

Getting Started

Our new site puts all of our marketing materials at your fingertips, so you can easily find, download and print collateral. And, this guide will help you quickly get started.

Just follow these simple steps.

Login

EXISTING USERS:

Using your email address and existing password, you can now login to the new website.

Visit the new site at: catalog.cmsassociates.com/nationalGrid/index.php/users/login/

1. Enter your email address and password
2. Click "Login"

NEW USERS:

1. Select "Create an new account"
2. Complete all of the fields (**tip:** best to use your business address)
3. Be sure to select "Yes, I would like to be notified of products update via this email address" so that you'll know when new content has been added
4. Click "Submit"

You'll receive an email confirmation once you have received access to the site.

I Have an Account

Returning Customers - Log In

Email:

Password:

[Forgot your password?](#)

I Do Not Have an Account

[Create new account](#)

Create an Account

Take a few minutes to create an account now.

Residential Address

2 First Name: Last Name:

Company: Title:

Address:

City: State:

Zip Code: Country:

Phone Number: Fax Number:

E-mail Address:

Password: (4-8 Characters)

Confirm Password: (4-8 Characters)

Yes, I would like to be notified of products update via this email address

4

Update Your Profile

Before navigating the site, please take a few minutes to update your profile and your saved addresses to ensure accurate and timely delivery.

1. Select "Your Account" from the menu at the top right corner
2. Select "Edit Profile" from the menu on the left
 - a. Verify and update your contact information as necessary
 - b. If you've made changes to your contact information, click "Update Account"
3. Select "Shipping Address"
 - a. Verify and update your shipping address as necessary
 - b. If you've made changes to your shipping address, click "Save Address"
4. Select "Billing Address"
 - a. Verify and update your billing address as necessary
 - b. If you've made changes to your billing address, click "Save Address"

National Grid Marketing Materials

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1 [Need Assistance?](#)
 800-474-5756

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[Billing Address](#)
[Order History](#)
[Admin Tools](#)

Edit Profile

Personal Information

First Name: Last Name:

Company: Occupation:

Address:

City: State:

Zip Code: Country:

Phone Number:

Login Information

E-mail Address:

Yes, I would like to be notified of products update via this email address

[Update Account](#)

INTERNAL USE ONLY

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Shipping Address

Name	Street	City	State	DELETE
<input type="checkbox"/> Residential Address First Name: <input type="text"/> Last Name: <input type="text"/> Company: <input type="text"/> Occupation: <input type="text"/> Address 1: <input type="text"/> Address 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="Please Select a State..."/> Zip Code: <input type="text"/> Country: <input type="text" value="United States"/> Phone: <input type="text"/>				

[Save Address](#)

[Home](#)
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Billing Address

Name	Street	City	State	DELETE
<input type="checkbox"/> Residential Address First Name: <input type="text"/> Last Name: <input type="text"/> Company: <input type="text"/> Occupation: <input type="text"/> Address 1: <input type="text"/> Address 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="Please Select a State..."/> Zip Code: <input type="text"/> Country: <input type="text" value="United States"/> Phone: <input type="text"/>				

[Save Address](#)

