



Digital Voucher Admin User Guide

Administrative Features

Logging in on a desktop or laptop is recommended to access administrative features

Go to: www.markscommercial.com
and login:



PRODUCT CATALOGUES WHO WE ARE EMBELLISHMENT ECOMMERCE SAFETY PARTNERSHIPS CONTACT US BLOG

Working together
towards an incident
free future.

Get Started



Enter E-mail address

Enter Password

Select the Checkbox

Click here to reset
forgotten password



Canada Login Customer service

Questions? Call us 1.855.592.7444

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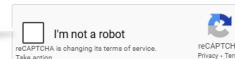
Login

For login assistance, or to unlock your account, please contact Mark's Commercial:
1-855-592-7444 or markscommercial.inquiries@marks.com

Please note that after **10** failed login attempts, your account will be locked out.
Need help placing an order? Click here to view our **User Guides**

E-mail address [must be unique]*

Password*



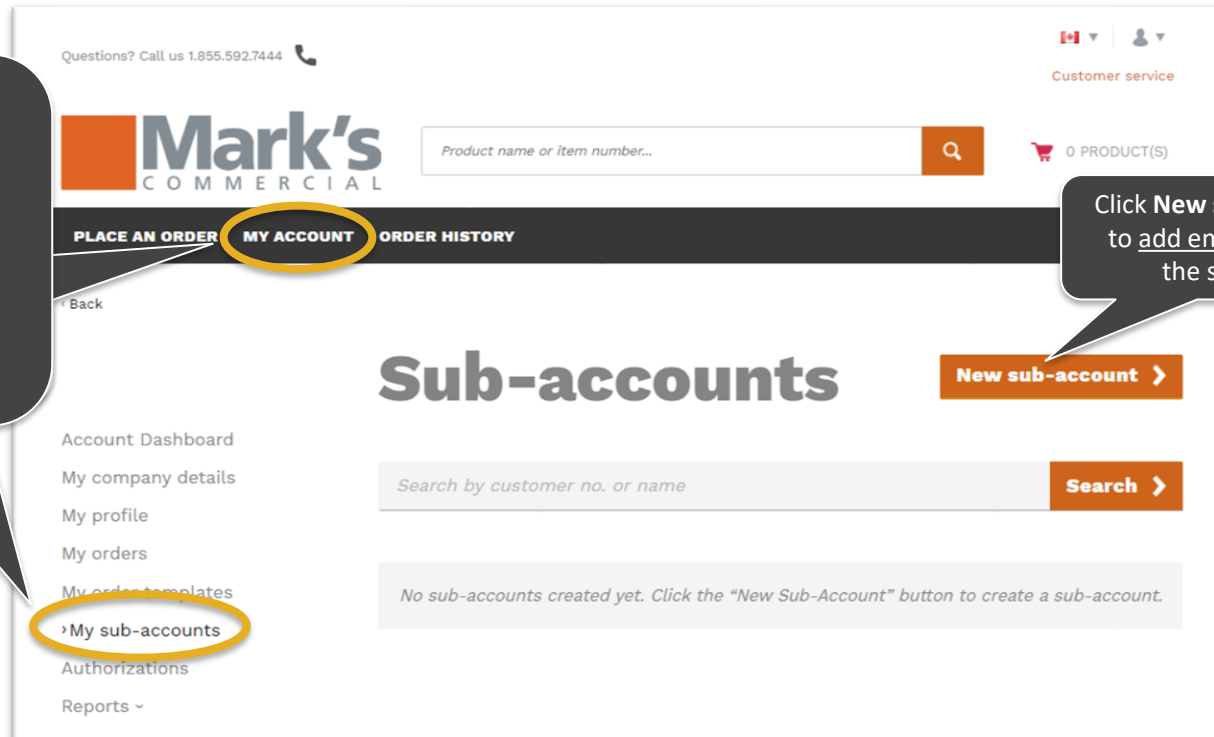
[Forgot password? Click here to reset](#)

Login

Click Login

Administrative Feature: Adding new sub-account (employee)

Click **My sub-accounts** after initial login. If already navigated elsewhere on the site, click **My Account** then click **My sub-accounts**



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Customer service

Product name or item number...

0 PRODUCT(S)

PLACE AN ORDER **MY ACCOUNT** ORDER HISTORY

Back

Sub-accounts

New sub-account >

Search by customer no. or name

Search >

No sub-accounts created yet. Click the "New Sub-Account" button to create a sub-account.

