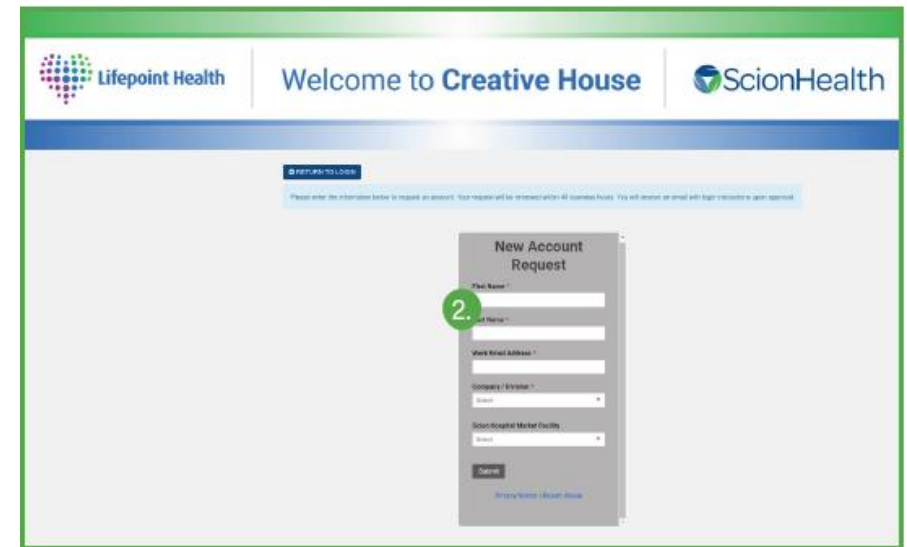


CREATE AN ACCOUNT / LOG IN

The company store for printed collateral, Kindred on Demand, has been upgraded and is now called **Creative House**. You will no longer access the site through the legacy Kindred Healthcare intranet (Knect > ShopKindred > Kindred on Demand).

To access Creative House, please visit: <https://www.creativehouseorders.com>

1. Click “Request an Account”.
2. Enter your first/last name and please enter your **WORK** email address. Choose your company/division from the dropdown selection then click submit. Your account request will be sent to a Support Center/HSC representative for verification. This could take 1-3 business days. Upon verification/approval, your account set-up will be completed in the system. You will receive an email with your login information (username and temporary password). Once logged in, you can update your password to a unique password that you can remember.
3. Please take note of your username and password. If you forget your password, click “Need Help Logging In.” Enter your email address (this should be your work email). If the email address you enter matches your account, you will receive an email to reset your password.
4. Once you have an account, going forward, you will simply choose LOG IN and enter your username and password.



ORDERING A CUSTOMIZABLE PRODUCT

Ordering customizable products on Creative House is like the Kindred on Demand process. The only difference is viewing your customization (proof) for accuracy. See steps below for an example of this new view/process.

Locate the product that you would like to customize.

5. Click “Create New.”

6. Complete the customizable fields as prompted and click “Save.” You will see a small preview of your product. Clicking on Preview Proof will give you a larger view. You can edit any information as needed and review your proof again.

7. When you are satisfied with your customization/proof, click on the green “Proceed to Next Step” button.

PLEASE review your final proof(s) carefully for errors. NOTE: The pink lines will not print – these lines indicate the customizable areas only. ONCE YOU HAVE REVIEWED YOUR PROOF AND CLICK ADD TO ORDER, this is your signature approving the proof as you have submitted it. ALL ORDERS ARE FINAL.

BUSINESS CARD

440-176136
Business Cards

Price Schedule

Quantity	Price
250	\$10.00
500	\$20.00
1000	\$30.00

ORDER

5. Create New

In proceeding, this is your signature stating that your proof was reviewed for errors and is approved as submitted. All sales are final.

8. Choose or type in the order quantity, click the green “Add to Cart” button and proceed to checkout.

Click the image to view a full-size preview

6. Preview Proof

7. Proceed to Next Step

Business Card

Full Name
Bob Jones

Title
Title

Address
11343 East Main St

City
Louisville

State
Kentucky

Zip Code
40204

Email
yourname@gmail.com

Website
www.website.com

Phone 1
(502) 345-6789

Phone 2 (optional)

Brochure describing the facets of inpatient stroke recovery, family involvement and care team.

Price Schedule ▼

ORDER

Order Quantity

8. Add to cart

REVIEW SHOPPING CART

9. Your Cost Center ID should automatically populate but is editable if you need to change it.
10. The blue “Copy to all” button allows you to populate the same Cost Center ID to all line items with one click.
11. You can edit your quantity if needed.
12. You can remove any line item by clicking the red square.
13. When you are satisfied with your cart, click the green “Check Out” button at the bottom of the screen.

