

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)

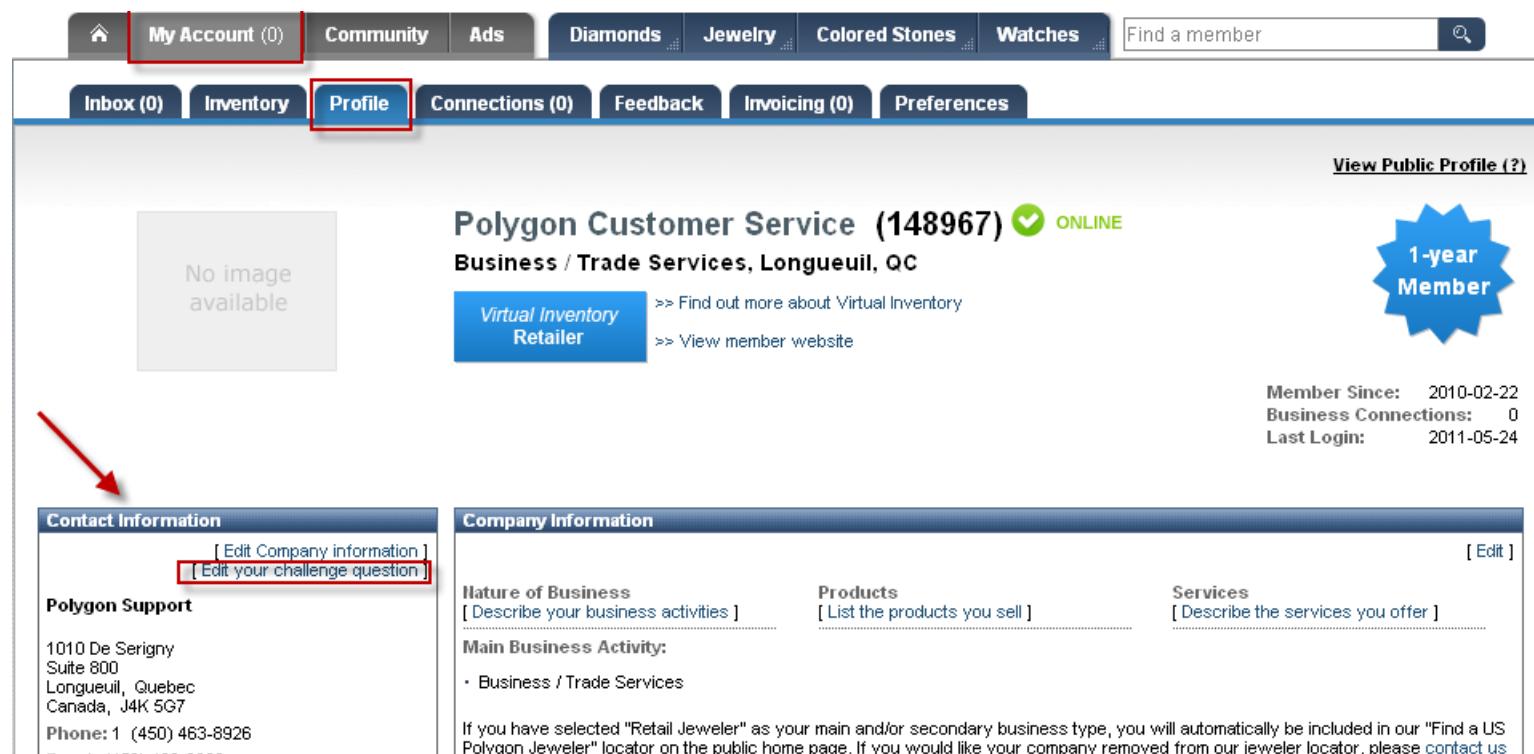
1- HOW TO

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"



The screenshot shows the Polygon website's profile page. At the top, there's a navigation bar with links for 'My Account (0)', 'Community', 'Ads', 'Diamonds', 'Jewelry', 'Colored Stones', 'Watches', and a search bar. Below the navigation is a secondary navigation bar with links for 'Inbox (0)', 'Inventory', 'Profile' (which is highlighted with a red box), 'Connections (0)', 'Feedback', 'Invoicing (0)', and 'Preferences'. The main content area displays a member profile for 'Polygon Customer Service (148967)'. The profile includes a placeholder image, the member's name, business type ('Business / Trade Services, Longueuil, QC'), and a '1-year Member' badge. Below the profile, there are two main sections: 'Contact Information' and 'Company Information'. The 'Contact Information' section contains links for 'Edit Company information' and 'Edit your challenge question' (which is also highlighted with a red box). The 'Company Information' section includes fields for 'Nature of Business', 'Products', 'Services', and a 'Main Business Activity' section with a single item: 'Business / Trade Services'. A note at the bottom of the 'Company Information' section states: '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	148967
Current Password	<input type="password"/>
Challenge Question	What is the name of your pet? <input type="button" value="▼"/>
Challenge Answer	<input type="text"/>

