

TrilogyFit Merchandise Purchase Guide

Desktop Friendly

We are so excited you have chosen to purchase your own piece of TrilogyFit merchandise. In order to make this process easier for you, please follow this guide to login and make a purchase.

1) Trilogy Fit Wildman Business Group Website

- Follow the link below to purchase your merchandise
- <https://trilogyfit.wbgcompanystore.com/login.jhtm>

2) Determining your Employee ID

- If you do not know your employee ID, please contact your Accounts Payable/payroll. Your employee ID is not the number on your badge. Your employee ID is a 4-6 digit number that does not begin with a zero.
- For additional assistance, please login to Vantage. Additional information for Vantage is included on the bottom of the document.

3) Determining the Proper Login

- Before purchasing merchandise, please log in to your account. Read the options below to determine which one suits you.

4) For Customer Service or questions, please contact:

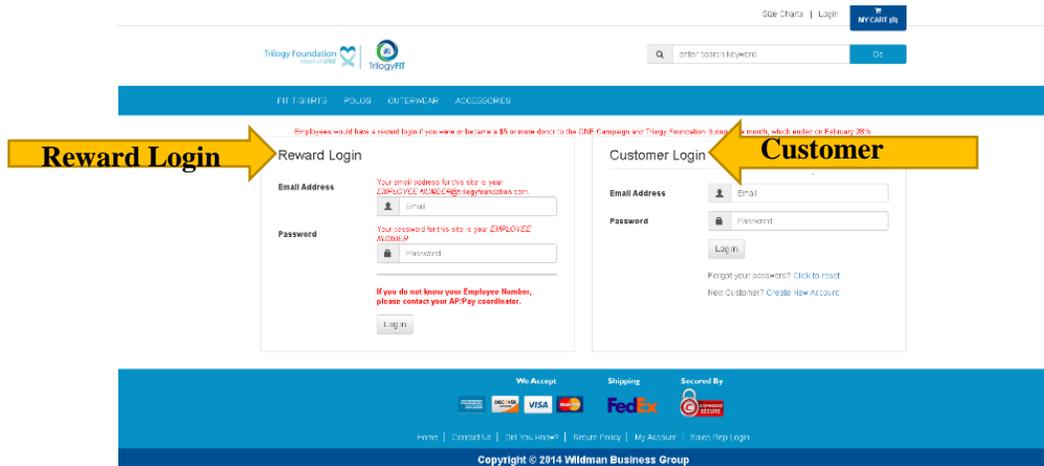
- Megan Wood
- mwood@wildmanimprints.com
- 574-306-4757

Reward Login:

Employees have a reward login if they were or became a \$5 or more donor to the ONE Campaign and Trilogy Foundation during Love month, which ended on February 28th. This is a one-time login to redeem your reward item. For further purchases, please use the customer login.

Customer Login:

Employees and other customers use the customer login if they did NOT donate \$5 or more to the ONE Campaign and Trilogy foundation during love month by February 28th.



5) Logging On

Once you have determined the proper login box, please access your employee ID.

Reward Login:

This login will only be used for redeeming your one-time award. Further purchases will be made using customer login.

You will use a different email address for this site. Please enter

Employee ID @trilogyfoundation.com

Reward password:

The password for this site is the same employee ID used for your login.

Example: Employee ID is “xxxxxx”

Reward Login

Email Address Your email address for this site is your **EMPLOYEE NUMBER@trilogyfoundation.com.**

Password Your password for this site is your **EMPLOYEE NUMBER**

If you do not know your Employee Number, please contact your AP/Pay coordinator.

Customer Login:

For new customers, please select “Create New Account” and use desired email for username. This is the account you will use after redeeming your reward for further purchases.

Customer Password:

The password for this site is the password you create when making your new account.

Customer Login

Email Address

Password

[Forgot your password? Click to reset](#)

[New Customer? Create New Account](#)

6) Purchasing your Merchandise

Rewards Member

Click “Rewards” in the tab on the home page

The screenshot shows the website's home page. At the top right, there are links for "Size Charts" and "Logout", and a "MY CART (0)" button. Below these is a search bar with the placeholder text "enter search keyword" and a "Go" button. The main navigation bar is blue and contains the following tabs: "REWARDS", "FIT T-SHIRTS", "POLOS", "OUTERWEAR", and "ACCESSORIES". A yellow arrow points from the text "Click 'Rewards' in the tab on the home page" to the "REWARDS" tab. Below the navigation bar is a large image of a group of cyclists in blue and black gear, standing in front of a red inflatable archway that says "FINISH". At the bottom of the page, there is a blue footer containing logos for "We Accept" (Discover, VISA, MasterCard), "Shipping" (FedEx), and "Secured By" (McAfee SECURE). Below the logos are links for "Home", "Contact Us", "Did You Know?", "Return Policy", "My Account", and "Sales Rep Login". At the very bottom, it says "Copyright © 2014 Wildman Business Group".

To begin your order with rewards, select “Click Here to Begin Your Order” and select desired merchandise

Trilogy Foundation
Heart of ONE

Trilogyman

enter search keyword Go

REWARDS FIT T-SHIRTS POLOS OUTERWEAR ACCESSORIES

Congratulations!
Because you have chosen to be a Donor in our ONE Campaign, you are eligible for a reward gift.
Please complete the form below and select a free gift, as a small token of thanks for your participation.

—Trilogy Donor Recognition Rewards—

Admin

For Customer Service, please contact:
Megan Wood
mwood@wildmanimprints.com • 574-306-4757

Instructions:

1. Click the button below to begin your order.
2. Fill out the required information on the following page
3. Select the desired product.
4. Select any applicable options for the product.
5. Add to cart.
6. Repeat as needed.
7. View cart and complete order to purchase.

