

ecVision Classify[®] Registration Guide

October 2013
Version 1.2

Non-Disclosure Statement

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Change History

Seq.	Revised by	Version	Date	Change Summary
1	Mark Lee	1.0	Oct 17, 2013	Initial version
2	Gary Barraco	1.1	October 18, 2013	Updated registration flow.
3	Gary Barraco	1.2	October 21, 2013	Added Company Admin role actions for additional users.

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1 INTRODUCTION

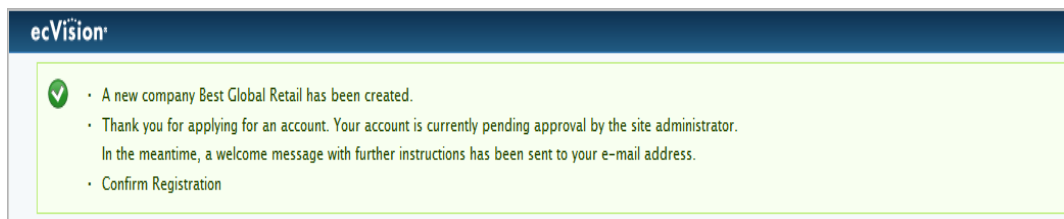
1.1 Establishing a Company Administrator for ecVision Classify

The person setting up the Company Account is the primary administrator for all other users at this company. Any new users attempting to register with the same company name will not be able to access the account to register. Please communicate internally with all of your colleagues that might be potential users.

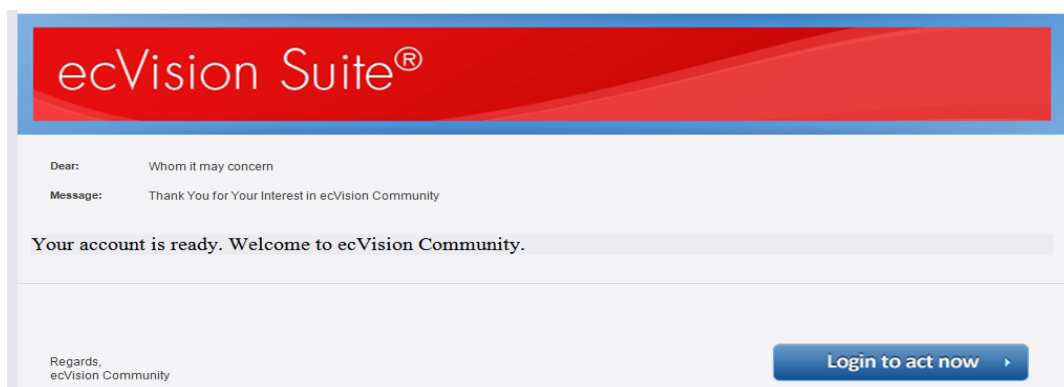
1.2 Creating a Company Account

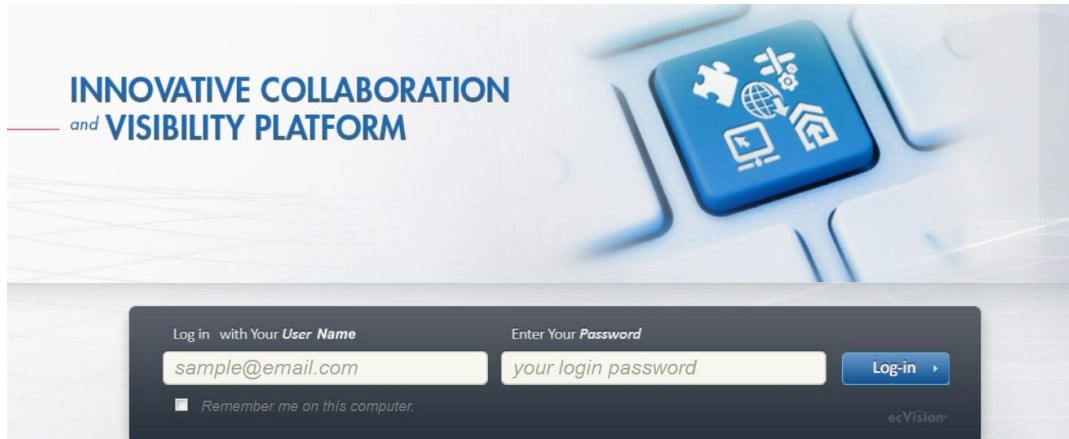
To register a new company account:

- 1) Go to <http://asiaportal.ecvision.com/supplierportal/MemberProfile/Register>.
- 2) Fill in information in the registration form. Fields highlighted by a red asterisk are mandatory.
- 3) Mark the "I Agree to the TOS above" checkbox under Terms and Conditions.
- 4) Click **Register Now**.
- 5) The following message will be displayed.



