

## Brand on Demand Download Instructions

In order to provide you with easy access to Brand on Demand, and to work in the optimal browser, we have developed the following download instructions which will install a Brand on Demand shortcut on your desktop.

Note: Brand on Demand works optimally in IE9, Firefox or Chrome. **These instructions are specifically for anyone accessing Siebel/Epic which currently requires IE8 or lower. If you are using IE8 or lower, please follow the instructions below to install a portable version of Mozilla Firefox.** This will allow you to access the Brand on Demand site without affecting your ability and functionality within Siebel/Epic. The instructions below are for PC users. If you are using a Mac, please email [execustaymarketing@oakwood.com](mailto:execustaymarketing@oakwood.com).

*To check your current version of Internet Explorer (IE), launch it and click Help, About Internet Explorer. If you do not see the Help button, click the ALT key on your keyboard then click Help.*

**If you are already using IE9 or IE10, Firefox, or Chrome, please ignore the instructions below and proceed to <http://oakwood.pica9.com>.**

PC users, if you are NOT using IE version 9 or higher, Firefox or Chrome, please proceed.

To begin the application download:

1. Click on the URL – <http://software.oakwood.com/BrandOnDemand.exe>.
2. **Run** (wait for the download to complete, which may take several minutes).
3. **Run** (you can ignore any warnings you receive).
4. Follow the Installer wizard prompts (**Next, Accept** the agreement, **Next, Install, Finish**).

You should now have a *Brand on Demand* icon on your desktop.

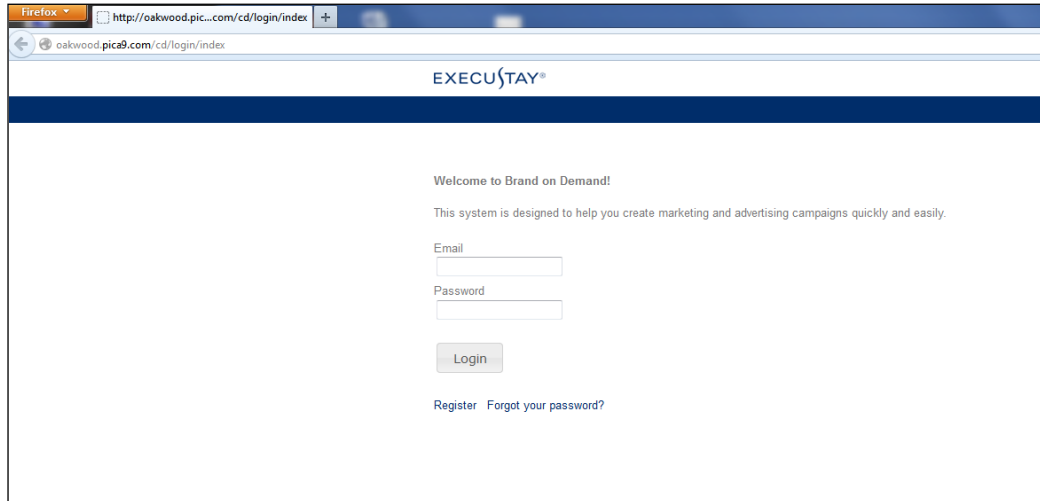


When you launch that shortcut (double click on it) you will be taken to the Brand on Demand site within the portable Firefox application.

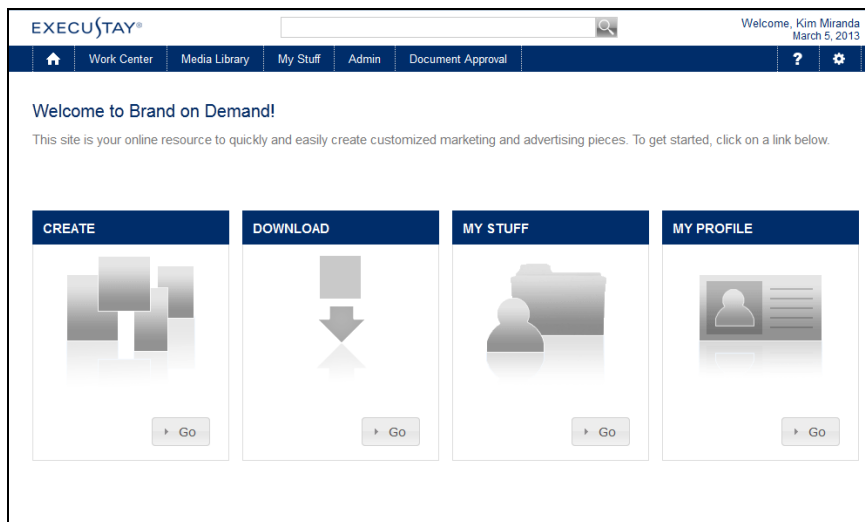
Should you wish to uninstall this software at any point, you will find the **Remove** program by looking at Start, Programs, under Brand on Demand.

To login to Brand on Demand:

1. Double click on the Brand on Demand shortcut.
  - a. You should see the Brand on Demand login page:



2. Enter your email address
  - a. If you are logging in for the first time, use pass (all lowercase) as the password. Email [execustaymarketing@oakwood.com](mailto:execustaymarketing@oakwood.com) if you want to change your password.
3. Once logged in, you are on the home page of Brand on Demand and can navigate to any of the functions from here.



4. To logout, simply hover over the tool icon in the upper right side of your screen. Click logout. You will be taken back to the login screen, where you can simply close your browser.

