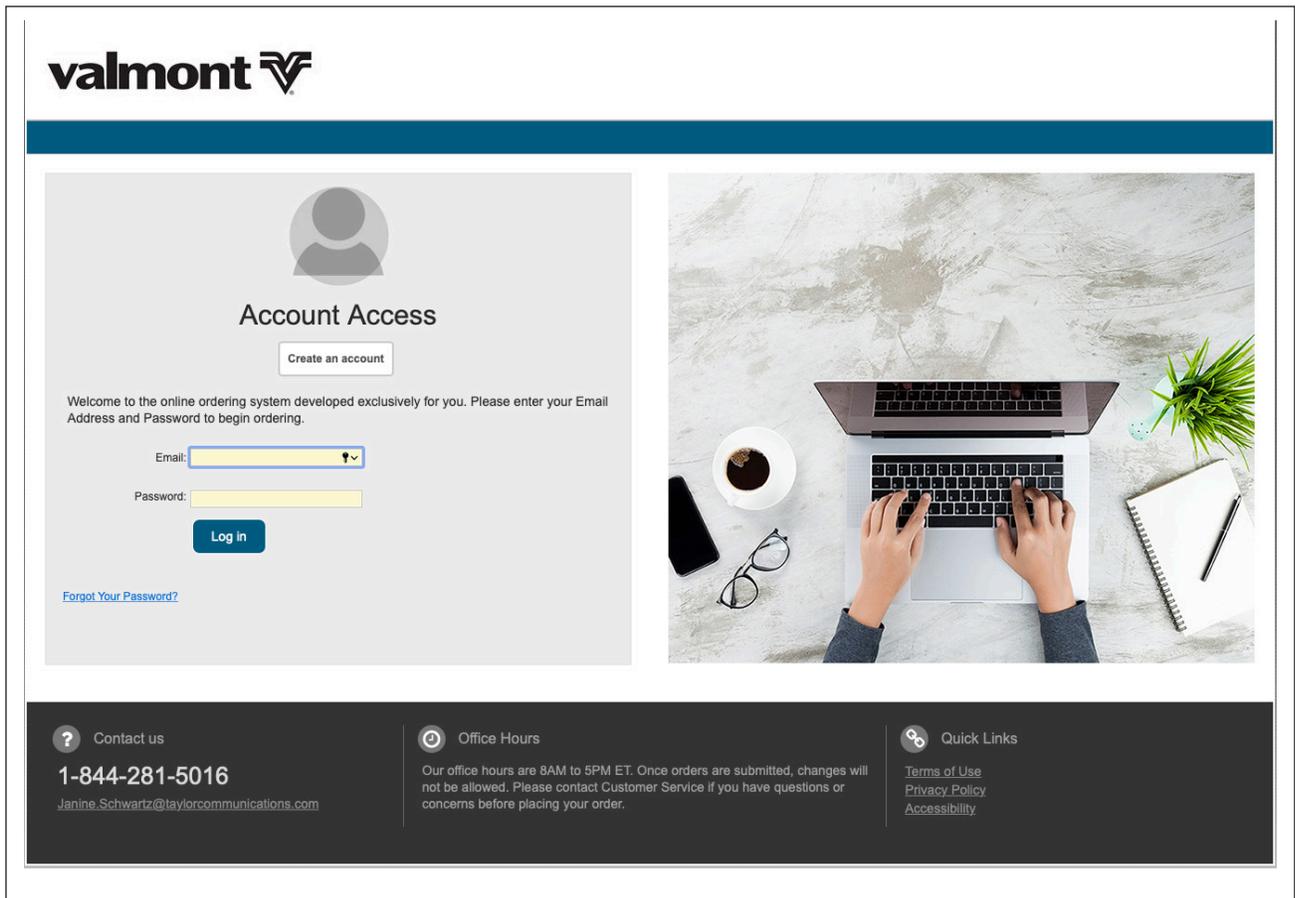


ACCESS AND REGISTRATION

Access to the new site will require your email address and password.
Go to **valmont.klicorders.com** on your web browser.

