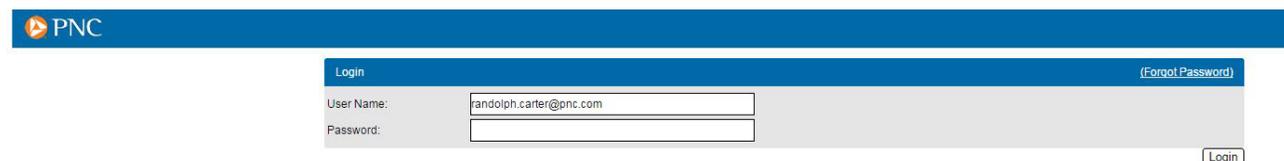


Welcome to the PNCI Print on Demand site! Below is a help document to guide users through ordering Print on Demand materials.

[Personal Data Update Site](#)

URL: <http://pnccip.dittoweb.com/>

First, you will need to update your information on the Personal Data Update Site. Please use the email from PNCsupport@dittohq.com with URL and login credentials to gain access. Please keep in mind that passwords are case sensitive.



The screenshot shows the PNC login interface. At the top left is the PNC logo. The main area is titled "Login" and includes a "(Forgot Password)" link. There are two input fields: "User Name:" with the value "randolph.carter@pnc.com" and "Password:". A "Login" button is located at the bottom right of the form.

### Password Guidelines:

- Passwords must be a minimum of 8 characters
- Passwords must contain a combination of (3) of the following: Uppercase letters, lowercase letters, numbers and/or special characters
- Passwords are unknown to other PNC employees and will be required to be reset every 90 days

Once you are logged in you will be able to edit your information. After you update your personal information, you can order your Print on Demand materials. *You will not be able to place an order for printed materials without updating your information.* From the Personal Data Update site, you can access the Print on Demand Site. See URL in next section for the Ditto Print on Demand Site.



The screenshot shows the "PNC Employee Marketing Data" page. It includes sections for "Employee Profile", "Employee Info", "PNC Investments Partner", "Employee Profile" (with designations), and "Meet Your Team".

**Employee Profile:**  
 Name: J Tucker  
 User Name: j.tucker@pnc.com  
 pURL Address: learn.pnc.com/j.tucker  
 Print on Demand Address: pnccip.dittoweb.com  
 User Image: 

**Employee Info:**  
 First Name: J  
 Last Name: Tucker  
 Phone: 412-434-6668  
 Fax: 412-434-3636  
 Mailstop: A2-YF23-01-1  
 Job Title: Investment Services Advisor  
 Officer Title:  
 MMLS Number:  
 Address: 123 N. 5th St. Allentown, PA 18115  
[Incorrect address? Click here](#)

**PNC Investments Partner:**

First Name	Last Name	Address	Email
Kelly	Maizever	21 N Range Line Rd Carmel, IN 46032	kelly.maizever@pnc.com
Jennifer	Lewis	4739 Piedmont Row Dr. Charlotte, NC 28210-4276	jenn.lewis@pnc.com

**Employee Profile:**  
 Primary Designation: AAMS® Accredited Asset Management Specialist  
 Secondary Designation: LUTCF LUTCF Fellow  
 Tertiary Designation: CFS Certified Fund Specialist  
 The year I joined PNC: 2010  
 The month I joined PNC: January  
 My education: I earned a bachelor's degree in finance from Clarion University of Pennsylvania  
 Personal information About Me: I am an avid golfer and enjoy the great outdoors

**Meet Your Team:**

Name	Title	Email
Sheryl Hoover	PNC Wealth Management Relationship Strategist	Sheryl.Hoover@pnc.com
Meg Small Hoover	PNC Branch Manager	megan.smallhoover@pnc.com
Rochella Hoover	PNC WorkPlace Banker	rochella.hoover@pnc.com
Paige Hoover	PNC Business Banker	paige.hoover@pnc.com

## Client Solution Specialist

Your new PNCI account is specific to Client Solution Specialists and differs from a PNCI user. You will be able to place orders on behalf of others using your [Personal Data Update Site](#).

After logging into your account, you will see a homepage with your information and a list of users you order on behalf of at the bottom.

The screenshot shows the 'PNC Employee Marketing Data' page. It has a blue header with the title and an '(Update Password)' link. Below the header are two columns: 'Employee Profile' and 'Employee Info'. The 'Employee Profile' column contains: Name: Jack Legrasse, User Name: john.legrasse@dittohq.com, and User Image: a placeholder icon. The 'Employee Info' column contains: First Name: Jack, Last Name: Legrasse, and Job Title: Client Solution Specialist (with a dropdown arrow). Below these columns is a blue horizontal bar, and at the bottom, there is a list of users under the heading 'Order For:'. The list includes: Wendy Miller, Rand Carter, Whitney Mullen, and Herbert West, each with a link to their 'Web to Print Personal Data Update Site'.