▼ Click Here To Begin Your Order ▼

Customer Member

To purchase desired merchandise, please select from the variety of options in the home tab

Trilogy Foundation
Heart of ONE

Trilogyman

enter search keyword Go

REWARDS FIT T-SHIRTS POLOS OUTERWEAR ACCESSORIES

Preliminary Invoice

Shipping Information

Trilogy Foundation
United States
Commercial
Phone: 000-0000

Change

Billing Information

Trilogy Foundation
United States
Phone: 000-0000

Change

Shipping Method

Trilogy Fit Shipping \$4.99 \$4.99

Estimated Shipping Date:
On or around: **Thursday, 6/14/2018**
** if ordered Tuesday, 5/29/2018

RETURN POLICY

RETURNS
All logoed merchandise are rendered non-returnable, please confirm sizing on the size charts available. Unless worn, laundered or

Payment Method

Credit Card

Enter your information here:

Card Type: * Please Select

Card Number: *

Card Verification Code: * Where do I find this code?

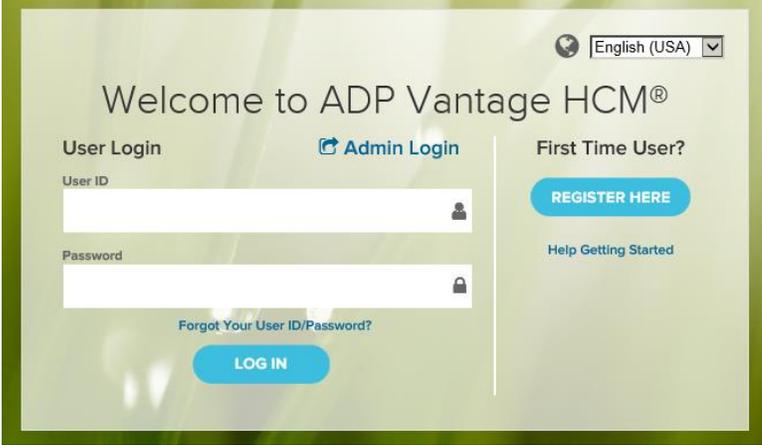
Exp Date (MM/YY): * 01 18

Once you have made your selection, please fill out shipping and billing information along with your payment method.

7) Vantage Login

For additional assistance retrieving your employee ID, please visit the ADP Vantage website.

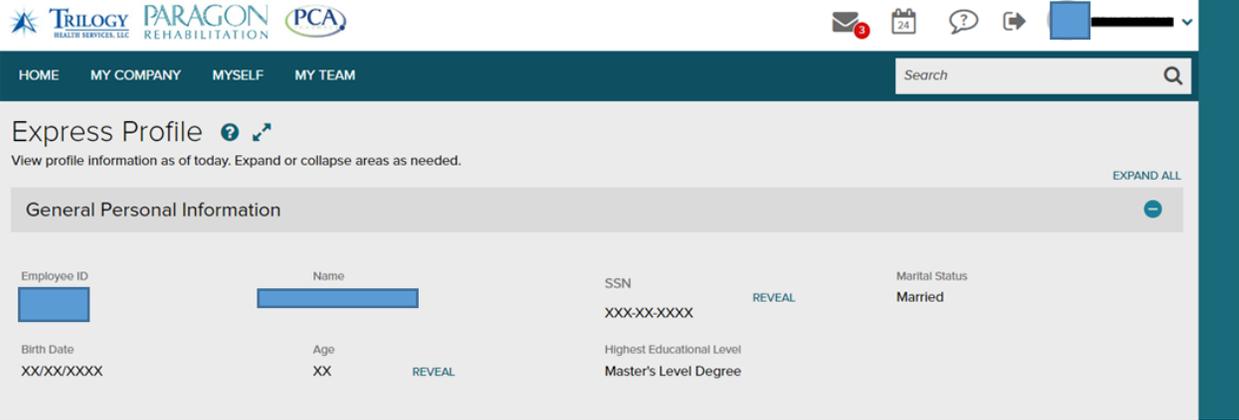
<https://adpvantage.adp.com/public/index.htm>



The screenshot shows the ADP Vantage HCM login interface. At the top right, there is a language dropdown menu set to "English (USA)". The main heading is "Welcome to ADP Vantage HCM®". Below this, there are two login options: "User Login" and "Admin Login" (with a key icon). The "User Login" section contains two input fields: "User ID" and "Password", each with a corresponding icon (person and lock). Below these fields is a "Forgot Your User ID/Password?" link and a blue "LOG IN" button. To the right of the login fields, there is a "First Time User?" section with a blue "REGISTER HERE" button and a "Help Getting Started" link.

After logging into Vantage, select “Myself” then select “Express Profile.” After completing these steps you should be able to view your express profile. Your express profile contains your employee ID under “General Personal Information.”

❖ Employee ID can only be retrieved from a desktop and cannot be retrieved from the mobile app



The screenshot shows the ADP Vantage Express Profile page. At the top, there are logos for TRILOGY HEALTH SERVICES, LLC, PARAGON REHABILITATION, and PCA. Below the logos is a navigation bar with links for HOME, MY COMPANY, MYSELF, and MY TEAM. A search bar is located on the right side of the navigation bar. The main heading is "Express Profile" with a help icon and a share icon. Below the heading is a sub-heading "View profile information as of today. Expand or collapse areas as needed." and an "EXPAND ALL" link. The profile information is displayed in a table format under the heading "General Personal Information".

Employee ID	Name	SSN	Marital Status
[REDACTED]	[REDACTED]	XXX-XX-XXXX REVEAL	Married
Birth Date	Age	Highest Educational Level	
XXXX/XXXX	XX REVEAL	Master's Level Degree	