

NATIONAL WOODEN PALLET & CONTAINER ASSOCIATION

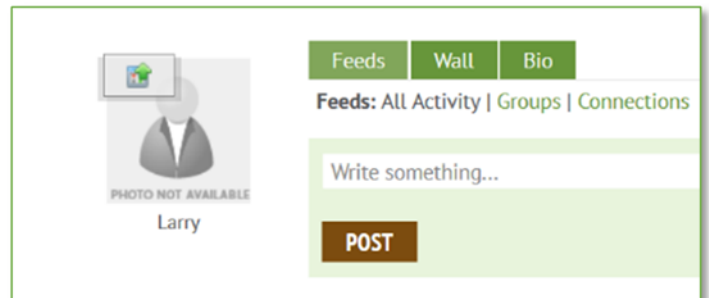


PalletCentral.com – Connecting the Wood Packaging Industry

NWPCA staff is excited to share added features of our recently redesigned website. We hope you had time to login to PalletCentral.com and explore all our site has to offer. This sheet will highlight some basic instructions to get you started on how to manage your profile: **individual-professional profile** or **company profile** or **both**. There are some differences in managing a **company profile** that we will highlight throughout and summarize in the end.

Upload a Headshot, Add a Bio

Sign in, which will direct you to the “Manage Profile” page. Click on the “Profile Home” page to view your profile. Then hover over the profile headshot area where an “Add Photo” icon will appear to select (see image on right). Select the image on your computer that you would like to upload, and click the “Submit” button when finished. If you are signing in as the “Company”, you can upload the company logo in this way. While in your personal profile, you may add your work history, experience or other information you’d like to share at the “Create Resume/CV” link.



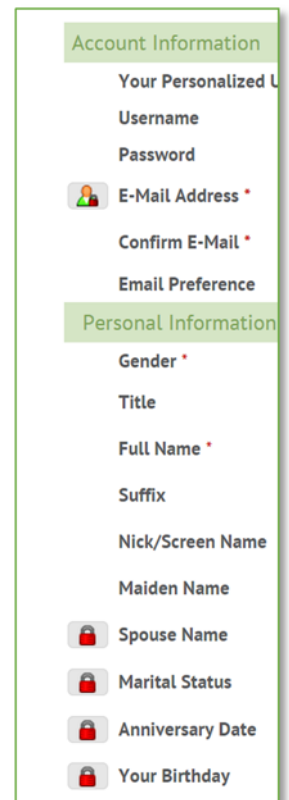
Privacy Settings

Your privacy is as important to us as it is to you. Similar to LinkedIn, Facebook and other social media channels, you may select your privacy settings. “Manage Profile” to “Edit Bio” and hover over the ‘people’ icon, clicking it until it changes to a red lock (see image on right). Keep in mind that the ability for people to find you may be restricted if you block certain settings. Due to the business nature of PalletCentral.com, you may wish to block your personal information (spouse, birthdate, personal email, etc.) while keeping your professional information public...*it is your decision*.

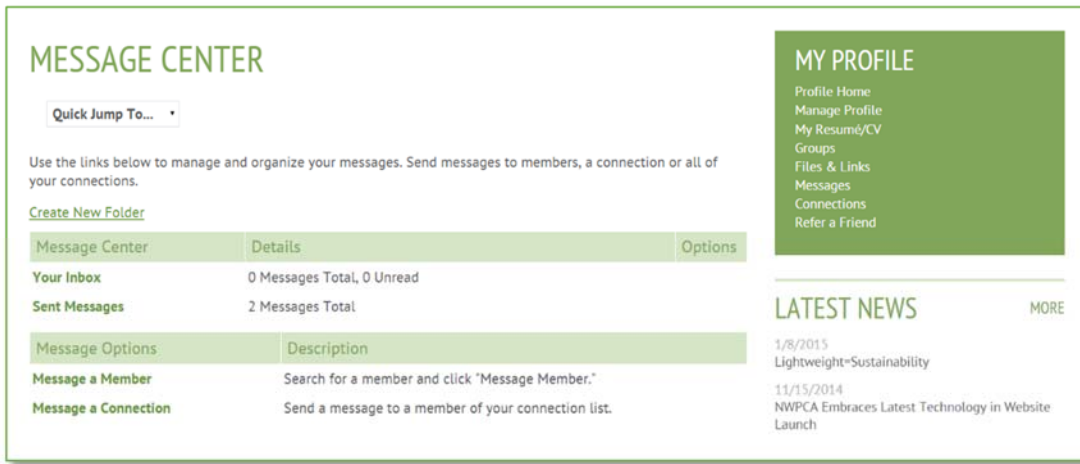
If you also manage your company profile, keep your business address “public” in order to maintain the searchable and mapping functions on our site.