Next, please select the name of the user you would like to place an order for by clicking their name. You will only be able to see names for the users you have been approved to order on behalf of by PNCI.

This screenshot is identical to the one above, but it features a large red arrow pointing to the 'Order For:' list of users at the bottom of the page.

Clicking a user's name will launch that user's web2print site in a new tab, as seen below. You can only launch one user's site at a time. Also, you will only be able to log in to a user's web2print through your [Personal Data Update Site](#).

From the web2print site, you will now be able to place an order on behalf of the user you support. For example, if you select 'Fact Sheets' you will be able to place a new order on behalf of the user with their information.

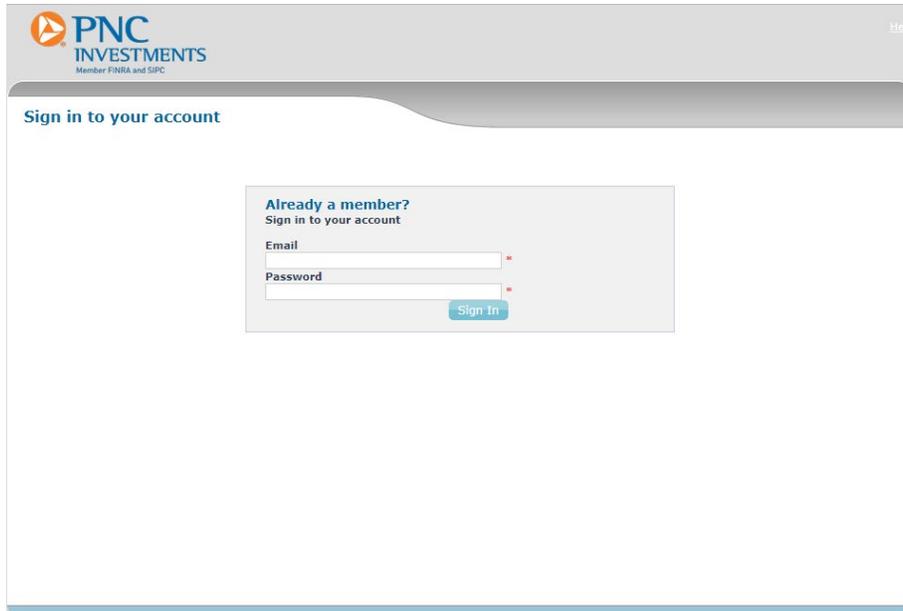
## Ditto Print on Demand

In your web browser, please add the below URL as a trusted site, and save it to your favorites. You will also need to allow pop-ups to use this site. It is recommended that Chrome or Firefox browsers should be used to navigate this site. Internet Explorer may affect functionality of the site.

URL: <https://pnci.dittoweb.com>

## Log-In Information

Your username and password (the password is case sensitive) will be sent by [PNCSupport@dittohq.com](mailto:PNCSupport@dittohq.com).



The screenshot shows the PNC Investments login page. At the top left is the PNC Investments logo with the text "Member FINRA and SIPC". At the top right is a "Help" link. Below the logo is the heading "Sign in to your account". In the center is a login form with the heading "Already a member?" and the sub-heading "Sign in to your account". The form contains two input fields: "Email" and "Password", each with a red asterisk to its right. Below the fields is a blue "Sign In" button.

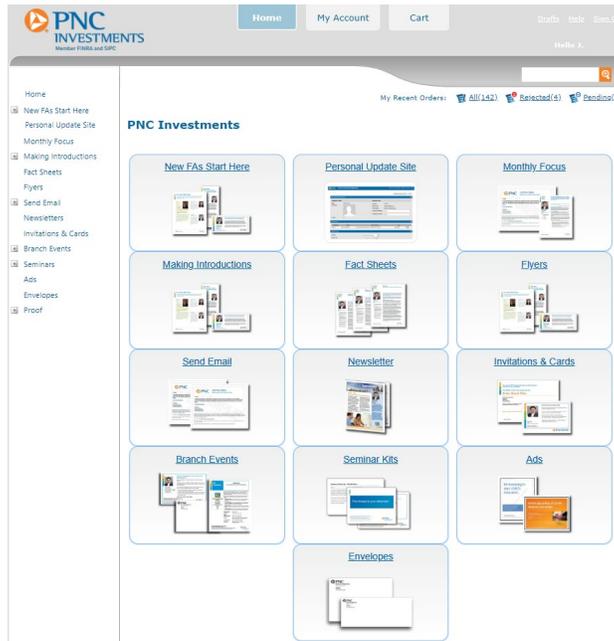
Once logged in you'll need to agree to use of cookies on the site. At the bottom of the page there will be a blue banner and on the right-hand side you'll want to click on "close." In Internet Explorer the banner will be clear; however, you'll still need to click on the "close" button.