If you have an Email Address (Username) and Password:

- Enter your "Email" Address (Username) and "Password"
- Click the "Log in" button



NEW USERS

If you do not have an Email (Username) and Password:

- Click on the "Create an account" link to open the registration page and submit your request.



NEW USERS

- **Note:** User prompts indicate a required field. Once required fields are complete, click "Continue with Registration".
- You will receive an email confirming your registration. The system will email a temporary access link. To confirm your registration, click the link within the email message. You will be prompted to change the password on first login.

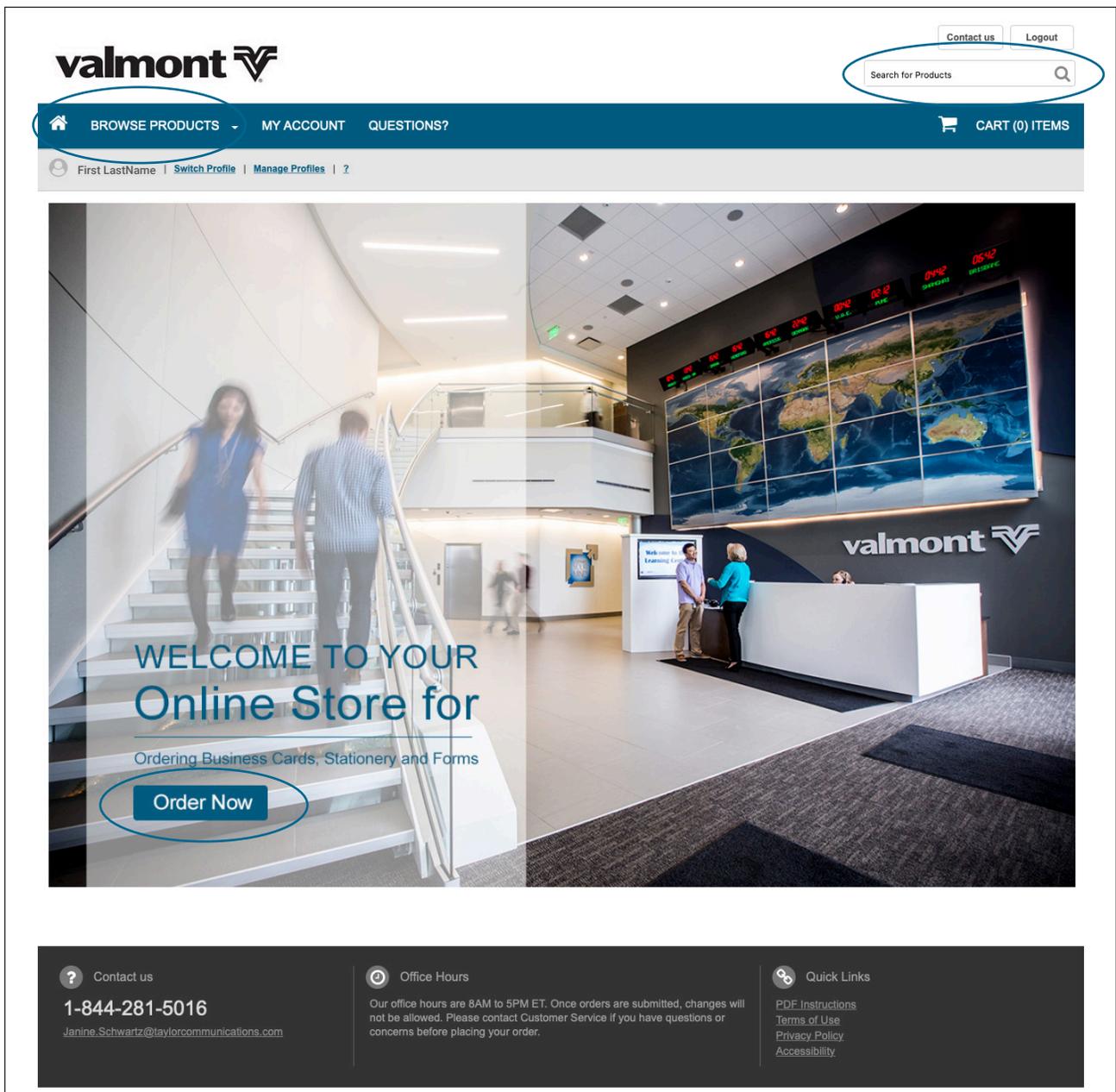
Contact us
1-844-281-5016
 Janine.Schwartz@taylorcommunications.com

Confirm your registration, click the link within the email message.

