

Tutorial: Profile

OVERVIEW

Description:	<p>In this section, you can:</p> <ol style="list-style-type: none"> 1. Edit your challenge question, in case you forget your password 2. Edit your contact information (address, phone number, website, contact name) 3. Edit/add company information (nature of business, products, services, main business activity) 4. Edit/add sales information (shipping details, business hours, methods of payment) 5. Edit/Add references information 6. Add company logo and pictures 7. Publish your Polygon profile so non-Polygon members can view it
Need Help:	support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)

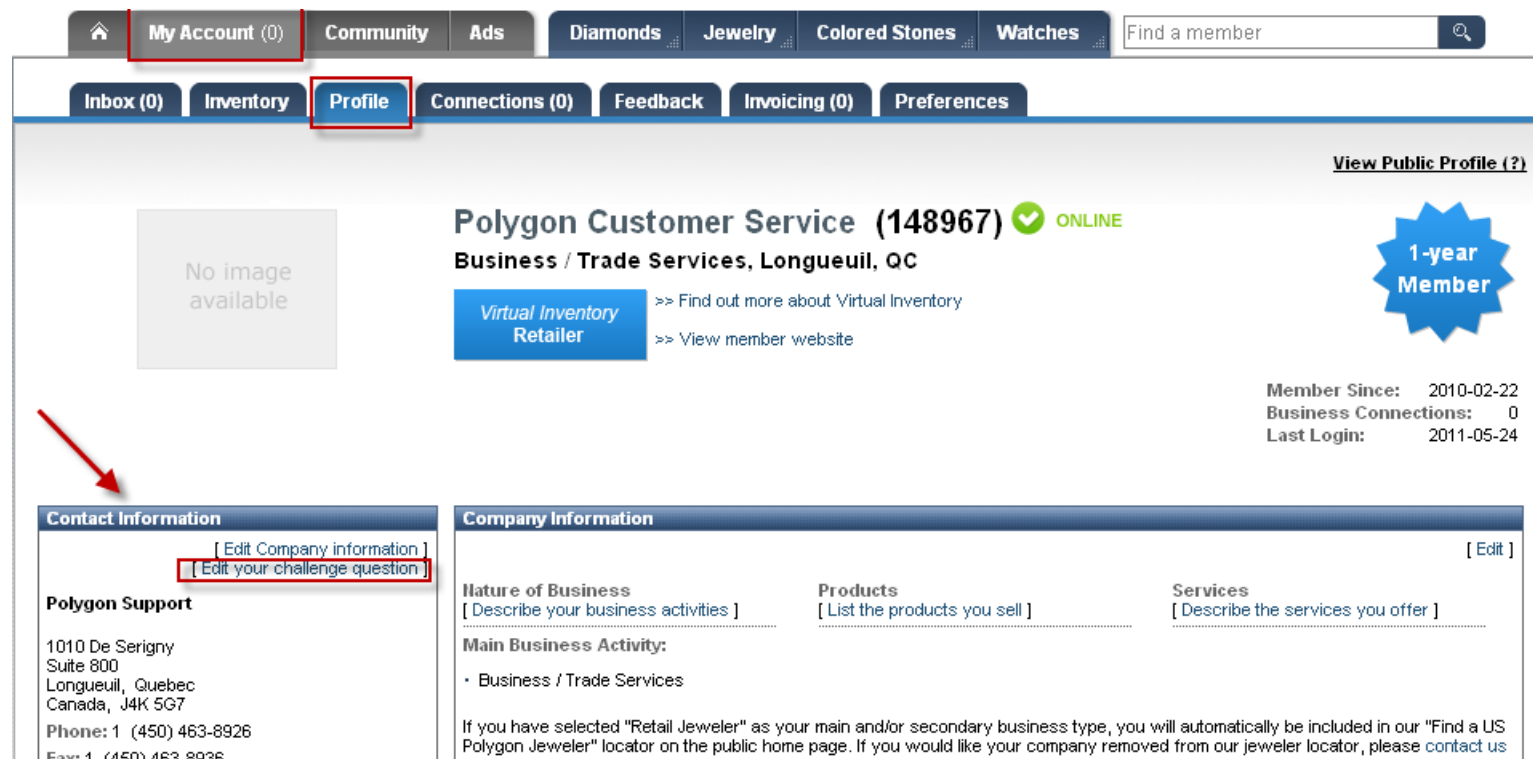
1- HOW TO

1. Edit your challenge question, in case you forget your password

Useful Tip

Make sure you set up a challenge question so that you can access your account at all times even if you forget your password. We can always reset it for you, but only during our open business hours.

