



ATI Distributor Portal and Dropbox Guide

Here at ATI we strive to supply our most valued partners, our distributors, with the most current and relevant marketing materials. In an effort to streamline our core branding and messaging, we have developed an online Distributor Portal on our website, www.atilaminates.com/distributor/portal/. This will be the place where all our approved distributors can access photographs, branding images and formats, literature and many other sales tools. The online distributor portal is like a self-service station chock full of all sorts of marketing and sales goodies.

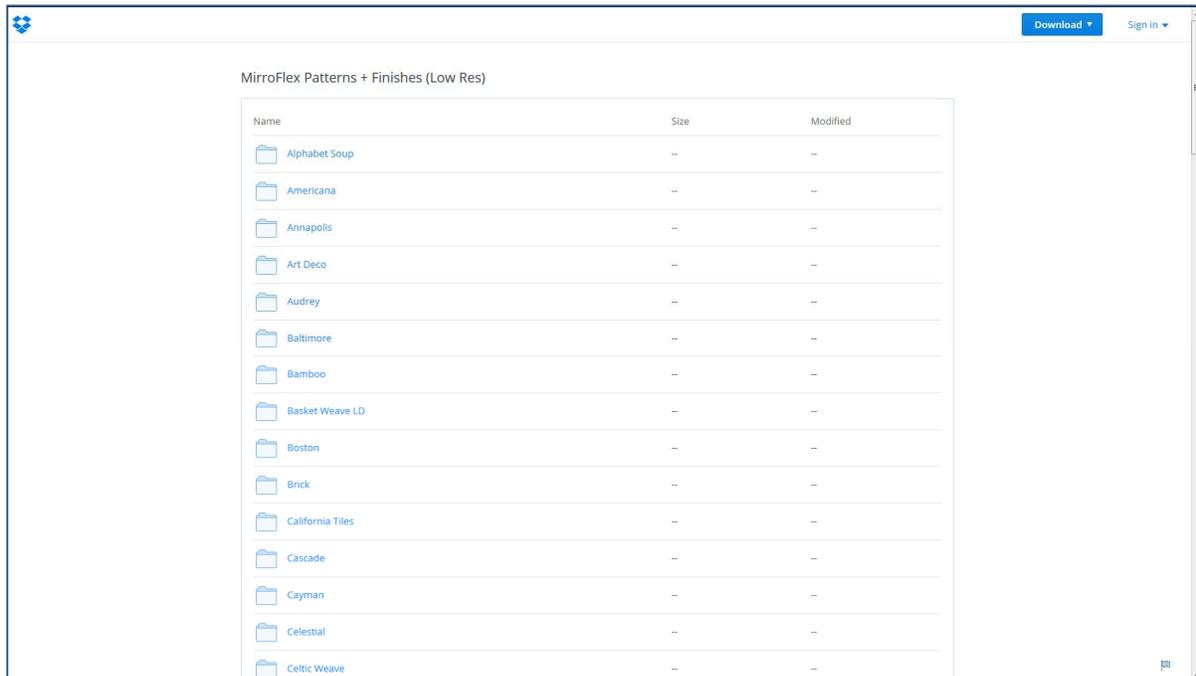
Signing Up

In order to access the files in the distributor portal, you must first [create a Dropbox account](#) (it's free):

1. Go to <http://www.atilaminates.com/distributor/portal/self-service-digital-assets/> and log in with your Distributor login and password. If you don't have a distributor account, you can register for one on the same screen by following the steps on the left.
2. Once you are in the portal, scroll down and click on **"Digital Access"**.
3. If you already have a Dropbox account, you can begin clicking on the different links on the page.
4. If you don't have a Dropbox account, you can create a free one by clicking on the blue **"Sign Up Here"** tag in the introductory paragraph of the Distributor Portal page.

Drop Box

1. When you click on an item in the Distributor Portal, it will take you to a screen like this:



2. Once here, you can click on the file you need and click on the blue "Download" button at the top of the screen. You will have the option to save large files in a zipped format and the option of saving files into your own Dropbox account.

- NOTE: You will need a zipping utility program like 7zip. Also, you will need to specify an image viewer to view the .TIFF files.

Sharing Files

- Once you are in Dropbox.com, you can also share files with others in your team. From the Home section of Dropbox.com, when you hover over the file, you will notice a folder pop up to the right of the file name. When you click on the little drop down arrow in that "Share" tab, you will see the option to send a link to someone or to invite people to collaborate:

The screenshot shows the Dropbox web interface. At the top, there is a header with the text: "Edit any Microsoft Word, PowerPoint, or Excel file in your Dropbox from this browser. Open an Office file from your folders below to try it now or [learn more here](#)." Below this, the user's name "ATI Decorative Laminates" is visible. The main content area shows a list of files and folders. The file "ATI Pricelists" is selected, and a "Share" button is visible to its right. A red dashed circle highlights the "Share" button, and a red arrow points from it to a detailed view of the sharing options menu. This menu includes a "Share" button, an "Invite people to collaborate..." option with the subtext "People can sync and edit", and a "Send link..." option with the subtext "People can view".

Name	Kind	Modified
!ATI Black Book Q2	folder	--
!Catalog Files	folder	--
ATI Pricelists	folder	--
Image Folder	shared folder	--
Presentations	folder	--
Resources	folder	--
Getting Started.pdf	document	3/26/2015 9:06 AM

- You can then follow the steps for either of the sharing options.