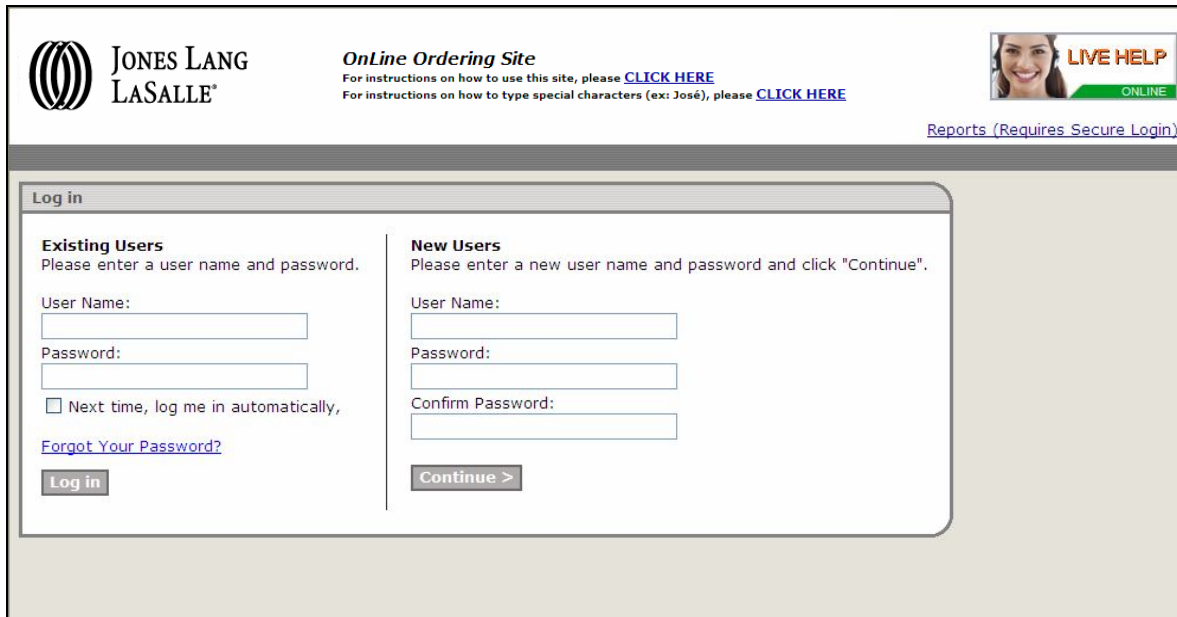
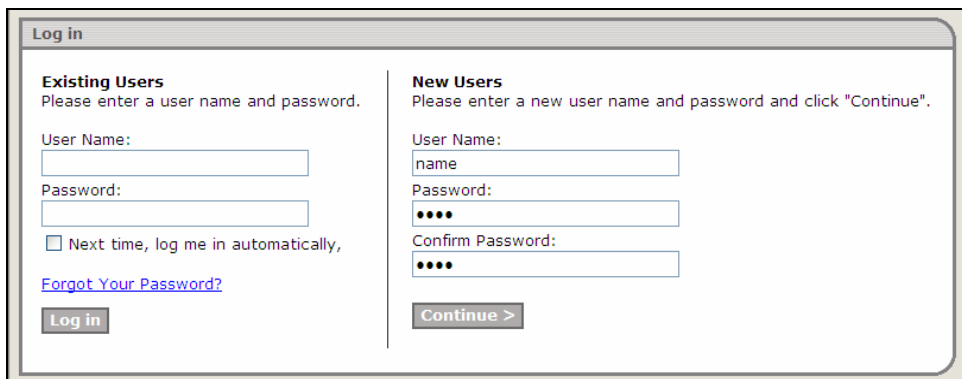


The **Login** page requires first time users to register by creating a personal user account. This new feature enables each user to access a **saved database** of his or her shopping cart and order history. Once registration is complete, new users receive an email confirming their User Name and Password. Future access to the site is gained by logging in as an “Existing User”.