- Go to "My Account"
- Go to "Profile"
- Under Contact Information click "Edit your Challenge Question"



My Account (0) Community Ads Diamonds Jewelry Colored Stones Watches Find a member

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Polygon Customer Service (148967) ✔ ONLINE

Business / Trade Services, Longueuil, QC

Virtual Inventory Retailer >> Find out more about Virtual Inventory >> View member website

1-year Member

Member Since: 2010-02-22
Business Connections: 0
Last Login: 2011-05-24

Contact Information [Edit Company information] [Edit your challenge question]

Polygon Support

1010 De Serigny
Suite 800
Longueuil, Quebec
Canada, J4K 5G7
Phone: 1 (450) 463-8926
Fax: 1 (450) 463-8936

Company Information [Edit]

Nature of Business [Describe your business activities]

Products [List the products you sell]

Services [Describe the services you offer]

Main Business Activity:

- Business / Trade Services

If you have selected "Retail Jeweler" as your main and/or secondary business type, you will automatically be included in our "Find a US Polygon Jeweler" locator on the public home page. If you would like your company removed from our jeweler locator, please [contact us](#)

- Enter in your current password
- Choose a question
- Enter in your answer
- Click “Save”

Challenge Question

*Required Information

User ID

Current Password

Challenge Question

Challenge Answer

**Your Challenge Answer can have a maximum of 50 characters.

2. Edit your contact information (address, phone number, website, contact name)

Useful Tip:


Keep your contact information up to date to ensure other members can reach you to do business

- Go to “My Account”
- Go to “Profile”
- Under Contact Information click “Edit Company Information”

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Business / Trade Services, Longueuil, QC

Virtual Inventory Retailer

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Contact Information

[\[Edit Company Information \]](#)
[\[Edit your challenge question \]](#)

Polygon Support

1010 De Serigny

Company Information

Nature of Business
[Describe your business activities]

Main Business Activity:

Products
[List the products you sell]

Services
[Describe the services you offer]

- You can edit your phone number, fax number, website, email, preferred method of contact, address and contact name

Company Information

*Required Information

Company Name*

Phone* (450) 463-8926 Extension

Fax (450) 463-8936

Web Site*

Email*

How do you want to be contacted? ☐ Phone ☐ Email

Address

Address 1*

Address 2

Address 3

City*

Country*

State

Zip/Postal Code

Contact

Salutation

Last Name*

First Name*

Email*


Skype ID


3. Edit/add company information (nature of business, products, services, main business activity)

Useful Tip:

The more information you can provide, the more success you can have on Polygon. All the information will be searchable from members!

- Add nature of business, products you offer, services and your main business activity by clicking under each category on the links in blue
- Click "Edit" to include a full about us paragraph, add company logo and also add more company pictures



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Business / Trade Services, Longueuil, QC

Virtual Inventory
Retailer

Virtual Inventory
Supplier

>> Find out more about Virtual Inventory
>> View member website

1-year
Member

Click here to add your company logo, About Us and additional company pictures

Member since: 2010-02-22
Business Connections: 1
Last login: 2011-05-11
VIEW INQUIRIES

Contact Information
[Edit]
[Edit your challenge question]
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Polygon Support
1010 De Serigny

Company Information
[Edit]

Nature of Business
[Describe your business activities]

Products
[List the products you sell]

Services
[Describe the services you offer]


Main Business Activity:


4. Edit/add sales information (shipping details, business hours, methods of payment)

- Add your sales information: shipping details, business hours, preferred method of payment and additional information by clicking on "Edit"

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Business / Trade Services, Longueuil, QC

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Member Since: 2010-02-22
Business Connections: 1
Last Login: 2011-05-11
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Contact Information
[\[Edit \]](#)
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Fax: 1 (450) 463-8936
Skype:

Company Information
[\[Edit \]](#)

Nature of Business
[\[Describe your business activities \]](#)



Products
[\[List the products you sell \]](#)

Services
[\[Describe the services you offer \]](#)

Main Business Activity:

- Business / Trade Services

If you have selected "Retail Jeweler" as your main and/or secondary business type, you will automatically be included in our "Find a US Polygon Jeweler" locator on the public home page. If you would like your company removed from our jeweler locator, please [contact us](#).

Feedback
 100.0 % (1  0 )

Products Inventory
 » Jewelry: 1

Sales Information
[\[Edit \]](#)

Shipping Details
Business Hours
Preferred Payment Method

Additional Information

Edit your sales information as it appears to members.

*Required Information

Trading Regions☐ Domestic Only ☐ International**Order Information**

Memo request accepted

☐ Yes ☐ No

Payment Methods*

Preferred:

Accepted:

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐☐ Amex
☐ Cheque
☐ Discover
☐ Escrow.com
☐ Insta Pay
☐ MasterCard
☐ PayPal
☐ Visa
☐ Wire Transfer
☐ Other**Shipping**

Shipping costs*

☐ Ask seller for shipping quote
☐ Calculated Fee: Cost varies based on buyer location
☐ Flat Fee: Same cost for all buyers
☐ Free

Handling time*

☐ We Ship Same Day Until (Ex.: 5:00pm EST)
☐ We ship within days.**Business Hours***

Monday through Monday - (Ex.: 9:00am to 5:00pm EST)

Monday through Monday -

Monday through Monday -

Additional InformationReturn policy, Insurance coverage,
Shipping Services used, etc.