HOMEPAGE

The main content section of the homepage provides quick links to common areas. Within the navigation bar, you can go directly to browsing for products or see a quick glimpse of recently placed orders. Links to the most used areas of “My Account” are also shown here. A quick link to the KLIC contact (“Contact Us”) will appear at the top right of the screen.

When you have logged in, click “Browse Products” in the header bar to view all available categories or click the “Order Now” button to be taken to the categories. You can also “Search for Products” to locate a product using a keyword, part of the description or product ID from the top right.



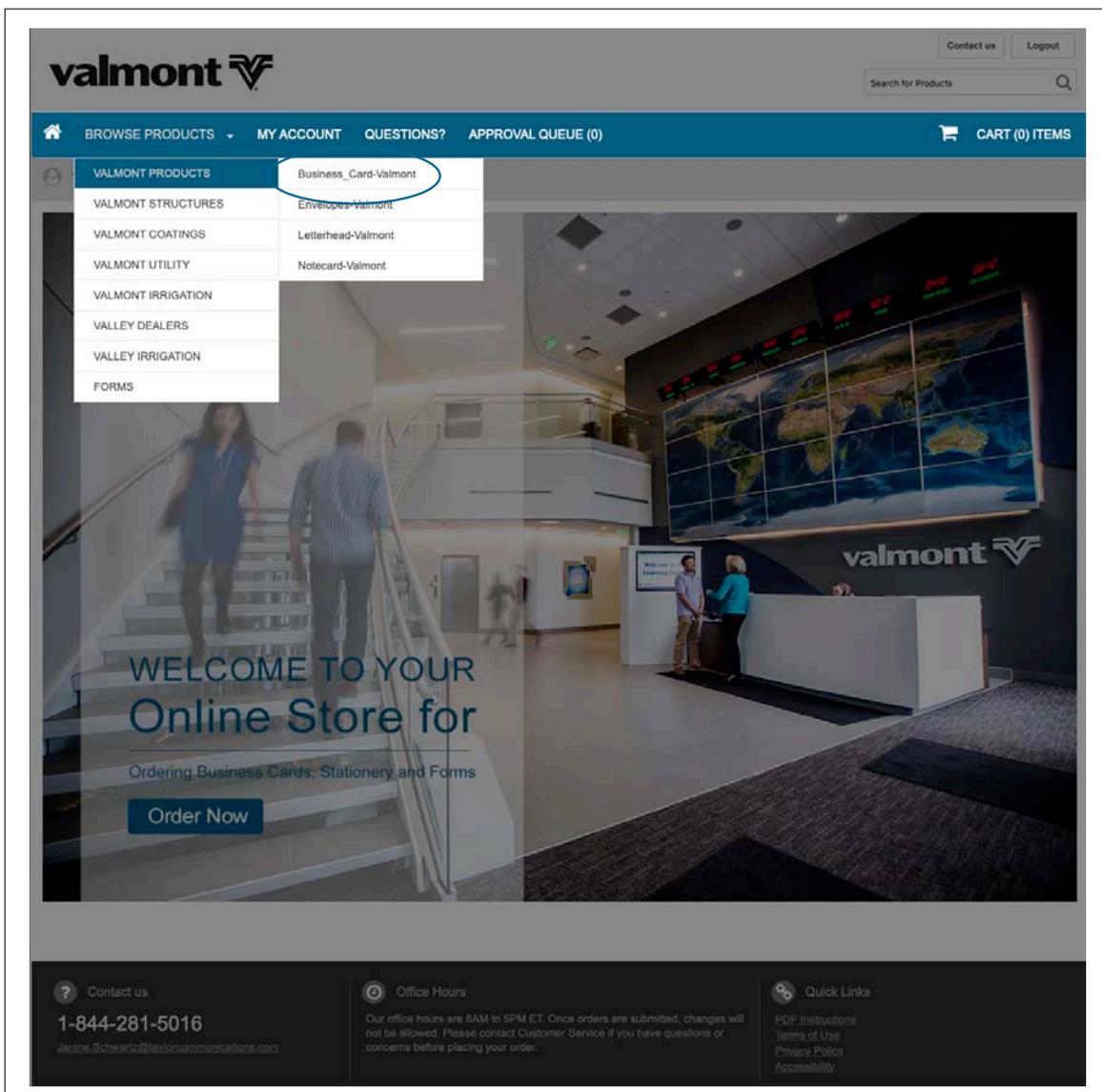
HOMEPAGE

Catalog for Products

The catalog of products for ordering can be viewed two ways. You can view products by List or Grid view.

1) List View: If you click and hold the “Browse Products” you will see a dropdown listing for our segments and forms to select products from. Scroll down on the segment title you are wanting to order from and you will see the pop up listing of products for ordering.

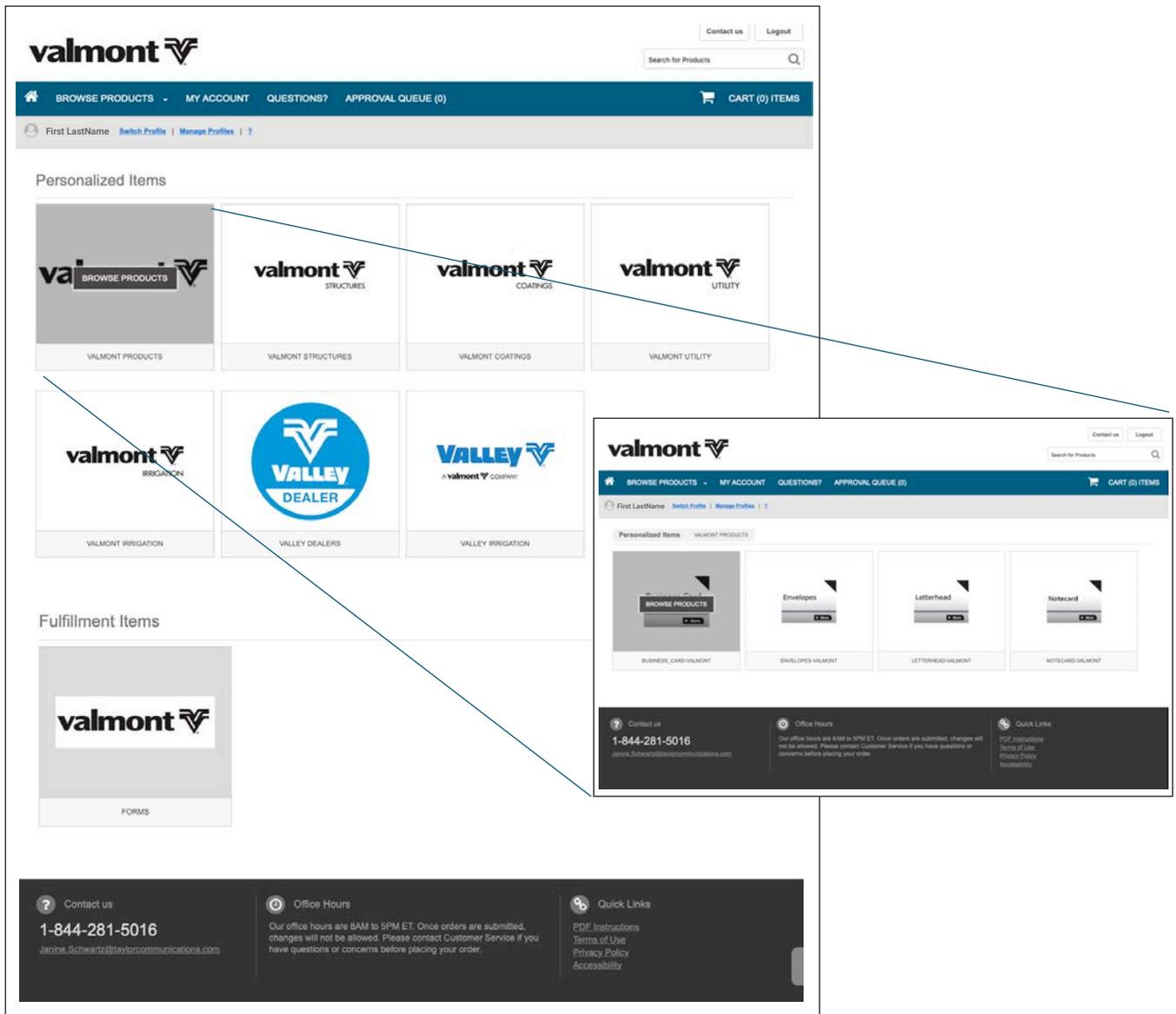
Scroll to the product needed in that dropdown listing for your selection, and then choose the template to view the more detailed information for placing the order.