- 6) Check the inbox of your registered email address. You will receive two emails, one acknowledging your registration, the other notifying you that another confirmation email will be sent.

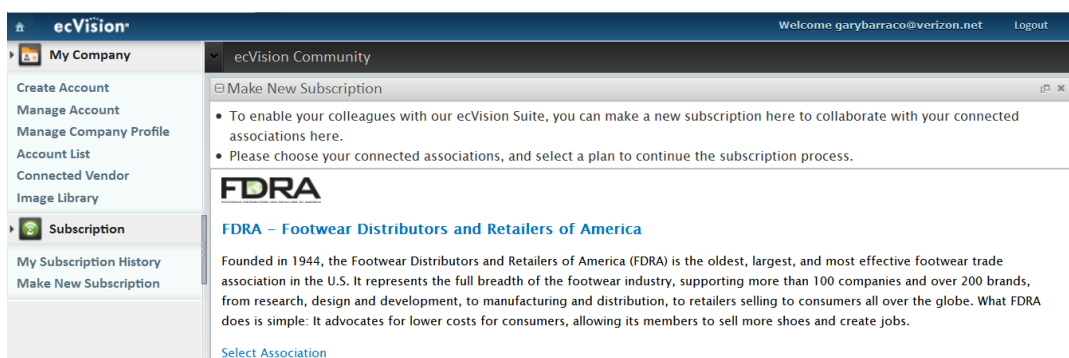
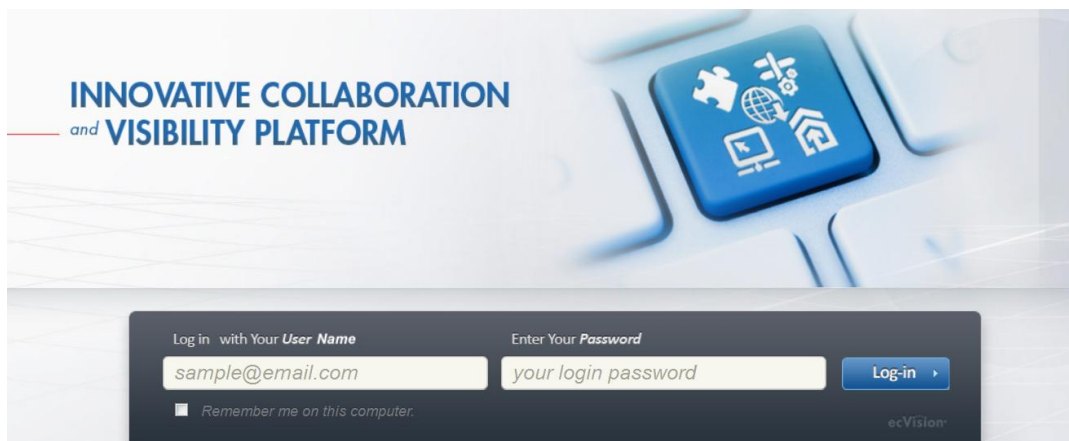




1.3 Making Your Payment

After then, you should to make your payment in the ecVision Community Portal.

- 1) Log in to the ecVision Community Portal with the user name and password you entered in the account registration.



