

User Guide

A quick guide to your online print system

CUBIQUITY
—

YOUR TEAM.

Who are we?

We're an award-winning, integrated creative design and specialist print procurement agency. We help our clients better connect with their customers, wherever and wherever they are, by providing them with both products and solutions that enhance their business operations.

Get in touch

We're on hand to offer advice, discuss projects, manage all your orders and ensure that processes run efficiently and smoothly. For all standard day to day orders you can use our handy on-line system (details follow on the next page).

If you have a project that requires more input then please give us a call. For all email enquires and quotes drop us a line at kingsportrait@cubiquitymedia.com.

Help Desk

Call

01883 621 130

Email

kingsportrait@

cubiquitymedia.com

GETTING STARTED.

Getting started and accessing the site

- 1 To access the Cubiquity portal please, copy and paste the link below into your web page address bar and click enter
portraitscheme.cubiquityonline.com
- 2 You can also save this in your browser's Favourites for ease of access.
- 3 Register your details in the New User Registration form, completing all requested details in full. We aim to authorise your registration within 24 hours, and you will receive an email when authorised.

PLEASE NOTE THE SYSTEM WILL CLOSE ON THE 2ND FEBRUARY 2024 FOR ANY NEW REQUESTS SO PLEASE PLACE YOUR ORDER BEFORE THIS DEADLINE.

For any queries regarding the ordering process please email kingsportrait@cubiquitymedia.com

New User Registration. * Required fields

* First Name:

* Last Name:

* Email Address:

* Confirm Email:

* Confirm your Public Authority Type:
Please select

* Public Authority Name e.g. South Bank School

Existing User Login

Email:

Password:

Keep me logged in

[Forgotten password?](#)

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Changing your password and checking your details

- 1 Simply click on the **My Account** menu
- 2 Click on the **Reset Password** link. Enter your old and new password details and click **Change password**.
- 3 This is now your new password for the next time you log in.

MY ACCOUNT

Customer info
Addresses
Orders
Change password

Change password

Old password:

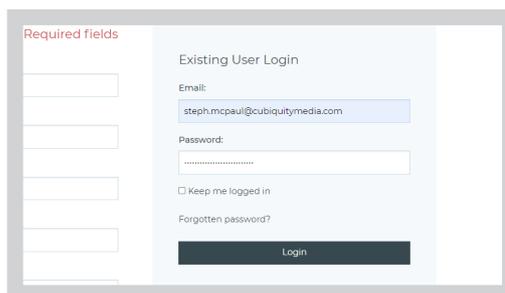
New password:

Confirm password:

ORDERING.

Online ordering

1 After your registration has been authorised, please sign in with your email address and password.



Required fields

Existing User Login

Email:
steph.mcpaul@cubiquitymedia.com

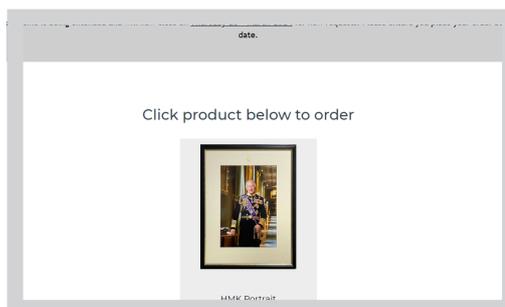
Password:
.....

Keep me logged in

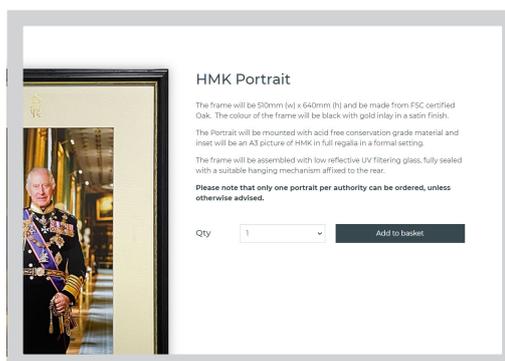
Forgotten password?

Login

2 Once you have logged in, scroll down and click on the portrait.



3 Click the button to add this item to your basket. Please note that you are only able to order one portrait at a time.



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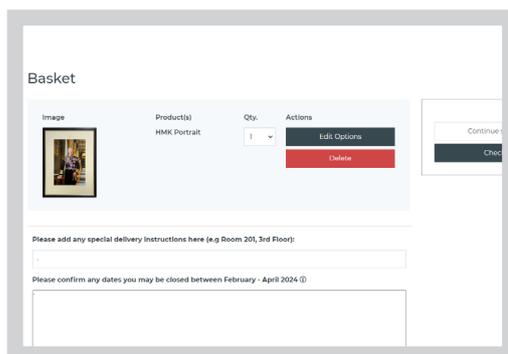
CHECKOUT.

Completing your order

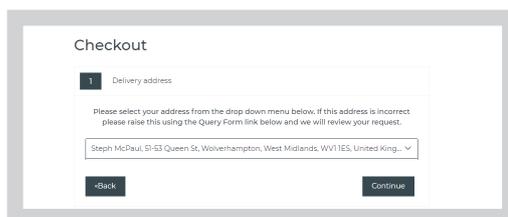
1 To return to your basket, click the **Basket** button in the top right corner. You can keep your shopping basket open for as long as you like.

Please add any special delivery instructions (e.g. room number) and any dates you may be closed between February - April 2024.

When you're ready to place your order, click **Checkout**.

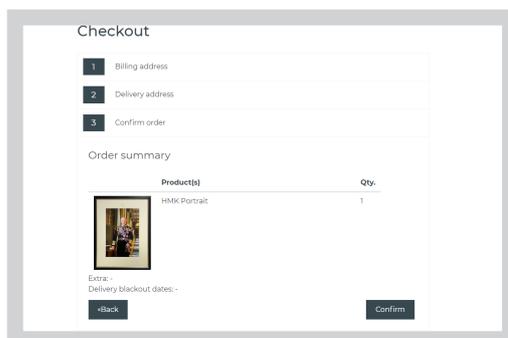


2 Choose a **Delivery address** from the dropdown menu then press continue. If the delivery address is incorrect, please contact us using the [Query Form](#).



3 You will then be presented with the confirm order screen. Please check all details are correct, then press **Confirm**.

You will then receive an email confirmation of your order.



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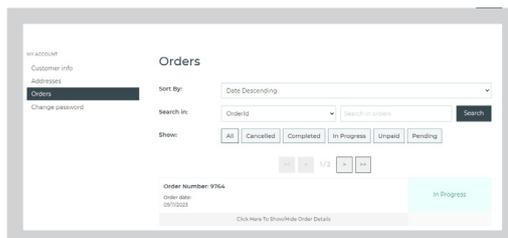
PAST ORDERS.

Order history

Click **Order History** in the top menu to see all past orders that you have placed and their current status. You can filter orders by their status.

In Progress means the order has been accepted and is being produced.

Completed means the order has been fulfilled and will be with you shortly.



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Order lead times

Delivery of the portraits are expected between February and April 2024.