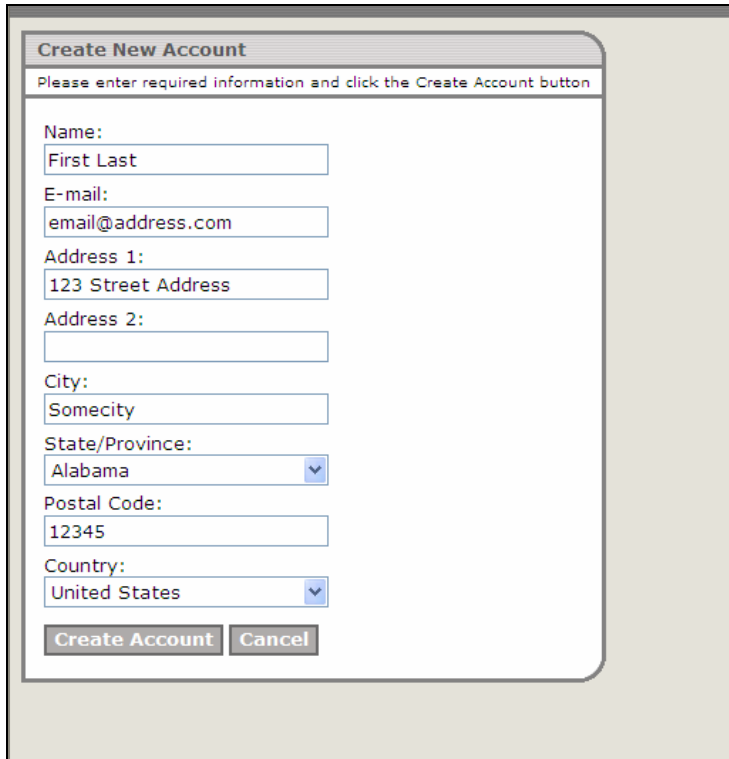
The screenshot shows the top navigation bar of the Jones Lang Lasalle website. On the left is the logo and name. In the center is the site title and two links for instructions. On the right is a 'LIVE HELP' button with a user icon and a 'Reports' link. Below this is a 'Log in' section with two columns: 'Existing Users' and 'New Users'. The 'Existing Users' column has fields for 'User Name' and 'Password', an 'automatically log in' checkbox, a 'Forgot Your Password?' link, and a 'Log in' button. The 'New Users' column has fields for 'User Name', 'Password', and 'Confirm Password', and a 'Continue >' button.

Begin **Registration** by entering your User Name and Password into the “New User” fields (right side of screen) as shown below. Click “Continue” and this will bring you to your own profile page.



This screenshot is identical to the one above, but with sample data entered into the 'New Users' fields. The 'User Name' field contains the text 'name'. The 'Password' field contains four black dots. The 'Confirm Password' field also contains four black dots. The 'Log in' and 'Continue >' buttons are visible at the bottom of their respective columns.

The **Profile** page is where information (name/email/address) specific to your User Name is stored. Enter this information and click “Create Account”. This step is required in order to become an established user and gain access to the stationery catalog.

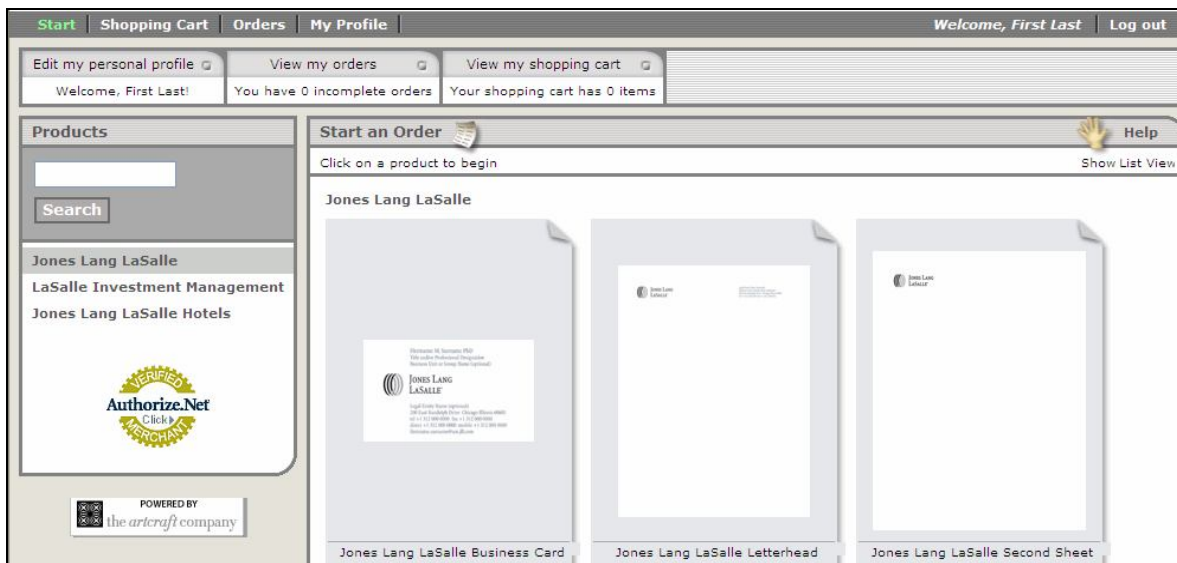


The screenshot shows a web form titled "Create New Account". At the top, it says "Please enter required information and click the Create Account button". The form contains the following fields and options:

- Name:** A text input field containing "First Last".
- E-mail:** A text input field containing "email@address.com".
- Address 1:** A text input field containing "123 Street Address".
- Address 2:** An empty text input field.
- City:** A text input field containing "Somecity".
- State/Province:** A dropdown menu with "Alabama" selected.
- Postal Code:** A text input field containing "12345".
- Country:** A dropdown menu with "United States" selected.

At the bottom of the form are two buttons: "Create Account" and "Cancel".

The **Start** page is the first page you see on the site after logging in. It contains the templates you will use to create your orders. Templates are organized by the Jones Lang LaSalle groups listed on the left navigation bar. After selecting the appropriate group, click on the desired template to begin the ordering process.



The screenshot shows the "Start" page of a web application. The top navigation bar includes "Start", "Shopping Cart", "Orders", and "My Profile". On the right, it says "Welcome, First Last" and "Log out". Below the navigation bar are three tabs: "Edit my personal profile", "View my orders", and "View my shopping cart". The main content area is divided into two sections:

- Products:** A sidebar on the left with a search bar and a "Search" button. Below the search bar, it lists "Jones Lang LaSalle", "LaSalle Investment Management", and "Jones Lang LaSalle Hotels". There is also a "Verified Associate" badge and a "POWERED BY the artwork company" logo.
- Start an Order:** The main content area with a "Help" button and a "Show List View" link. It displays three templates for "Jones Lang LaSalle": "Jones Lang LaSalle Business Card", "Jones Lang LaSalle Letterhead", and "Jones Lang LaSalle Second Sheet".

The **Form Filling** customization step displays form fields for variable values and a preview of your customized document. Enter your data in the text boxes, or choose data from list boxes. Click “Update” to view changes in the document preview. If necessary, click to view a PDF proof of your document. Once you have viewed the variable information, click “Next Step”. *Note – “Search Previous Name” is the first saved database within the site. It will be populated with previous orders upon checkout.

Start Shopping Cart Orders My Profile Welcome, First Last Log out

Editing Steps

- 1 Form Filling
- 2 Finish

Jones Lang LaSalle Business Card Next Step Help

Form Filling: Fill out the form to change the document. Click on 'Update' or 'PDF Preview' to view changes. Step 1 of 2

Update PDF Preview...

Search Previous Name

GO!

Full Name

Title

Business Unit (non U.S. employees only)

Address Information:

Select Location:

Address 1

Address 2

City

State Zip Code

Contact Information:

Email

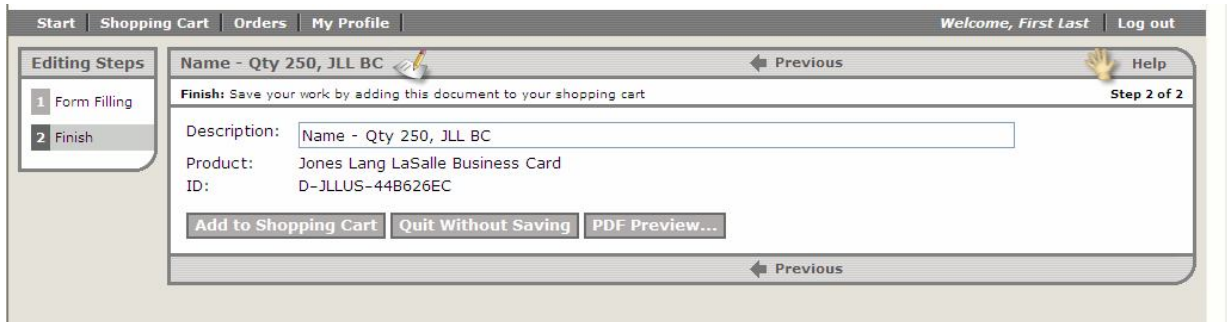
Quantity

Update PDF Preview...