- 2) Go to **Subscription > Make New Subscription**.
- 3) Click the **FDRA** link.
- 4) Click **Select This Plan**.

ecVision Welcome garybarraco@verizon.net

My Company

- Create Account
- Manage Account
- Manage Company Profile
- Account List
- Connected Vendor
- Image Library

Subscription

- My Subscription History
- Make New Subscription

Plans for FDRA – Footwear Distributors and Retailers of America

FDRA – ecVision Classify App

This is a payment plan for FDRA – ecVision Classify App

USER LIMIT	SHORT DESCRIPTION	PRICE / MONTH (USD)
1	Annual Payment USD \$48/year	\$4.00
2	2-User Annual Payment USD \$96/year	\$8.00
3	3-User Annual Payment USD \$144/year	\$12.00
4	4-User Annual Payment USD \$192/year	\$16.00
5	5-User Annual Payment USD \$240/year	\$20.00

[Select This Plan](#)

- 5) Read the payment details carefully. Click **Select Plan** if you agree with the payment details. You can add additional users from your company at this point, or re-visit this page in the future to add more users. Each user will have their own email address corresponding to the company in order to receive email confirmations of receipt when submitting a request and return emails after HTS classification.

USER LIMIT	SHORT DESCRIPTION	PRICE / MONTH (USD)	User Limit
1	Annual Payment USD \$48/year	\$4.00	<input checked="" type="radio"/> 1
2	2-User Annual Payment USD \$96/year	\$8.00	<input type="radio"/> 2
3	3-User Annual Payment USD \$144/year	\$12.00	<input type="radio"/> 3
4	4-User Annual Payment USD \$192/year	\$16.00	<input type="radio"/> 4
5	5-User Annual Payment USD \$240/year	\$20.00	<input type="radio"/> 5

Duration
Yearly

Select Plan

- 6) Your company name and the Terms and Conditions are displayed. Check if the company name is correct.

ecVision

Checkout

1 Select Plan Done | 2 Terms & Conditions | 3 Checkout Payment

MY COMPANY

My Company
Best Global Retail

TERMS AND CONDITIONS

ecVision Suite Services Agreement: Terms and Conditions

Definitions

- 7) Read the Terms and Conditions carefully. If you agree, scroll to the bottom of the TOS section and tick the checkbox next to **I agree to the terms and conditions**.

TERMS AND CONDITIONS

17. If the Subscriber is in breach of any of the terms of this Agreement, then ecVision may at any time, at its sole discretion and without prejudice to any other remedy available to it at law, either disconnect or deactivate or suspend the Subscriber's access to and use of the Application Services until such breach is remedied, or terminate this Agreement and the Subscriber's access to and use of the Services immediately.

18. This Agreement may be assigned by ecVision at any time.

19. No failure or delay on the part of ecVision to exercise any right or remedy under this Agreement shall be construed or operate as a waiver thereof nor shall any single or partial exercise of any right or remedy preclude the further exercise of such right or remedy as the case may be.

20. The Agreement is governed by the laws of Hong Kong Special Administrative Region and the Subscriber hereby submit to the non-exclusive jurisdiction of the courts of Hong Kong Special Administrative Region.

21. This Agreement, together with any additional sheets attached and signed by the parties represents the entire Agreement between ecVision and the Subscriber with respect to the Licensed Service and it supersedes all prior Agreement, proposals, representations and other understandings, whether oral or written by the parties. No alteration or modification of this Agreement will be valid unless made in writing and signed by a Director or other duly authorized representative of ecVision and of the Subscriber.

I agree to the terms and conditions *

- 8) Click **Continue to next step**.
- 9) You are prompted to choose from the following payment options before completing the checkout process. (Again for adding additional users for the company, you should navigate to this screen in the future.)

The screenshot shows the ecVision website interface. At the top, there is a navigation bar with the ecVision logo, a welcome message for 'garybarraco@verizon.net', and a 'Logout' link. Below the navigation bar, there is a section for selecting a subscription type. It includes a warning to contact support if unsure, two radio button options: 'New user or Existing user that would like to extend their subscription period since 2013-10-22 00:00:00 HKT to 2014-10-21 23:59:59 HKT' and 'Add users to your current subscription plan or Upgrade your current subscription plan'. Below this is a caution about terminating the current subscription. Underneath is an 'ORDER DETAILS' section with a table:

BRAND	PLAN	USER LIMIT	DURATION	PRICE PER MONTH (USD)	TOTAL (USD)
FDRA - Footwear Distributors and Retailers of America	FDRA - ecVision Classify App (1)	1	Yearly (12-month)	\$4.00	\$48.00

- 10) You are now in the checkout step. Check the order details and billing information again. In the Payment section, select **PayPal** or **Telegraphic Transfer** as the payment method.