HOMEPAGE

Catalog for Products

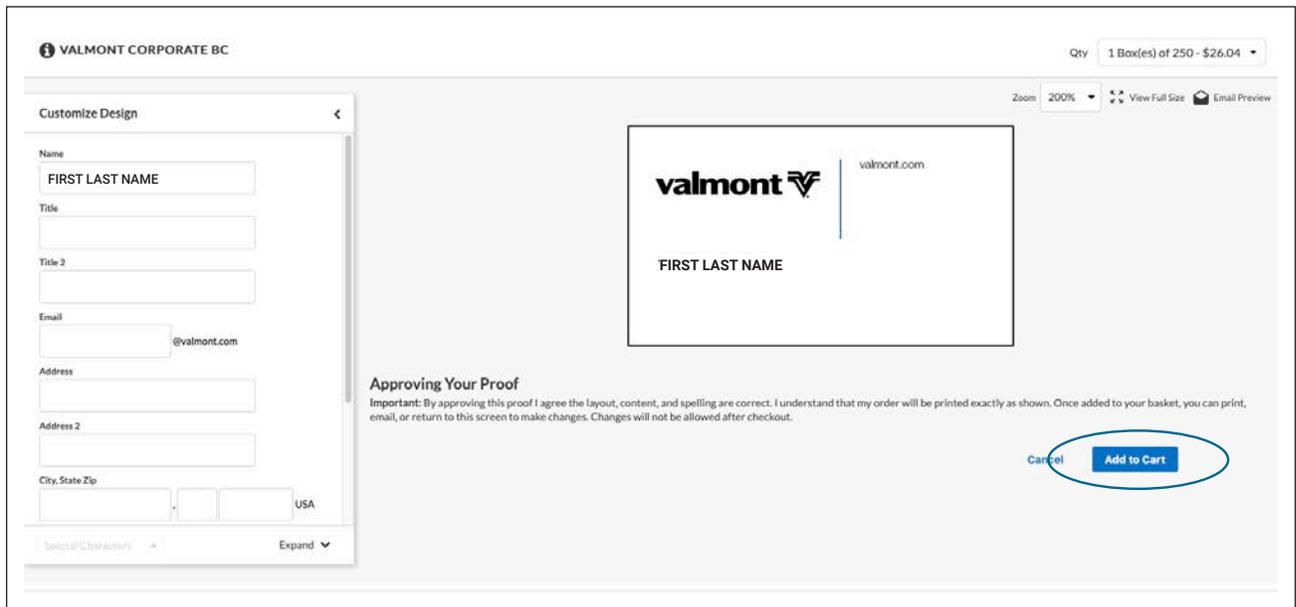
2) Grid View: If you click the “Browse Products” in the header bar you will see a page come up for our segments “Personalized Items” listing. Click on the segment logo you are wanting to order from and you will be directed to the listing of products for ordering.



NOTE: If you require further assistance, please reach out to either the Valmont Global Marketing Team at brand@valmont.com or a Customer Service Representative at countontaylor@taylorcommunications.com.

