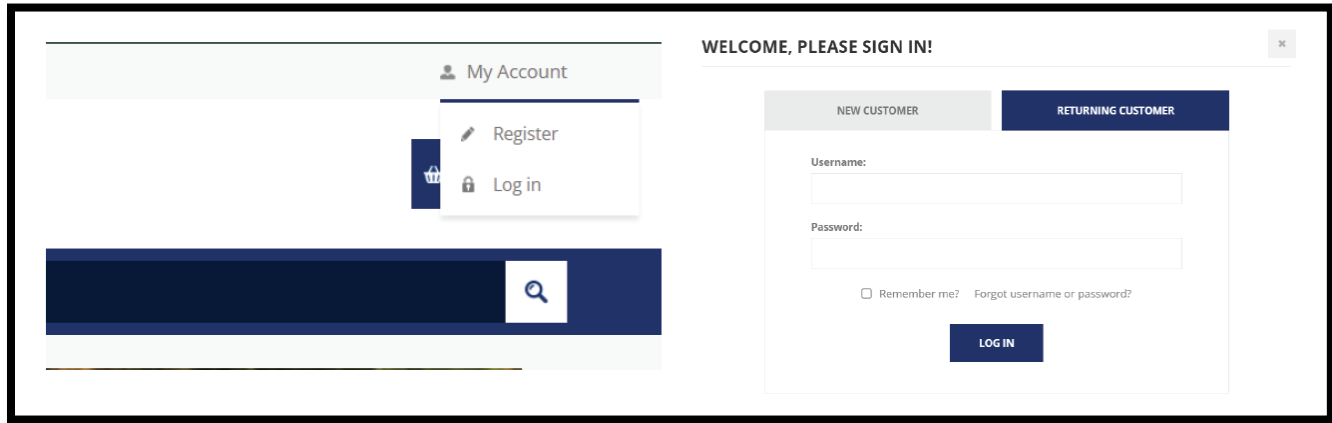


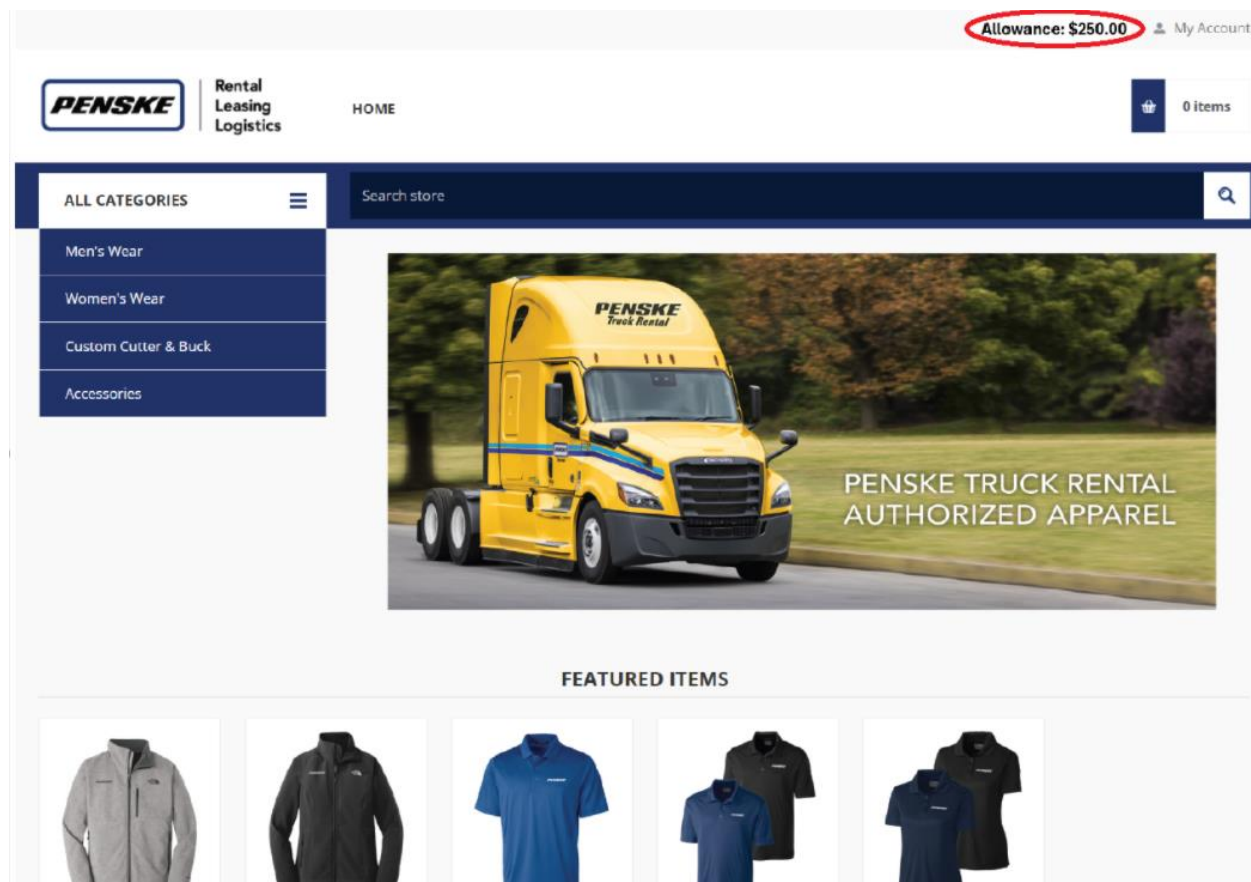
# First Time Login Instructions to the PTR Store

## Step 1: First time visitors, please select 'My Account' at the top then select 'Log in'

For email and username, please use your Penske email address and password you set up initially in the new hire site, then select 'Log In'.