Save

Cancel



Clear all

5. Edit/Add references information

Useful Tip:

Add your references to save you and other Polygon members time looking them up! You can add your JBT number, associations, and even upload documents of references received.

- Click "Edit" next to Reference Information to add your references

Contact Information [Edit] [Edit your challenge question] www.polygon.net Polygon Support 1010 De Serigny Suite 800 Longueuil, Quebec Canada, J4K 5G7 Phone: 1 (450) 463-8926 Fax: 1 (450) 463-8936 Skype:	Company Information [Edit] <table> <tr> <td>Nature of Business [Describe your business activities]</td> <td>Products [List the products you sell]</td> <td>Services [Describe the services you offer]</td> </tr> </table> Main Business Activity: • Business / Trade Services If you have selected "Retail Jeweler" as your main and/or secondary business type, you will automatically be included in our "Find a US Polygon Jeweler" locator on the public home page. If you would like your company removed from our jeweler locator, please contact us .	Nature of Business [Describe your business activities]	Products [List the products you sell]	Services [Describe the services you offer]
Nature of Business [Describe your business activities]	Products [List the products you sell]	Services [Describe the services you offer]		
Feedback 100.0 % (1  0 )	Sales Information [Edit] <table> <tr> <td>Shipping Details</td> <td>Business Hours</td> <td>Preferred Payment Method</td> </tr> </table> Additional Information	Shipping Details	Business Hours	Preferred Payment Method
Shipping Details	Business Hours	Preferred Payment Method		
Products Inventory » Jewelry: 1	Reference Information [Edit] Attachments Company Pictures [Edit]			

- Add a description and upload up to 3 reference files by clicking on the "browse" button to bring up your computer

Reference Information
 Edit your reference information as it appears to members

Description

Reference file 1	<input type="text"/>	Browse...	Remove File (.bmp, .jpg, .gif, .tiff, .png, .pdf, .doc)
Reference file 2	<input type="text"/>	Browse...	Remove File (.bmp, .jpg, .gif, .tiff, .png, .pdf, .doc)
Reference file 3	<input type="text"/>	Browse...	Remove File (.bmp, .jpg, .gif, .tiff, .png, .pdf, .doc)

[Save](#) [Cancel](#)

6. Add company logo and pictures


Useful Tip:

Pictures are key to instilling credibility in your business. Also make sure you add a company logo to add a polished professional look to your profile.


- Click "Edit" next to company pictures

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Member Since: 2010-02-22
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Feedback
 100.0 % (1  0 )
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Company Information [\[Edit \]](#)

Nature of Business
[\[Describe your business activities \]](#)

Products
[\[List the products you sell \]](#)

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[\[Describe the services you offer \]](#)

Main Business Activity:
 • Business / Trade Services
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Sales Information [\[Edit \]](#)

Shipping Details
 Business Hours
 Preferred Payment Method

Additional Information

Reference Information [\[Edit \]](#)
 Attachments

Company Pictures [\[Edit \]](#)

- Next to company logo "browse" to find you logo on your computer
- Add up to six other company pictures
- Click "Save"

Company Information

Company Logo Image File (.bmp, .jpg, .gif, .tiff, .png)

Email

Email Notification

About Us

Company Pictures

Additional Image 1	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Remove Image"/>	(.bmp, .jpg, .gif, .tiff, .png)
Additional Image 2	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Remove Image"/>	(.bmp, .jpg, .gif, .tiff, .png)
Additional Image 3	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Remove Image"/>	(.bmp, .jpg, .gif, .tiff, .png)
Additional Image 4	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Remove Image"/>	(.bmp, .jpg, .gif, .tiff, .png)
Additional Image 5	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Remove Image"/>	(.bmp, .jpg, .gif, .tiff, .png)
Additional Image 6	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Remove Image"/>	(.bmp, .jpg, .gif, .tiff, .png)

7. Publish your Polygon profile so non-Polygon members can view it


Useful Tip:

Many of our members use Polygon as reference outside of the network. If you have a website or if you are publishing items for sale on another website, you can also include a link to your Polygon Profile.

- Click The 'View Public Profile (?)' link at the top right corner of your profile under 'My Account'
- Copy the URL in the browser and paste it where you need! (send it via email to someone asking for references or link it to a logo on your website!)

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Polygon Member Services (1234) ONLINE
 Business / Trade Services, Longueuil, QC
 Out of the office until June 7th - at JCK

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