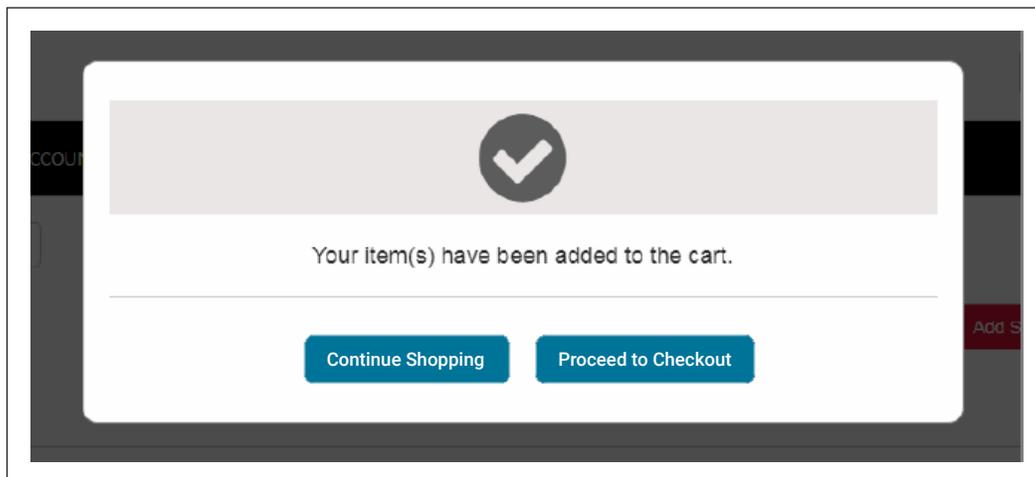
SELECT PRODUCT FOR PERSONALIZING

Once you select the product needed and then choose the template to view more detailed information for ordering, you will be taken to the page to personalize the item. This screen includes personalization prompts with instant proofing. Simply enter your text in the prompt. When you tab to the next prompt the proof will refresh to show your changes.



Once you are satisfied with the appearance of the proof, click "Add to Cart" which indicates you approve the "proof".

A pop up screen will appear to notify you that the item has been added to your cart. From here you can select which option you prefer.



VIEW CART

The checkout process has been combined to one screen to reduce clicks.

From the Shopping Cart & Checkout page, you can view a preview of your proof. If you would like to make edits to the proof click "Edit Item".

If enabled for your site, you can opt to "Hold This Order" if you would like to complete checkout at a later date. See the circled area below.

The screenshot displays the Valmont website's Shopping Cart & Checkout interface. At the top, there is a navigation bar with the Valmont logo, a search bar, and links for 'Contact us' and 'Logout'. Below the navigation bar, there are links for 'BROWSE PRODUCTS', 'MY ACCOUNT', and 'QUESTIONS?'. The main content area is titled 'Shopping Cart & Checkout' and includes a 'Continue Shopping' button. The cart item is identified as 'BC09 - VALMONT CORPORATE BC' and includes a 'Remove' button. The item details show 'FIRST LAST NAME' as the product name, a quantity of 1, and a price of \$26.04. The shipping method is listed as 'UPS Ground'. A proof preview is shown on the left, featuring the Valmont logo and the text 'FIRST LAST NAME Graphic Designer'. At the bottom of the cart, there is a 'Cart Options' section with a 'Hold This Order' button, which is circled in blue. The cart total is \$26.04, and the estimated order total is also \$26.04.

Note: If enabled, you can create a proof to send for approval before completing your order by using "Hold This Order" option from within cart page.

READY TO CHECKOUT

The Checkout page also contains the Shipping and Requester information. Depending on your site set-up, you may be able to see tax and delivery charges. To complete your order, check the box to agree that your information is correct, and click "Place Order". Orders will be shipped standard to arrive in 3-5 business days once the order has been placed.

Ready to Checkout

How do I check the status of my order?
Once the initial order confirmation is received, registered users have the option of logging into the site at any time to check order status using the Order History/Status Tab.

Will I receive a copy of my receipt?
Once your order has been placed you will receive an email order confirmation. You will also receive a notification email once your order has shipped.

Shipping Details:

Shipping Display Name:

Shipping Address:

Company Name:

Attention:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

Phone:

Selecting "Save" is required for checkout.

Will I receive a copy of my receipt?
Once your order has been placed you will receive an email order confirmation. You will also receive a notification email once your order has shipped.