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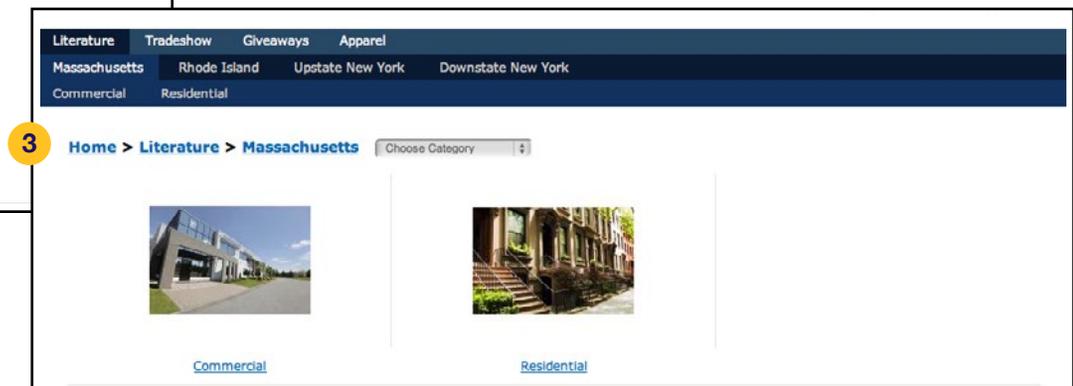
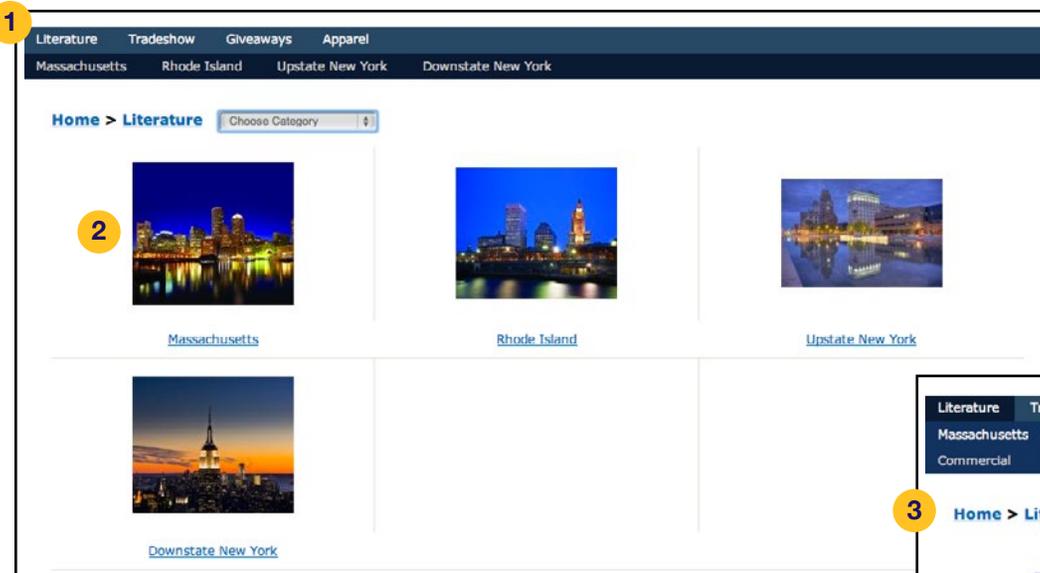
Finding Marketing Materials

The new site contains a wide array of marketing materials from giveaways to trade show display items.

In this example, we will help you find literature.