Connect with a Member

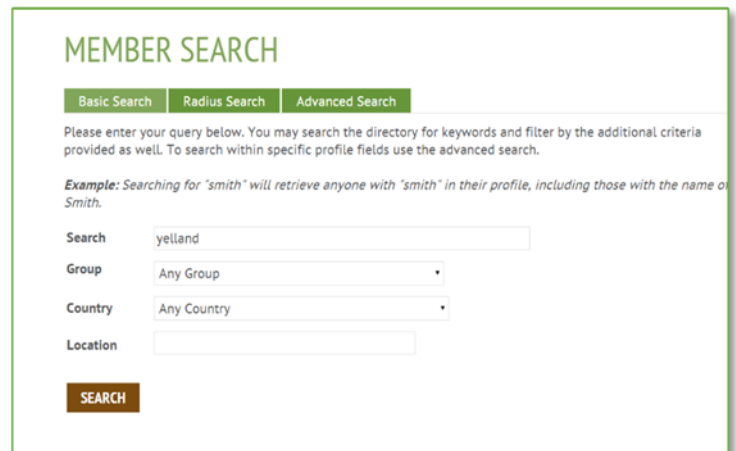
After you sign in, there are three basic steps to connect with a member. And you must be an NWPCA member to access all these features while anyone in our database may be searched if their privacy settings allow it. Please refer to the screenshots on the following page. You may also choose to hide your connections from other members at the “Connections” link.



- 1) From Manage Profile >> Messages >> to message a Member/add a connection. From this screen, you may also review all your connections and check those who haven't replied. Note: The "Groups" link indicates NWPCA Advisory Councils, Committees, Board Members or Task Forces. Many of these Groups are private, and the ability to email them - even if you participate in the group - **is not activated**.

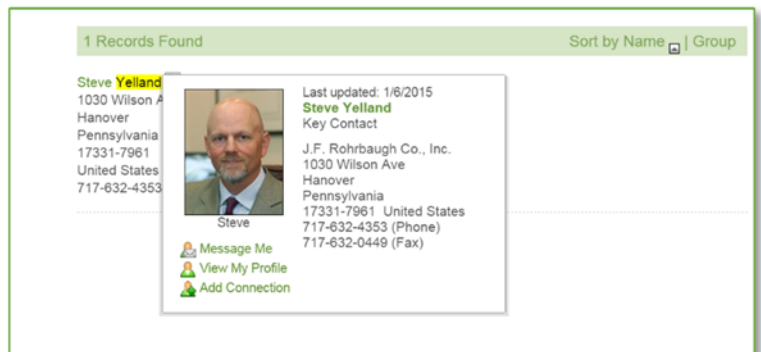


- 2) From this screen, search for any member, company or region; you do not need to enter the full name. After clicking "Search", the Results page will appear as shown in step 3.



- 3) If more than one name appears in your results, please hover over the name and a pop-out will show you each selection matching your criteria. Once you see the person you wish to connect with, click "Add Connection" and enter a message to them. At this prompt, you may send a message to the recipient, and just like LinkedIn or Facebook, **he/she must accept your connection**.

Your message will appear in your message center. Once they accept, their profile will appear in "Connections" from the Message Center (refer to the top image).

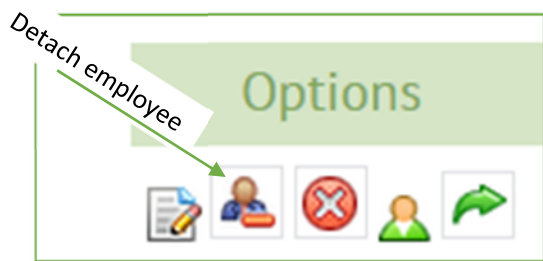
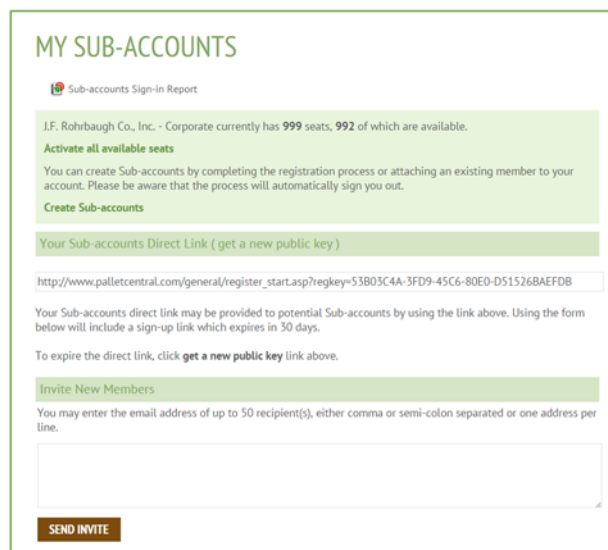