Next Step

JONES LANG LASALLE

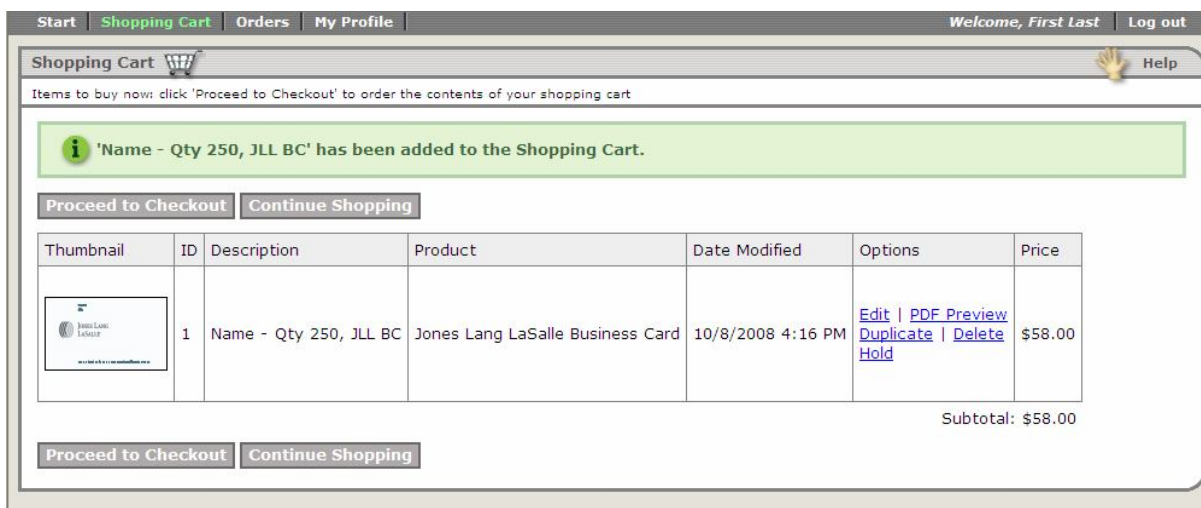
The **Finish** step provides a description of the item and offers the options to add the document to your shopping cart, quit without saving, or view a PDF preview (if available). This step also displays any warnings about incomplete sections.



When you send an order to the **Shopping Cart**, the site displays the items waiting for checkout. The shopping cart has two sections: the **Main Shopping Cart**, where orders can be placed, and **Hold for Later**, where you can hold orders for processing at a later date.

The items that are waiting for checkout are displayed, and the following options are available.

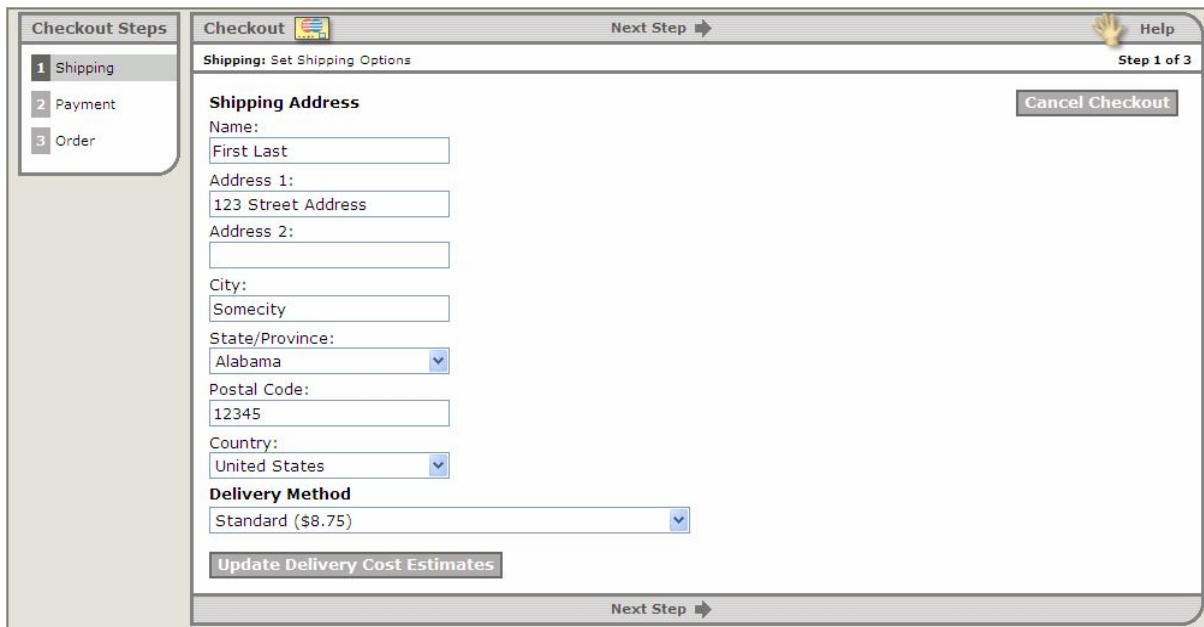
- **Proceed to Checkout** allows you to finalize your order and proceed to the Checkout.
- **Continue Shopping** returns you to the Start page and allows you to order additional items.
- **Edit** allows you to edit the document you've placed in your shopping cart.
- **PDF Preview** displays a PDF proof of the item.
- **Duplicate** adds another order of that item.
- **Delete** permanently removes the item.
- **Hold** moves the document into the **Hold for Later** section of the shopping cart.