Literature

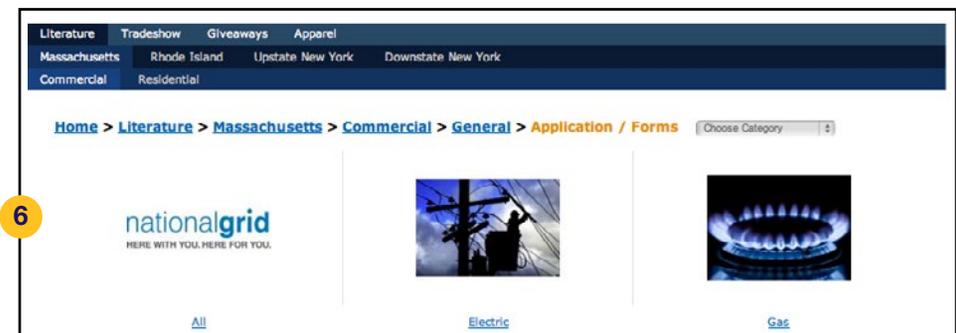
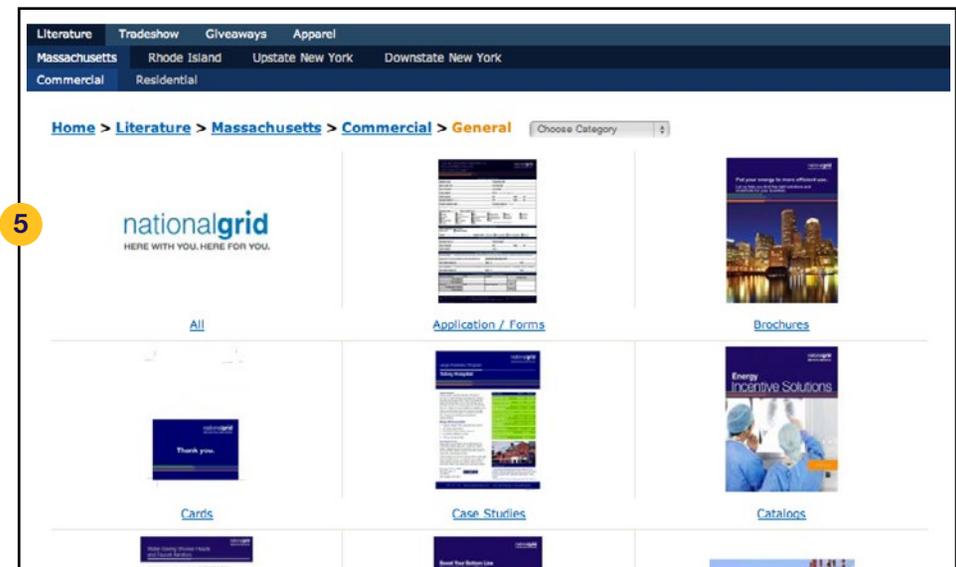
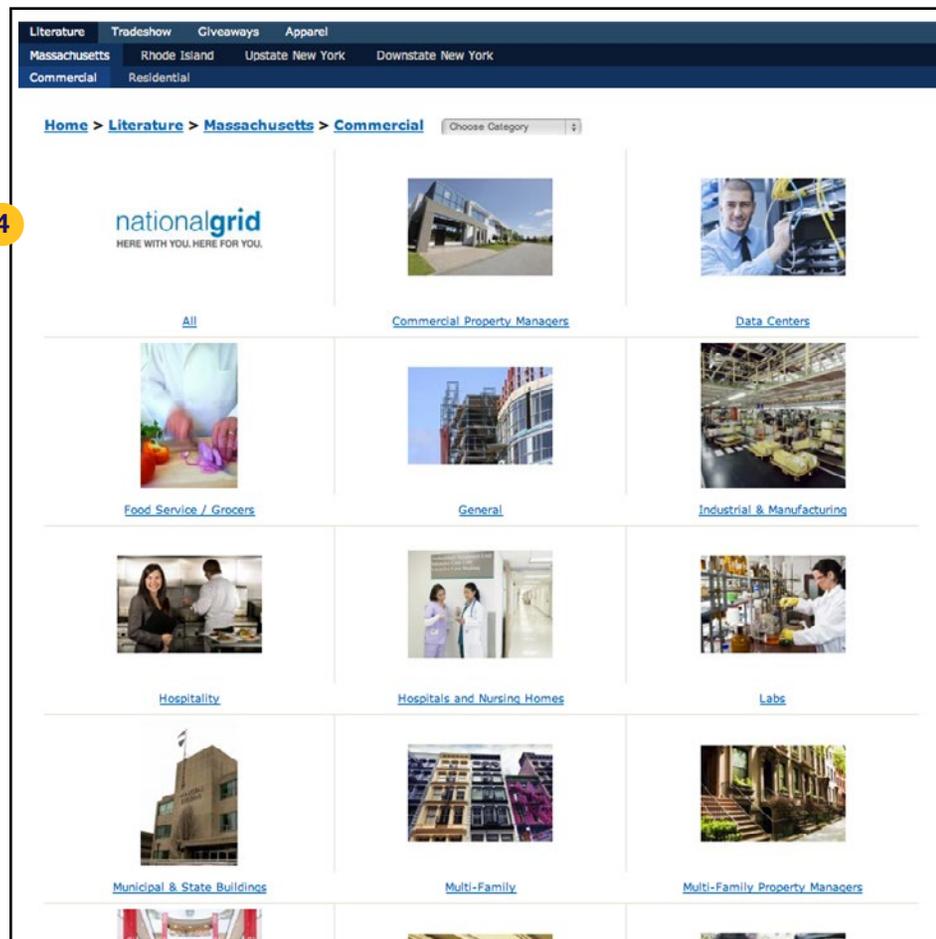
1. Select "Literature" from the main menu
2. Select your region by using the drop down menu or clicking on one of the regional icons
3. Select the category, either "Commercial" or "Residential," by using the drop down menu or clicking on one of the category icons