Manage Employees; Add a Branch Location

The ability to **remove and/or add employees**, or to **add a branch** location (an entirely new facility with operations in a different location from the master account) can be managed online in similar manners as described below via “Sub-Accounts.”

When logged in as the Company >> Manage Profile >> Sub-Accounts. This page will show you a list of all your existing sub-accounts for employees, branches– that exist in our database as well as how to add new employees or branch location.

From the “My Sub-Accounts” screen, you’ll see the ability to “Create Sub-Accounts.” Sub-Accounts may be either people - “**Subscriber-Individual**” for employees of your company” - or “**Branch**” for companies sharing the same name as the master account (but different location), yet be searchable for online directory purposes. Once clicking the “Create Sub-Accounts” link, a prompt in the system will walk you thru the entire process.



To remove employees either no longer employed by the master account, you need only to “detach” the employee from the list of names you’ll see at the Sub-Accounts screen. You may also “Suspend” them by checking the red “X”, but please also detach them by hovering over the person icon as shown above. In doing so, these employees will no longer be associated with your company record.

To remove branch locations, the same procedure described above applies to remove branch locations that no longer operate under your master account.

Company Profile vs Individual Profile

There are differences between **company** and **individual** profiles, however many of the features described previously are still applicable. Note, the employee designated to “manage” the company profile has an important responsibility of maintaining the company information: products, services, personnel, plus their own individual profile, if they choose to have one. Members will find that after the initial login, there is a less frequent need to access your company data.

When logged in as your company >> Under “Bio” or click “Additional Information” to check all the boxes for products, services that your company offers. Keeping this information current is important for customers, potential customers to find you. Please keep your company address settings “public” so that the search and mapping features will work.

Designating one person to manage your company data prevents multiple employees from changing your company information. If you are charged with managing your company profile and cannot access the company profile, please contact NWPCA staff at 703-519-6104 or email Susan Cheney, NWPCA Membership Services Manager, at scheney@palletcentral.com.

Below is a summary of some differences between managing both company and individual profiles.

Feature	Company	Individual
Upload Headshot	Yes-Company Logo	Yes-Personal/Business headshot
Username-Password	Yes-Unique and separate from person managing company profile	Yes-Unique and separate even if this individual manages the company profile
Company Profile Data	Yes-Maintain Company Information, many of which are used for online directory searchability: <ul style="list-style-type: none"> • Company Address • Company Specific Products • Business Activity (manufacturers, recycler, broker, end-user, etc) • Register one or more employees for NWPCA events • Pay Invoices (dues, advertising, sponsorships, event fees when registered thru Company) 	Yes-Maintain your business & personal address for: <ul style="list-style-type: none"> • NWPCA correspondence, • PalletCentral subscription • Communication preferences • Register yourself and other colleagues for NWPCA events • Pay Invoices (event fees when registered thru yourself and/or additional colleagues)
Manage Employees	Yes-Add or delete via Sub-Accounts Manage Employees you wish to access NWPCA website and to receive direct communications from NWPCA; remove employees no longer at your company.	No
Add a Branch	Yes-Add via Sub-Accounts. The ability to add a branch location is only available for active members of NWPCA (industry-US; Industry-Intl; Associate; End-User).	No
PalletCentral Subscription "Edit Bio" >> Edit "Additional Information"	No	Yes
Upload CV/Bio	No	Yes
Maintain Connections, message other members	Yes	Yes
Maintain own file library (documents, standards, links, etc)	No	Yes

These are just a few features within NWPCA's new website. Please let us know if you encounter any issues in accessing your profile or in using any features described in this sheet by contacting NWPCA at info@palletcentral.com or phone: 703-519-6104.