



## ACEGRAPHICS

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## Northwestern Medicine - COVID-19 Materials

Hello NM Team Members,

We would like to make you aware of an online resource we have setup to make it easy to order necessary COVID-19 related signage.

To create an account go to: <https://nm.acegraphics.com/login>

Once there follow the link “Create an account” to sign up. Enter your information on the following screen and save.

Once your account is approved you will be notified by email.

### ORDER:

- 1) Login to the NM Store: <https://nm.acegraphics.com/login>
- 2) Click on the COVID-19 Materials Folder to view all items.
- 3) Click on any item you would like to order, enter the quantity and choose the turnaround time needed. You can print an estimate if needed.
- 4) Select your “Ship To” information from the drop down. If not available click “Add New Address” These addresses are saved to your account.
- 5) Enter any optional additional instructions if needed then click “Add to Cart”
- 6) You will be taken to the Cart where you can view all items you have added. Here you can change/update shipping information or save to your cart for later if needed.
- 7) Click “Continue Shopping” to add more items to the cart before you checkout. You can even have different items shipped to different locations on the same order.
- 8) Once you have all your items in the cart and have added the shipping information. Click “Proceed to Checkout”
- 9) The final screen allows you to request a delivery date or add any final notations, these are not required. Then click “Submit Order”

You will receive an email confirmation of your order. If you have any questions or need additional support please contact us at [support@acegraphics.com](mailto:support@acegraphics.com)

We hope this will simplify the ordering process for these materials. Thank you so much for your partnership!