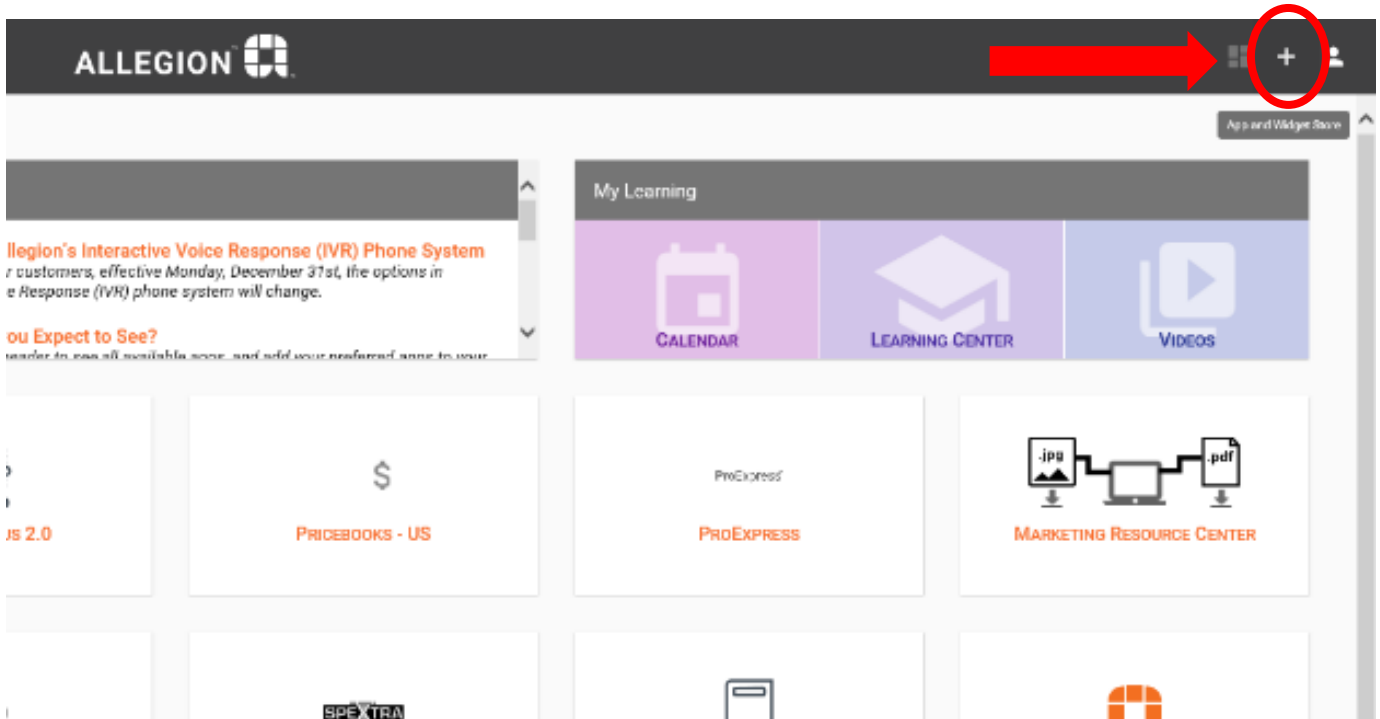
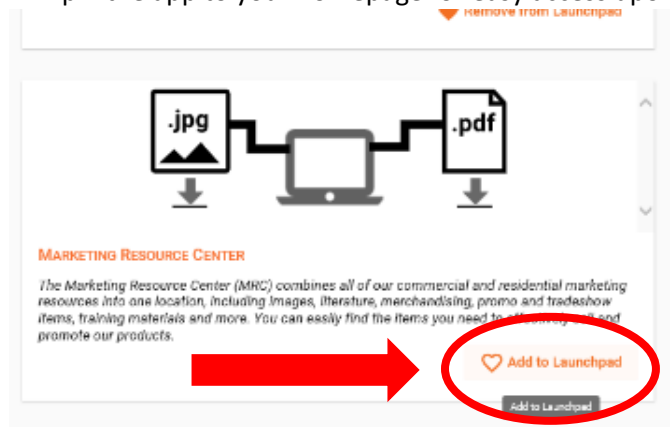