## How to Place an Order

Below is the home page that you will see upon entering the Print on Demand site. From here you can place an order for various items.

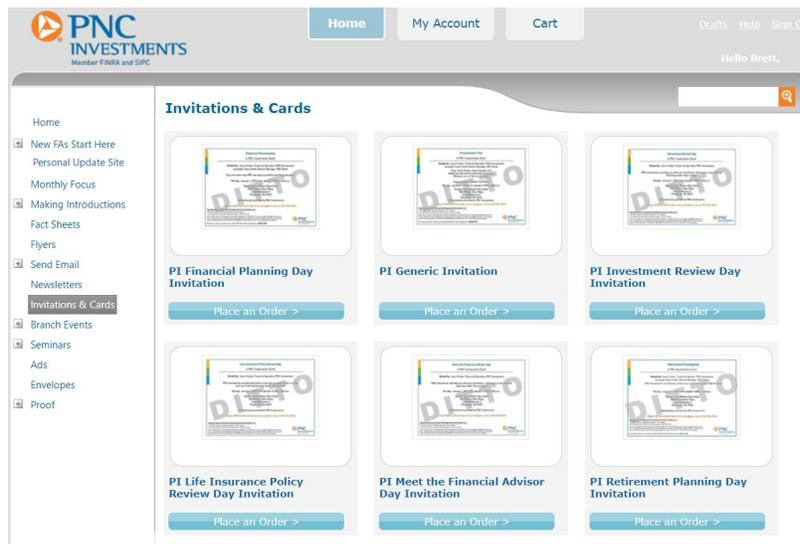
The “My Account” tab at the top will allow you to update addresses and see an order history, while the “Cart” tab will take you to any items you are in the process of ordering.



## Placing an Order

You will see the product catalog listed on the home page. You can access materials by clicking on the squares or on the left side bar. Once the product is selected, you will be able to customize your piece.

Step 1.) Selecting Category – For example when placing an order for Invitations, click on the appropriate thumbnail category to take you to the associated products.



Step 2.) Selecting Product – Click “Place an Order” to begin the customization process. If you are experiencing difficulties placing an order, please remember that information in the Personal Data Update Site needs to be updated before placing an order.

Step 3.) Customizing Product – You will be able to enter in the information for the invitation, and then click 'Next'.

**PI Financial Planning Day Invitation**

Customize | Finalize

Event Host First Name: \*

Event Host Last Name: \*

Event Host Title: \*

Event Host Line of Business:

Enter Additional Host Name: [what's this?]

Enter Event Date:

Enter Event Time:

Event Location:

Event Address 1:

Event Address 2:

Event City, State Zip Code:

Refreshments - Delete out if not applicable:

RSVP Information:

\* Indicates a required field

**Financial Planning Day**  
A PNC Investments Event

Hosted by: Jason Tucker, Financial Specialist, PNC Investments  
(example: Steve Smith, Branch Manager, PNC Bank)

Step in to learn how PNC can help you achieve your financial goals.

Monday, January 1, 2014 from sample 12:00 to 2:00 p.m.

Sample Omni William Penn Hotel  
530 William Penn Plaza  
Grand Ballroom 3  
Pittsburgh, PA 15222

Refreshments provided by PNC Investments

Please RSVP by Month Day to first.last@pnc.com or 855-655-6555.

Page 1

[Refresh Preview](#)

Step 4.) After customizing you will be able to select “Quantity”, “Delivery Method”, and see a “Proof”. After you have reviewed the proof and confirm everything is accurate, click 'Proof is approved' then 'Add to Cart'.

**PI Financial Planning Day Invitation**

Customize | Finalize

Quantity:   Items

Delivery Method

Shipping

PDF Download

Total Quantity: 1 Item

Fixed Price: \$0.00 USD

Price Per Item: \$10.00 USD

Total Delivery Price: Will be calculated during checkout ?

Total Price: \$10.00 USD

[Recalculate](#)

Show pricing table

**PROOF**  Proof is approved \*

[Back](#) [Add to Cart](#)

Step 5.) If “PDF Download Only” is selected, you will be brought to the checkout page where you are able to finalize your order.