**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”

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

Inbox (0) Inventory **Profile** Connections (0) Feedback Invoicing (0) Preferences [View Public Profile \(?\)](#)

No image available

Polygon Customer Service (148967)  ONLINE
Business / Trade Services, Longueuil, QC

Virtual Inventory [">>> Find out more about Virtual Inventory](#)
Retailer [">>> 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	Company Information [Edit] Nature of Business [Describe your business activities] Main Business Activity: Products [List the products you sell] Services [Describe the services you offer]
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- 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*
 Extension
Fax

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

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

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


Polygon Customer Service (148967)  **ONLINE**
Business / Trade Services, Longueuil, QC
[Virtual Inventory Retailer](#)
[Virtual Inventory Supplier](#)
[Find out more about Virtual Inventory](#)
[View member website](#)


Click here to add your company logo, About Us and additional company pictures
Member since: 2010-02-22
 Business Connections: 1
 Company Logos: 2011-05-11

[VIEW INQUIRIES](#)

Contact Information

[\[Edit \]](#)
[\[Edit your challenge question \]](#)
[www.polygon.net](#)
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”

[Inbox \(0\)](#)

[Inventory](#)

[Profile](#)

[Connections \(0\)](#)

[Feedback](#)

[Invoicing \(0\)](#)

[Preferences](#)

[View Public Profile \(?\)](#)



[Virtual Inventory Retailer](#)

[Virtual Inventory Supplier](#)

[» Find out more about Virtual Inventory](#)

[» View member website](#)



1-year Member

Member Since: 2010-02-22

Business Connections: 1

Last Login: 2011-05-11

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

Nature of Business

Products

Services

[Describe your business activities]

[List the products you sell]

[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

Shipping Details

Business Hours

Preferred Payment Method

Additional Information

[\[Edit \]](#)

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*

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

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

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 <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> [Edit] [Edit your challenge question] www.polygon.net </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Polygon Support 1010 De Serigny Suite 800 Longueuil, Quebec Canada, J4K 5G7 Phone: 1 (450) 463-8926 Fax: 1 (450) 463-8936 Skype: </div>	Company Information <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> [Edit] Nature of Business [Describe your business activities] Main Business Activity: <ul style="list-style-type: none"> • Business / Trade Services <p>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.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Sales Information <div style="display: flex; justify-content: space-between;"> <div style="width: 33%;">Shipping Details</div> <div style="width: 33%;">Business Hours</div> <div style="width: 33%;">Preferred Payment Method</div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Additional Information </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Reference Information <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">[Edit]</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Attachments <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">[Edit]</div> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Company Pictures <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">[Edit]</div> </div> </div>
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- 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(.bmp, .jpg, .gif, .tiff, .png, .pdf, .doc)

Reference file 2(.bmp, .jpg, .gif, .tiff, .png, .pdf, .doc)