Guide to Ordering Price Books on the Allegion Marketing Resource Center (MRC)

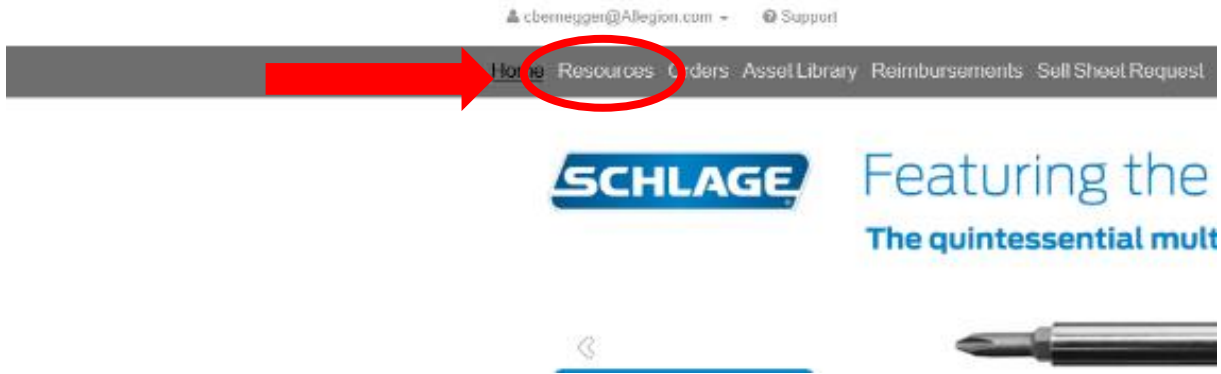
1. Login to your [360Portal](#) account. If you do not have an account, create one using the same link.
2. Add the Marketing Resource Center (MRC) app to your launchpad. If you have already done this, proceed to step 3.
 - a. On your login homepage, click the “+” symbol in the top right-hand corner to access the Apps & Widgets.



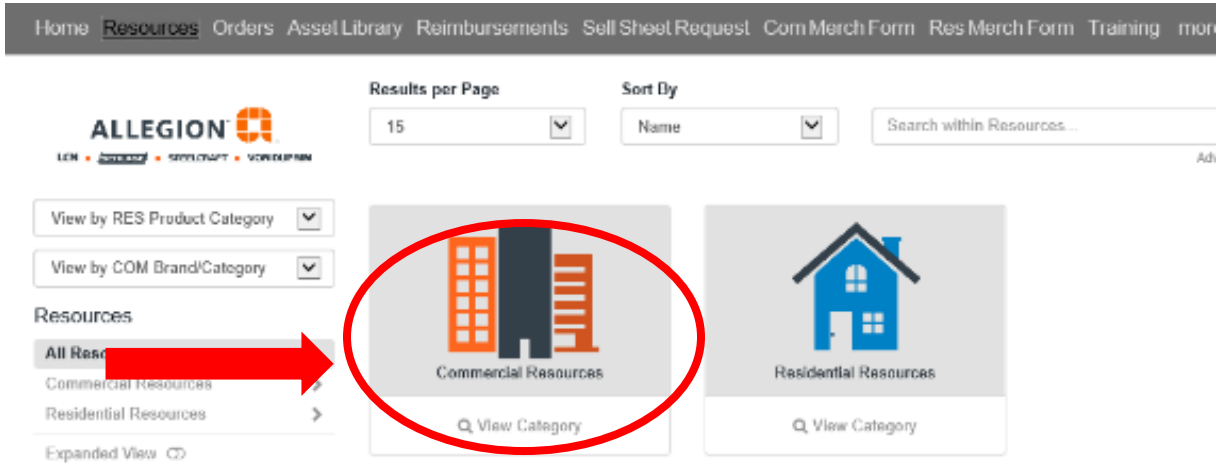
- b. Scroll to find the Marketing Resource Center app, and click “Add to Launchpad.” This action will pin the app to your homepage for easy access upon future logins.