**Shopping Cart**

Shopping Cart Items - To Check Out Now

	Name	Units	Price
 	 PI Financial Planning Day Invitation <a href="#">Edit</a>	Total: 1 Item	\$10.00 USD

Subtotal \$10.00 USD

[Continue Shopping](#) [Checkout](#)

Email orders should be placed separate from Bios and Invitations to avoid delays in delivery.  
Mailstop is required for deliveries.

Step 6.) If “Shipping” is selected, you will be brought to the shipping address page.

**Checkout - Order Summary**

Address Details Payment & Submission

**Shipping**

Select Shipping Address

Select from My Shipping Address

**Selected address**

Ditto Test [Edit...](#)

Ditto  
610 Smithfield Street  
Suite 200  
Pittsburgh, Pennsylvania 15222  
United States

**Order Items**

Name
PI Financial Planning Day Invitation

**Shipping Address - PNC Investments**

Display Name: Ditto

Person Name\*: Ditto Test

Company: Ditto

Address Line 1\*: P1-PPP23-P

Address Line 2: 1020 Ridge Avenue

City\*: Pittsburgh

Country\*: United States

State/Province\*: Pennsylvania

Zip/Postal Code\*: 15233

Address Reference:

Phone\*: 412-434-6666

Fax:

\* Indicates a required field

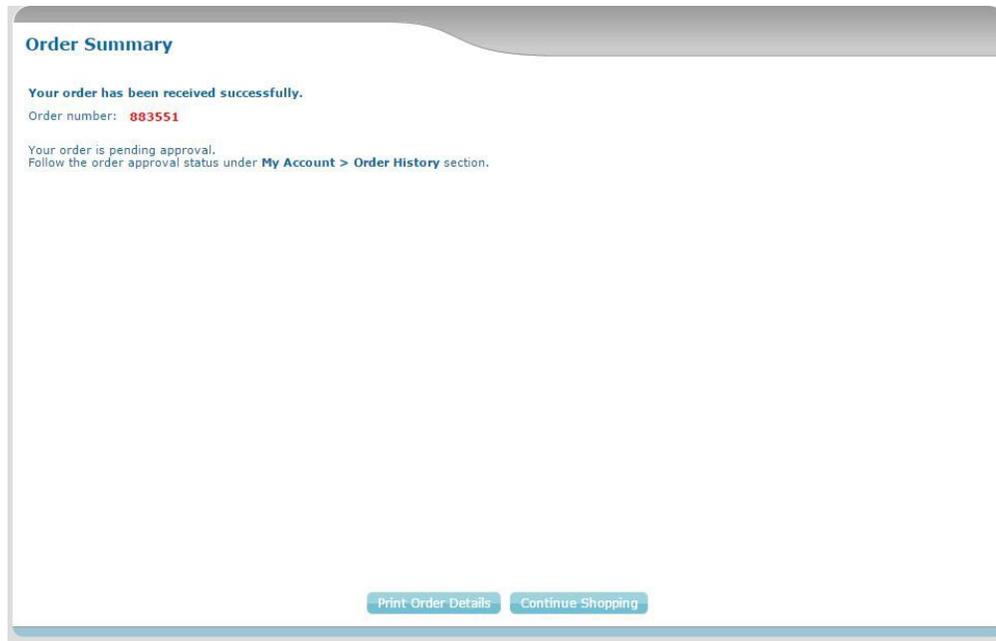
[Cancel](#) [Submit](#)

< Back [Next >](#)

The Cart shows a summary of the items you have customized. Here you can go back and edit items, delete them or continue placing your order. The Order Summary page details your shipping address, shipping method and order items.

**Important: You must include a mailstop for your address for Interoffice Shipping (use 'Address Line 1')**

Step 7.) Once you have completed your order by clicking “Checkout” on the Payment & Submission screen, you will receive an on-screen confirmation of your order as well as an email confirmation that your order has been received. Please follow the link in the email to download your PDF. **Please note that any customized order must go through an approval process prior to it being available for download.**



Below is an example of the email with the “Download” link:



The link goes to User's Order Details page to Download PDF:

**Order Details**  

**Order#:** 82747 [Show receipt](#)

**Payment details:** Invoice

**Purchase details**

Product	Units	Download
 <b>WM FS with Download - No Approval</b> <span style="float: right;"><a href="#">Reorder</a></span>	Total: 1 Item	<span style="background-color: #ffff00; padding: 2px 5px;">Download</span> 

**Delivery details**

Address	ID	Product Name	No. of Units	Status	Tracking
Delivery 1	9948	<b>WM FS with Download - No Approval</b>	1 Item	Pending	PDF Download - Quantity Must Equal to 1

For any questions regarding the Print on Demand Site please contact:

Technical Support

Ditto

Phone: 412-434-6666

Email: [PNCSupport@dittohq.com](mailto:PNCSupport@dittohq.com)