The screenshot displays a shopping cart interface with the following elements and callouts:

- Callout 11:** Points to a quantity dropdown menu showing '250' and 'Total Quantity 250'.
- Callout 12:** Points to a red square button in the top right corner, used for removing items.
- Callout 9:** Points to the 'Facility #' input field containing the value '1111'.
- Callout 10:** Points to a blue 'Copy to all' button.
- Callout 13:** Points to the green 'CHECK OUT' button at the bottom right of the interface.

Other visible interface elements include:

- Header: 'Cart' and '1 ITEM IN YOUR CART'.
- Item details: 'BH2-170136 - John H. Doe Business Card'.
- Price information: 'UNIT PRICE \$0.05' and 'TOTAL \$12.50'.
- Form fields: 'Facility #', 'Dept #', and 'GL Code'.
- Footer: 'continue shopping', 'cancel order', and 'CHECK OUT' buttons.
- Summary: 'Subtotal \$12.50' and a note 'Note: This order will ship on 2/14/2023'.

SHIPPING / SUBMIT ORDER

Zip

TEST

Country

United States of America

Please give this address a name for your address book

TEST

Cancel

14. SAVE TEST

14. Complete all requested fields to create your shipping address. Addresses are stored in your address book for future use. When you are satisfied with you address, click the dark blue “Save” button at the bottom.

15. Click the green “Submit Order” button to finalize your order.

Your final screen is your confirmation, listing your order number at the top. You will also receive an email confirmation in your email inbox.

SHIPPING

New Address

Shipping Address

TEST

Shipping Location

TEST

TEST

TEST

TEST

TEST

CHECKOUT SUMMARY

Dear Valued Customer: Due to the automated nature of eCommerce, Print as Demand orders cannot be cancelled beyond two hours of an order being placed. For help with your order please contact orders@vividimpact.com.

Items	1
Subtotal	\$0.75
Shipping Costs	\$0.00
Tax	\$0.00
Total	\$0.75

Shipping, handling and tax may be added to this subtotal.

15. SUBMIT ORDER

Continue Shipping

Cancel Order

TOP NAVIGATION

16. Click on the person icon “Account” to access User Information. Here you can:

- a. Reset your password, name or email address
- b. Create or edit shipping addresses
- c. View favorites (your saved favorite orders)
- d. Log out of your account

17. Click on “Orders” to review the status of your order(s). By using the top bar, you can view the status of open orders and view shipping information on completed orders.

The image shows a screenshot of a web application's top navigation bar and two overlapping pages. The navigation bar at the top has four items: 'Products' (with a house icon), 'Orders' (with a document icon), 'Account' (with a person icon and a dropdown arrow), and 'Help' (with a question mark icon and a dropdown arrow). A green circle with the number '16.' is placed over the 'Account' dropdown arrow. A red circle highlights the 'User Information' option in the dropdown menu, with a red arrow pointing from it to the 'MY ACCOUNT' page below. The 'MY ACCOUNT' page shows fields for First Name, Last Name, Email, Password, and Confirm Password, along with a 'Log Out' button. A green circle with the number '17.' is placed over the 'Orders' link in the navigation bar. The 'Orders' page shows a 'STANDARD ORDERS' section with a 'SEARCH ORDERS' filter and a table of open orders. The table has columns for ID, Type, Status, Submitted, Submitted Date, and Total. One order is listed with ID 'LOX2-1120', Type 'Standard', Status 'Open', Submitted 'QC_user', Submitted Date '08/09/22 09:47 PM', and Total '\$05.60'.

16. Click on the person icon “Account” to access User Information. Here you can:

- a. Reset your password, name or email address
- b. Create or edit shipping addresses
- c. View favorites (your saved favorite orders)
- d. Log out of your account

17. Click on “Orders” to review the status of your order(s). By using the top bar, you can view the status of open orders and view shipping information on completed orders.

Products Orders Account Help

User Information

Addresses

Favorites

Log Out

MY ACCOUNT

First Name: QC

Last Name: _user

Email: orders@vaccinect.com

Submit

STANDARD ORDERS

SEARCH ORDERS

Order ID Shipping Address Start Date End Date

Only display last

1/1

STANDARD ORDERS: OPEN

ID	Type	Status	Submitted	Submitted Date	Total
LOX2-1120	Standard	Open	QC_user	08/09/22 09:47 PM	\$05.60