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Literature - cont.

4. If you select “Commercial,” please then choose the vertical market by using the drop down menu or clicking on one of the market icons
5. Select the sub-category by using the drop down menu or clicking on one of the category icons
6. Select between “All,” “Electric” or “Gas” to review the applicable literature based on your criteria



Enhanced Sales Materials Store

Downloading PDFs

Literature items that can be downloaded electronically feature a link that says "View / Download PDF" as well as the Adobe® PDF symbol. These files make it convenient to share files without waiting for printing.

Click "View / Download PDF"

Ordering Printed Material

You can easily obtain printed collateral by simply adjusting the quantity and adding it to the cart. Literature items will show the unit cost as well as the estimate production and delivery times.

1. Each item will show the price and allow you to enter a quantity
2. Enter "Quantity" of the item you wish to receive
3. Click "Add to Cart"
4. You may now search for additional material and will return to the cart when you add another item, or you can return to the cart at any time by selecting "Cart" from the menu at the top right corner
 - a. You may modify the order size by adjusting the quantity and then click "Recalculate" to show the new total price for that item
 - b. You may remove items from the cart by selecting "Remove" next to the item you wish to delete
 - c. At any point, you can remove all items from the card by clicking "Empty Cart"
5. Once you are in the cart and ready to place your order, click "Checkout"

EE5382 - Data Center Sell Sheet



Date Center Sell Sheet

\$0.25 each **1**

Product Code: 26410

[View / Download PDF](#) 

Quantity **2**

Print-on-demand item. Please allow up to 5 business days for production and delivery.

[Add to Cart](#) **3**

4 Your Shopping Cart

Please review your items and quantities very carefully before proceeding. To ensure your satisfaction, we process and ship your order as quickly as possible, but this also means that your order may be picked and packed before you are able to make changes. Need more time to think? [Continue shopping!](#)

Item	Product ID	Quantity	Price	Total	
 EE5382 - Data Center Sell Sheet	26410	<input type="text" value="100"/>	\$0.25	\$25.00	Remove
Total:				\$25.00	

[Recalculate](#)

[Empty Cart](#)

5 [Checkout](#)

Enhanced Sales Materials Store

Ordering Printed Material - cont.

6. Verify the shipping information is correct
 - a. If the information is not correct, click "Change"
 - b. From the dropdown menu, select "Add New Address"
 - c. Click "Save Selected Address"
 - d. Update your shipping address as necessary
 - e. Click "Save Address"
7. Select your Shipping Method
8. Click "Next > Billing Information"
9. Verify the billing information is correct
 - a. If the information is not correct, click "Change"
 - b. From the dropdown menu, select "Add New Address"
 - c. Click "Save Selected Address"
 - d. Update your billing address as necessary
 - e. Click "Save Address"
10. Select your Payment Method and fill out all required fields
11. Enter the Event Name or use "NA" if not applicable
12. Enter the Event Date or use select the current date if not applicable
13. Review your order details then click "Submit Order"

Billing Information:	Shipping Information:	Shipping Method:
National Grid One Metro Tech Center Brooklyn, NY 11201 United States	National Grid One Metro Tech Center Brooklyn, NY 11201 United States Phone: 978-658-5756	UPS Ground

Questions? Contact Doreen Lucas
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