## Step 2: Once you login, you will see an allowance has been added to your account.



## Step 3: Navigate the store by selecting any apparel or merchandise you would like to add to your order.

# First Time Login Instructions to the PTR Store

**Step 4: Once you've added items to cart, continue to the cart page and review your item size, color and quantity. Once you have verified your selections, please select 'Check Out'**

### SHOPPING CART

Any item exceeding current stock on hand will be noted below in red.  
Click on the item name for stock ETA.

| Remove                   | SKU          | Image                                                                             | Product(s)                                                                         | Price          | Qty.                           | TOTAL                 |
|--------------------------|--------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------|--------------------------------|-----------------------|
| <input type="checkbox"/> | P2329-BLK-SM |  | <b>The North Face Ladies Apex Soft Shell Jacket</b><br>Color: Black<br>Size: Small | \$152.70 (USD) | <input type="text" value="1"/> | <b>\$152.70 (USD)</b> |

UPDATE SHOPPING CART

CONTINUE SHOPPING

Please add any specific instructions or must have in-hands dates:

Sub-Total:

\$152.70 (USD)

Shipping:

Calculated during checkout

Tax:

\$0.00 (USD)

**TOTAL:**

**CALCULATED DURING CHECKOUT**

CHECKOUT

**Step 5: Confirm shipping address from the dropdown, if needed, add a new address if you are shipping this order to a different location than previously. When finished select 'Continue'.**

### CHECKOUT

1 SHIPPING ADDRESS

Select a shipping address from your address book or enter a new address.

APEX ADVERTISING, 2959 OLD TREE DRIVE, LANCASTER, Pennsylvania 17603, United States

CONTINUE

2 SHIPPING METHOD

3 PAYMENT METHOD

4 PAYMENT INFORMATION

5 CONFIRM ORDER

Penske Proprietary

# First Time Login Instructions to the PTR Store

## Step 6: Select your preferred shipping method from the list and select 'Continue'

*Please note: Shipping costs will count towards your overall allowance*

**CHECKOUT**

1 SHIPPING ADDRESS

2 SHIPPING METHOD

3 PAYMENT METHOD

4 PAYMENT INFORMATION

5 CONFIRM ORDER

All in stock merchandise will ship within 1-2 business days from our warehouse in PA. Delivery times for custom merchandise vary, please contact Customer Service for details.

**RUSH ORDERS:**  
Please be sure your Approval/Denial contact is readily available to approve your rush order. Your contact will receive an Approval/Denial email moments after you complete your order.

☒ **UPS Ground (\$12.88 (USD))**

☐ UPS 3 Day Select (\$18.57 (USD))

☐ UPS 2nd Day Air (\$21.85 (USD))

☐ UPS Next Day Air Saver (\$27.23 (USD))

☐ UPS Next Day Air (\$29.70 (USD))



**CONTINUE**

## Step 7: Keep the allowance selected to use your balance on the order. If the order total is more than the allowance balance, your order will be subject to approval after it has been placed. Select 'Continue'.

**CHECKOUT**

1 SHIPPING ADDRESS

2 SHIPPING METHOD

3 PAYMENT METHOD

4 PAYMENT INFORMATION

5 CONFIRM ORDER

**Canadian Shipments:**  
All Canadian shipments are subject to duties and tax. These charges will be billed back to your location on a separate invoice.

☒ Use \$168.87 out of \$250.00 available allowance towards this order.

☒ **Direct Bill**  
Pay by Direct Bill



**CONTINUE**

# First Time Login Instructions to the PTR Store

Step 8: On the Confirm step, please enter your six-digit Penske location code with no spaces or dash (EX: 042610). Then confirm your address and item selection before selecting ‘Confirm’.

5

CONFIRM ORDER

Please note, Penske will be billed for your order after approval is received.

Please select the e-mail address of your DM for approval below, and then enter your valid 4 digit location code.

[Click here to view a list of valid location codes and approvers.](#)

Location Code:

Valid Format: #####

SHIPPING ADDRESS

Demo Account  
Email: weborders@apexadv.com  
Phone: 3019414621  
Demo Order  
2959 Old Tree Dr  
Lancaster, Pennsylvania, 17603  
United States

SHIPPING

Shipping Method: UPS Ground

| SKU                  | Image                                                                               | Product(s)                                                                      | Price         | Qty. | TOTAL                |
|----------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------|------|----------------------|
| P2428-<br>TRB-<br>SM |  | <b>Cutter &amp; Buck Men's Prospect Polo</b><br>Color: Tour Blue<br>Size: Small | \$38.25 (USD) | 2    | <b>\$76.50 (USD)</b> |

Sub-Total:

\$76.50 (USD)

Shipping: (UPS Ground)

\$12.94 (USD)

Tax:

\$0.00 (USD)

Redeemed Allowance:

\$89.44

TOTAL:

**\$0.00 (USD)**

CONFIRM

SPECIAL NOTE:

After you place your order, you will receive an order confirmation at your Penske email address.