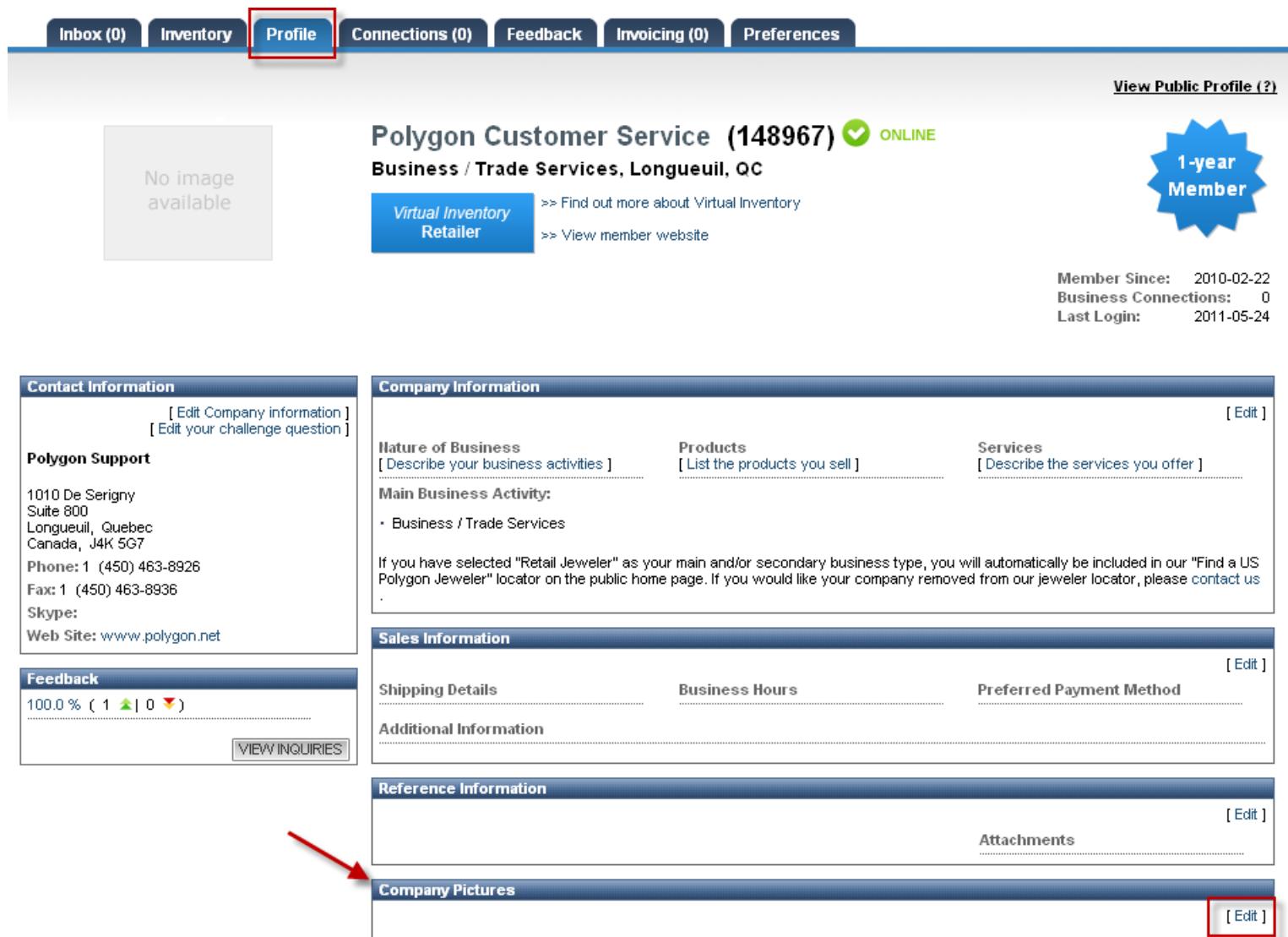
Reference file 3(.bmp, .jpg, .gif, .tiff, .png, .pdf, .doc)

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



[View Public Profile \(?\)](#)

Polygon Customer Service (148967)  ONLINE

Business / Trade Services, Longueuil, QC

Virtual Inventory Retailer

[">>> Find out more about Virtual Inventory](#)
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1-year Member

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Contact Information

[Edit Company information]
[Edit your challenge question]

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1010 De Serigny
Suite 800
Longueuil, Quebec
Canada, J4K 5G7

Phone: 1 (450) 463-8926
Fax: 1 (450) 463-8936
Skype:
Web Site: www.polygon.net

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](#).

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 your logo on your computer
- Add up to six other company pictures
- Click "Save"

Company Information

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

Email

Email Notification

About Us

Company Pictures

Additional Image 1 **Browse...** **Remove Image** (.bmp, .jpg, .gif, .tiff, .png)

Additional Image 2 **Browse...** **Remove Image** (.bmp, .jpg, .gif, .tiff, .png)

Additional Image 3 **Browse...** **Remove Image** (.bmp, .jpg, .gif, .tiff, .png)

Additional Image 4 **Browse...** **Remove Image** (.bmp, .jpg, .gif, .tiff, .png)

Additional Image 5 **Browse...** **Remove Image** (.bmp, .jpg, .gif, .tiff, .png)

Additional Image 6 **Browse...** **Remove Image** (.bmp, .jpg, .gif, .tiff, .png)

Save **Cancel**

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!)