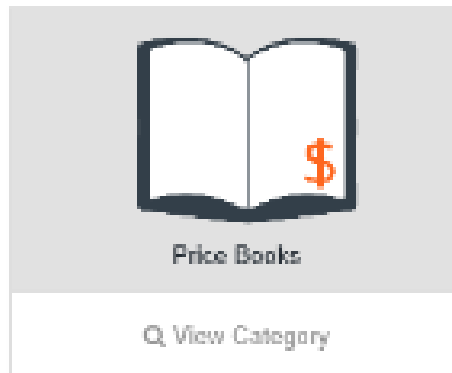
- c. Click the orange “Marketing Resource Center” to launch the app from this same page.
- 3. After a new window opens, accept the Terms & Conditions to access the site. If this session is your first login, you will have to add your address, email and phone number to your profile before proceeding.
- 4. To order price books, follow the steps below.
 - a. Click “Resources” in the gray navigation bar.



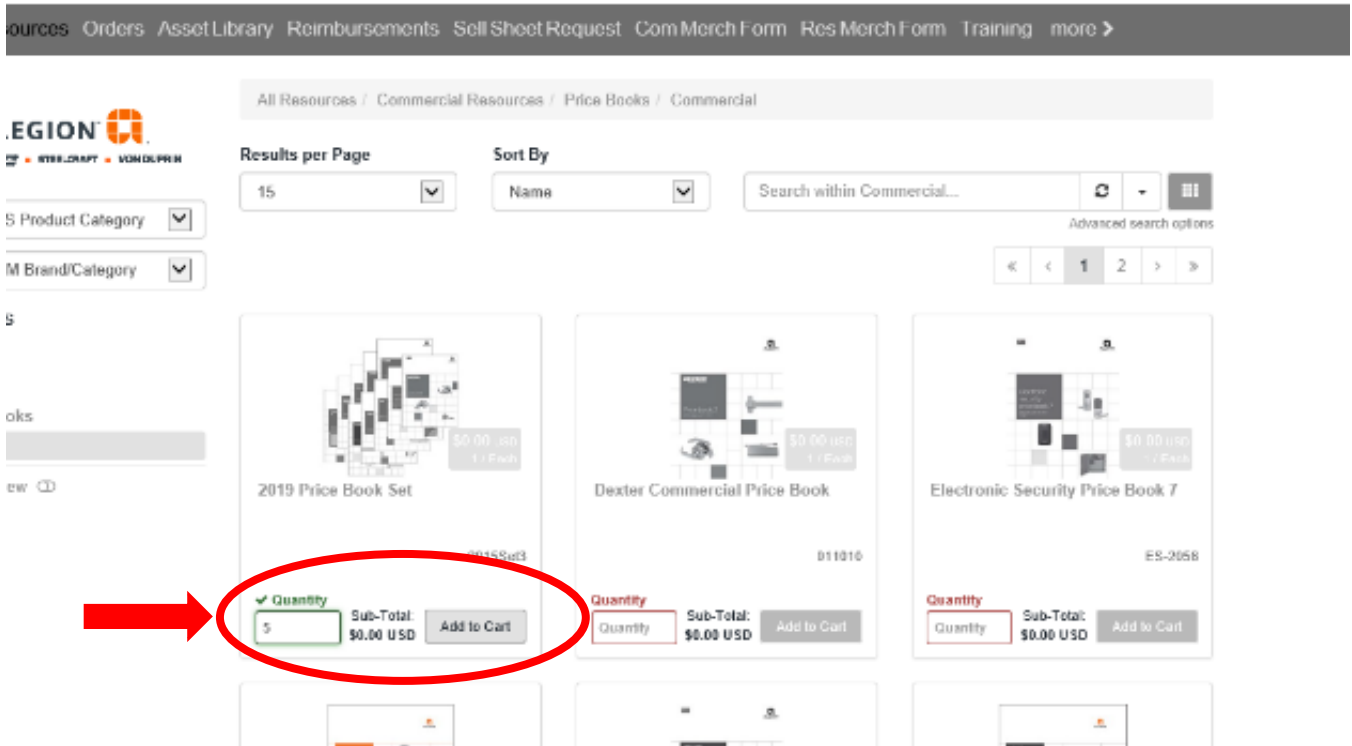
- b. Select either Commercial or Residential based on your needs. In this example, we will select Commercial.