When you “Proceed to Checkout”, the Finalizing Checkout Steps are as follows:

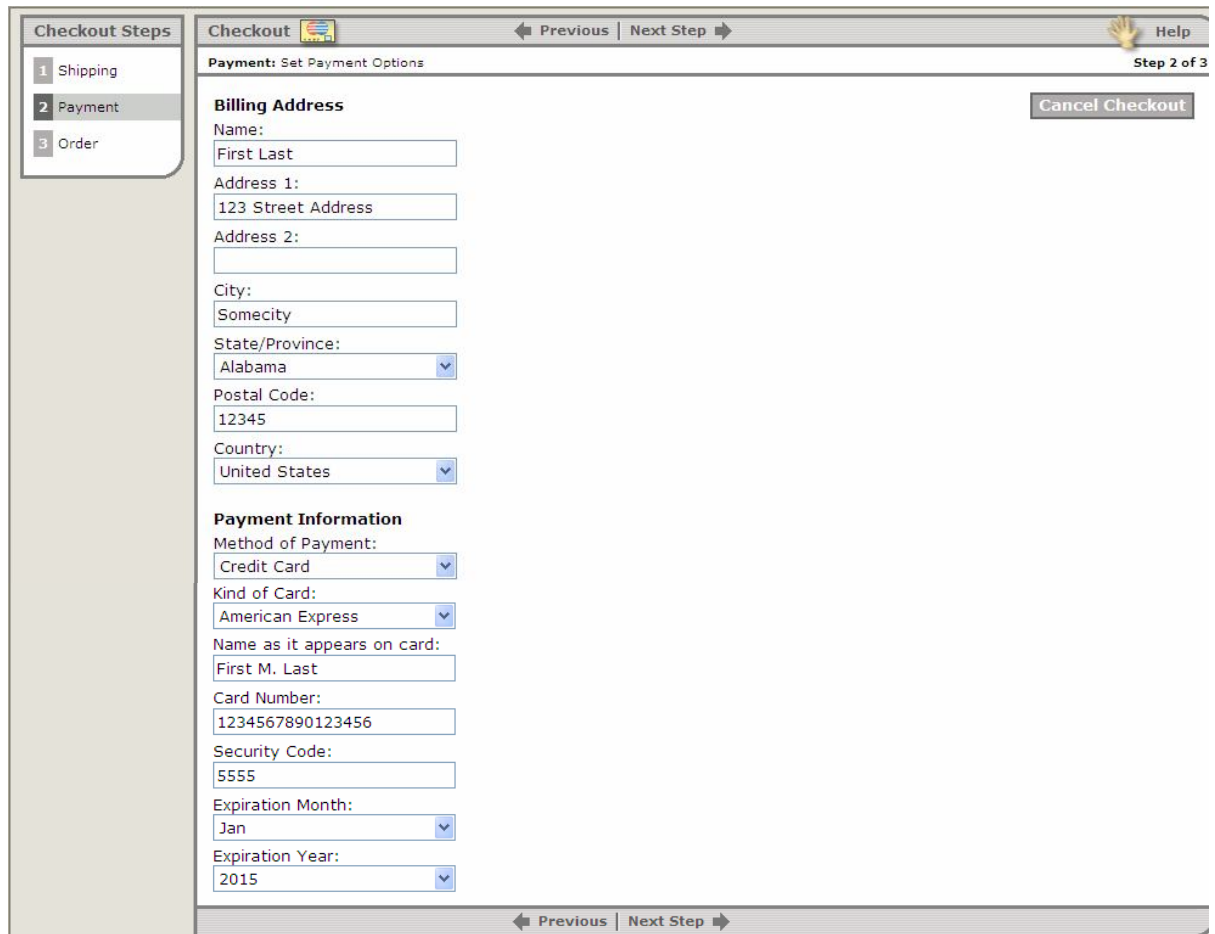
Shipping: Enter your shipping address and delivery method and click “Next Step”.