The screenshot shows the 'PAYMENT' section of the checkout process. It features the PayPal logo and the text 'PayPal - pay securely without sharing your financial information'. Below this, there are icons for various payment methods: VISA, MasterCard, AMEX, DISCOVER, eCHECK, and PayPal. At the bottom, there is a radio button option for 'Telegraphic Transfer'.

If you pay by telegraphic transfer, browse to upload the file which has the receipt page or its image for verification of payment.



The screenshot shows the 'TELEGRAPHIC TRANSFER' section. It includes the text 'Only for telegraphic transfer payments.' and a 'Receipt' label. Below the label is a file upload field with a 'Browse...' button. Underneath the field, there is a note: 'Files must be less than 2 MB. Allowed file types: jpg jpeg gif png doc docx pdf.'

- 11) Click **Continue to next step**.
- 12) You are redirected to the PayPal page. You may pay with credit card (default) or your

PayPal account.

- Pay with credit card: fill in the necessary information in the payment form and click **Review and Continue**.

Choose a way to pay

▶ **Pay with my PayPal account**  
Log in to your account to complete the purchase

▼ **Pay with a debit or credit card**
(Optional) Join PayPal for faster future checkout

Country

Card number

Payment types VISA MasterCard DISCOVER AMERICAN EXPRESS

Expiration date mm / yy

CSC

[What is this?](#)

First name

Last name

Address line 1

Address line 2 (optional)

City/State


ZIP code

Phone type

[Why is this needed?](#)

Phone number 555-555-1234

Email

Payments processed by 

- Pay with a Paypal account: enter the login information and click **Login**.

Choose a way to pay

▼ **Pay with my PayPal account** **PayPal**™

Log in to your account to complete the purchase

Email

PayPal password

This is a private computer. [What's this?](#)

[Forgot email or password?](#)

13) Click **Pay Now**.

ecVision Test's Test Store

Your order summary

Descriptions	Amount
Order 113 at [UAT] ecVision Communi...	\$48.00
Item price: \$48.00	
Options: Product count: 12	
Quantity: 1	
Item total	\$48.00
Total \$48.00 USD	

Review your information

PayPal™

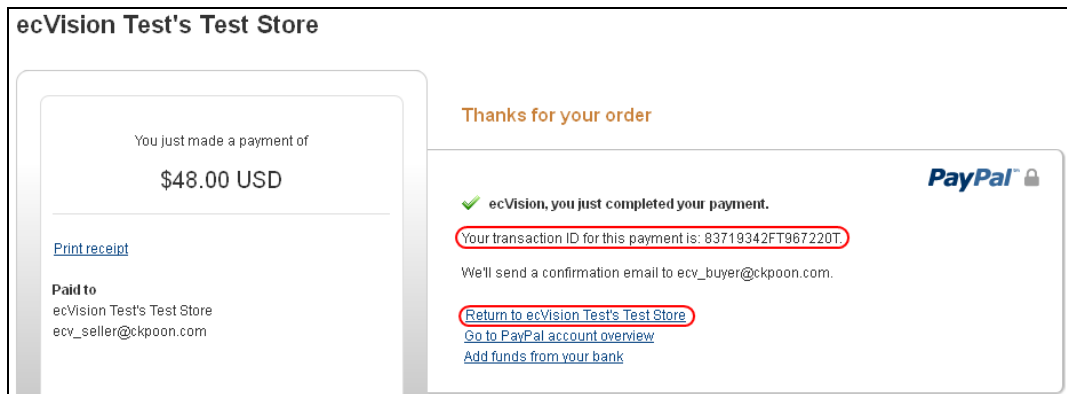
Payment methods [Change](#)

PayPal Balance \$48.00 USD

PayPal gift card, certificate, reward, or other discount [Redeem](#)
View [PayPal policies](#) and your payment method rights.

Contact information
ecv_buyer@ckpoon.com

14) If payment is successful, a payment reference number will be displayed. Note it down as you may need to quote it when you make inquiries about the payment.



15) The registration process is now complete. Click **Return to ecVision's Store page**.

1.4 Registration Assistance

If you are encountering issues registering your company, don't know who the Company Administrator for your company is or if your Company Administrator has left the company, or need more information, contact us-marketing@ecvision.com. We will reply to you as soon as possible to assist you.

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