Billing:

Billing Display Name:

Billing Account Number: 7184661

Display Billing Address: VALMONT INDUSTRIES, INC.-CHQPLZA-OMAHA-NE-68154

Company Name: VALMONT INDUSTRIES, INC.

Attention:

Address Line 1: ONE VALMONT PLZ

Address Line 2:

City: OMAHA

State: NE

Zip: 68154

Email:

Selecting "Save" is required for checkout.

Cart Total: \$30.50

Estimated Order Total: \$30.50

Completing your Order:

Final Approval: I agree that all information is correct and proofs are approved and ready to be processed. I understand that due to the speed of electronic processing changes or cancellations are not allowed once this order is placed in production.

I have read the information stated above and approve this order.

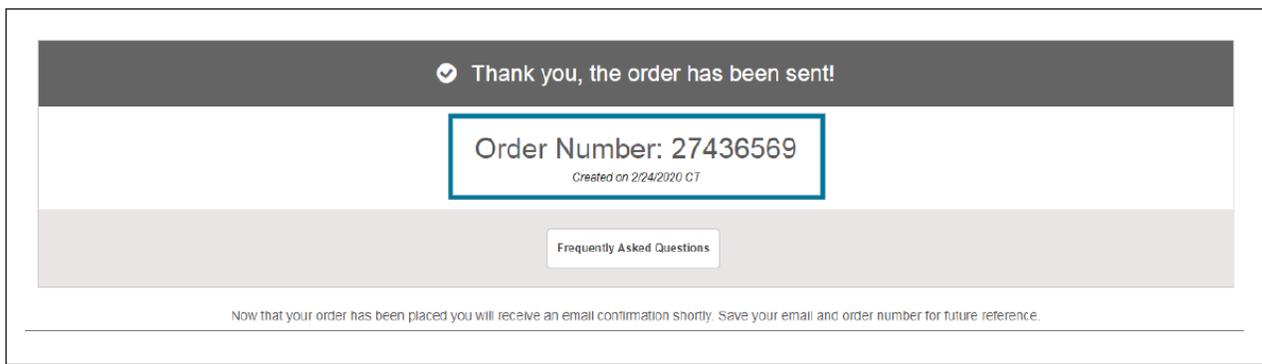
The Requester's email address should be entered in the billing "Email" box field. Each individual placing an order will be responsible for submitting invoices to your manager/supervisor for approval prior to sending to the appropriate contact in Accounts Payable.

ORDER PLACED

Once the order is placed, you will see a “Thank You” screen which includes the order confirmation number.

If enabled, you will also be able to open a printer-friendly version of your order. This will include the order details and small-scale proofs for your records.

In most cases, you will also receive an email confirmation which contains all of the order details. Individual companies may have different options such as punching out to a different application for checkout.



ORDER HISTORY

An Order History section is available to check the status of your order. The page view allows you to quickly click and view orders without navigating through additional pages. The five most recent orders will be listed first. A history search is also available. Depending on your company’s set-up options, you will also receive an email confirmation once the order has shipped.

Date	Confirmation	Ordered By	Items	Items/Main Line	Cost	Status
2/24/2020	27436569	Tara Williams	2	INV-43568 Dayton, OH	\$61.94	🔄
2/14/2020	27366673	Mike McDonald	1	SMWFCSB	\$41.00	🔄
2/14/2020	27362339	Mike McDonald	2	White useBackpack1	\$62.98	🔄
2/8/2020	27311761	Mike McDonald	2	1624-80_7 DODA110	\$89.31	🔄
1/31/2020	27236206	Mike McDonald	1	TCC110	\$250.05	🔄
1/23/2020	27164040	Mike McDonald	1	TCC110	\$10.67	🔄
1/23/2020	27160148	Office	1	tcha2	\$23.00	🔄
12/19/2019	26670215	Mike McDonald	1	tcha1	\$4.75	🔄
11/27/2019	26737450	Tara Williams	2	DODA110 SELL_SHEET_0D	\$13.02	🔄
11/27/2019	26737340	Tara Williams	2	Aviators 1 TC-1009	\$31.24	🔄

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