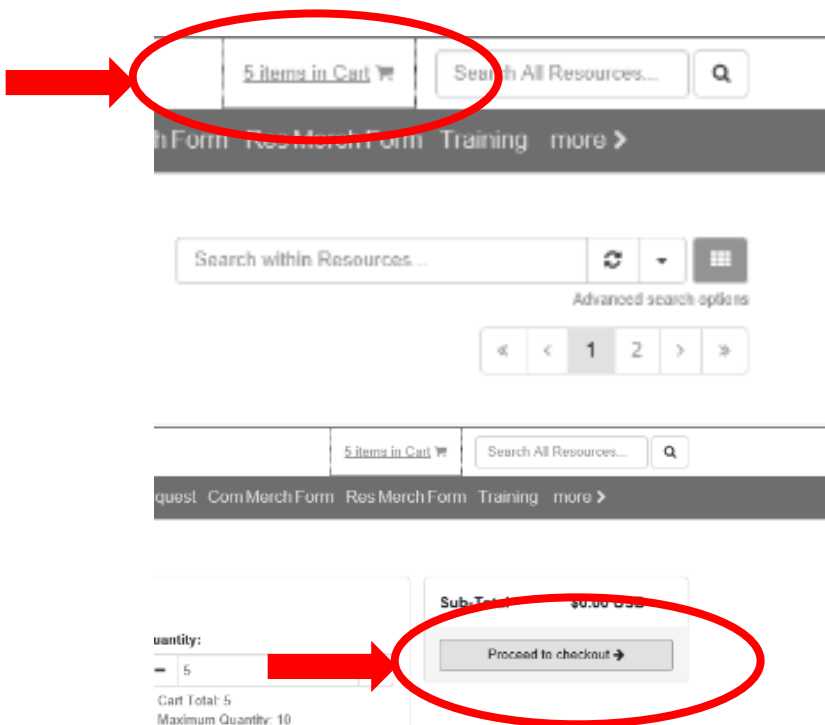
- c. Click Price Books and then Commercial. An optional survey will display. Either complete it or close it out.




5. All Commercial price book options will be display. Enter the quantity you want and then click "Add to Cart." Please note: We encourage reuse of binders and tabs. If you need binders and tabs, you must order them separately. Order the set or price book will not include binders and tabs.



6. When you are finished adding items to your cart, navigate to your cart in the top right-hand corner. After reviewing your cart, click proceed to checkout.



- On the checkout page, complete required fields for shipping address, contact information and other questions about inside delivery or a dock at the delivery address. Once this page is complete, select Place Order. You will receive a confirmation email at the email address you provided in the contacts section.

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Checkout

Shipping

Your cart may default to "credit card" as the payment method. If you have BDF or other co-op funds that you'd like to apply to your order, be sure to change the payment method to "funds". Just click the CHANGE link next to the PAYMENT METHOD below.

Shipping Method Change
Ground

Shipping Address Change
Allegion
Carly Bernegger
Carmel IN 11819 Pennsylvania
Carmel, Indiana 46032
email: carly.bernegger@allegion.com

Signature Required Leave at Door

Special Notes OPTIONAL
All items on this order may not ship together from the same vendor. Items requiring LTL freight delivery will utilize the information in the last 4 fields of this section. Enter any special instructions or comments here.

Residential Address

Required By Date OPTIONAL **Is there a dock at the delivery address?**
Note that Ground shipping can take up to 4 days. If your required-by date is sooner than that, you must change the shipping method to an expedited service level. Otherwise the vendor may not meet your requested date.

Choose one...

Inside Delivery
Choose one...

| | |
|--------------|-------------------|
| Sub-Total | \$0.00 USD |
| Shipping | \$0.00 USD |
| Handling | \$0.00 USD |
| Tax | \$0.00 USD |
| Discounts | \$0.00 USD |
| Total | \$0.00 USD |

Place Order

Enter code