*Note – The delivery method does not include the 7 to 10 business days for production.



The screenshot shows the 'Shipping' step of a checkout process. On the left, a 'Checkout Steps' sidebar lists '1 Shipping', '2 Payment', and '3 Order', with 'Shipping' selected. The main area is titled 'Checkout' and 'Shipping: Set Shipping Options', indicating it is 'Step 1 of 3'. A 'Cancel Checkout' button is in the top right. The form includes fields for 'Name' (First Last), 'Address 1' (123 Street Address), 'Address 2', 'City' (Somecity), 'State/Province' (Alabama), 'Postal Code' (12345), and 'Country' (United States). Under 'Delivery Method', 'Standard (\$8.75)' is selected. An 'Update Delivery Cost Estimates' button is at the bottom, and a 'Next Step' arrow is at the bottom right.


Billing: Enter your billing address and method of payment and click “Next Step”.



The screenshot shows the 'Billing' step of a checkout process. The 'Checkout Steps' sidebar on the left has '2 Payment' selected. The main area is titled 'Checkout' and 'Payment: Set Payment Options', indicating it is 'Step 2 of 3'. A 'Cancel Checkout' button is in the top right. The form includes fields for 'Name' (First Last), 'Address 1' (123 Street Address), 'Address 2', 'City' (Somecity), 'State/Province' (Alabama), 'Postal Code' (12345), and 'Country' (United States). Under 'Payment Information', 'Credit Card' is selected as the 'Method of Payment', 'American Express' as the 'Kind of Card', and 'First M. Last' as the 'Name as it appears on card'. Other fields include 'Card Number' (1234567890123456), 'Security Code' (5555), 'Expiration Month' (Jan), and 'Expiration Year' (2015). 'Previous' and 'Next Step' navigation arrows are at the bottom.

Order Review: Review and confirm your order on this page.
Place Order: Click “Place Order”.

The screenshot shows the checkout process at Step 3 of 3. The navigation bar includes 'Start', 'Shopping Cart', 'Orders', and 'My Profile'. The user is logged in as 'Welcome, First Last'. The checkout steps are: 1 Shipping, 2 Payment, and 3 Order (current step). The order title is 'Order: Review and place your order for production'. There are 'Place Order' and 'Cancel Checkout' buttons. The items table is as follows:

Thumbnail	ID	Description	Product	Date Modified	Price
	1	Name - Qty 250, JLL BC	Jones Lang LaSalle Business Card	10/8/2008 4:16 PM	\$58.00

Summary of charges:

- Subtotal: \$58.00
- Shipping: + \$8.75
- Handling: + \$0.00
- Tax: + \$0.00
- Total Price: \$66.75**

Your order has now been sent to The Artcraft Company for processing, and you will receive an email notification with your order number. This order will now appear under the “Orders” tab and display its status.

Once your order has been placed, you will be directed to the **Orders** page, and an email notification will be sent to the email address that is saved in your profile. The Orders page allows you to scroll through orders that are in process or completed by date and description. It also gives you the ability to re-order these items. This is the second saved database within the site.

The screenshot shows the 'Orders' page with a navigation bar including 'Start', 'Shopping Cart', 'Orders', and 'My Profile'. The page title is 'Orders' with a shopping cart icon. A message states: 'All of your recent and past order submissions can be found here.' The 'View:' dropdown is set to 'Orders In Process'. The orders table is as follows:

Order	Created	Items		Status	Options
JLLUS-4475	7/2/2008 3:40 PM	Danny Sutherland - Qty 1000, JLL BC	\$170.50	In Process	Details
JLLUS-4467	7/2/2008 3:07 PM	Danny Sutherland - Qty 250, JLL BC	\$90.90	In Process	Details
JLLUS-4448	7/1/2008 4:13 PM	etyhe35jh5et - Qty 500, JLL BC fhjkjhfgh - Qty 1000, JLL BC	\$234.70	In Process	Details
JLLUS-4446	7/1/2008 4:10 PM	asdfs - Qty 1000, JLL BC	\$161.25	In Process	Details
JLLUS-4442	7/1/2008 4:06 PM	Danny - Qty 500, JLL BC	\$82.20	In Process	Details