asset

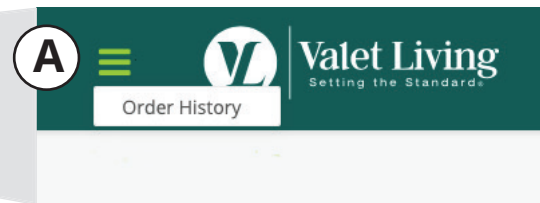
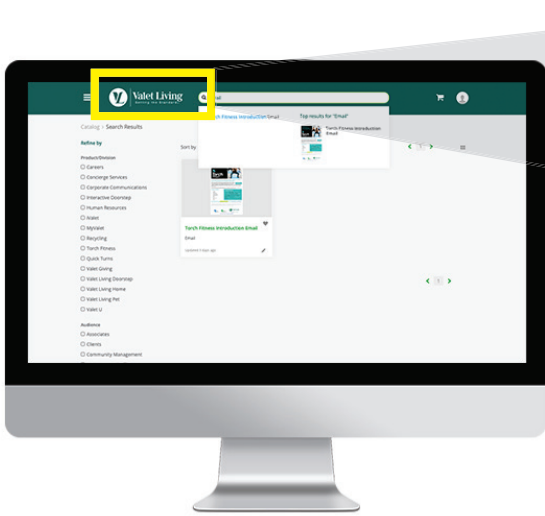


After searching through the assets, you have the options to either:

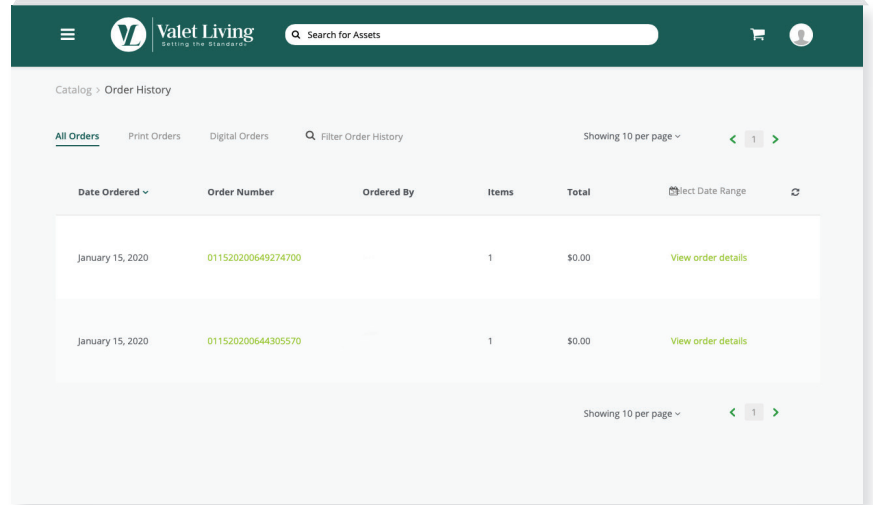
- A. **"Share"**
- B. **"Download"**

C. Accompanied with a prompt screen to download or email your selected item.

Review Your Order History



At any time, you can review your **order history** by selecting from the (A) drop down under your user profile near the top right-hand side.



Questions



If you can't find what you are looking for, please contact the marketing team at marcom@valetliving.com.