- Account Dashboard
- My company details
- My profile
- My orders
- My order templates
- > My sub-accounts**
- Authorizations
- Reports

Click **New sub-account** to add employees to the system

Administrative Feature: Adding new sub-account (employee)

Enter Employee ID

Enter Employee First and Last Name

Enter Email address which will be used for login and must be unique

Create a password Min. 9 characters, must contain at least 1 letter and 1 number/special character

Add new sub-account

Employee Id
Name*
E-mail address*
Password
Password should be at least 9 characters long.
Confirm password
Force password reset
Active
May order
May see prices
May authorize orders
Requires Approval on Orders
Customerid
00244339, TORONTO TRANSIT BOOT 2013-2015
Manager
C000295314, 00244339 Test Account
Allow delivery to address

Allow contact to enter a delivery address
CC email address
Email CC on order completion
Email CC on shipment
Office location
Department
Function
POMultiFieldName
PO No. / Charge Code
Address
Address 2
City
Postal code*
Country*
Phone number*

Optional fields

Enter the Employee's phone number

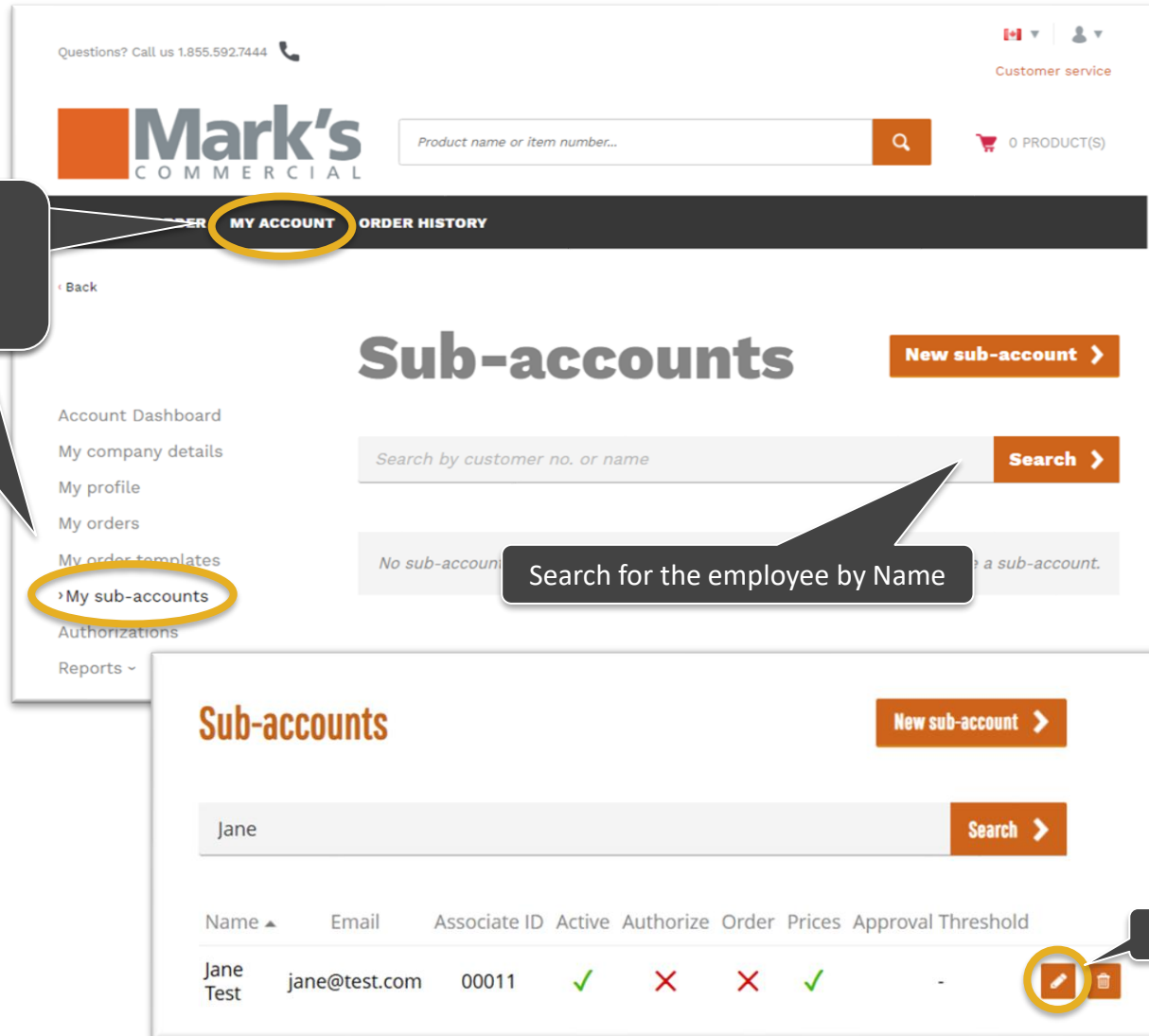
Click SAVE

Save

There is an additional step required to enable digital vouchers for new employees. This must be completed by the Mark's Commercial team. If you have created one or more new sub accounts (employees) email their first and last names as well as their employee ID to MarksCommercial.DigitalVoucher@marks.com We aim to complete these steps within 2 business days.

Administrative Feature: Updating Employee Entitlement (Dollars)

Click on **My Account** to access then click on **My sub-accounts** in the Account Dashboard



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Customer service

Product name or item number...

0 PRODUCT(S)

MY ACCOUNT ORDER HISTORY

Back

Sub-accounts

New sub-account >

Search by customer no. or name

Search >

No sub-accounts found. Please try a different search or create a new sub-account.

Account Dashboard

My company details

My profile

My orders

My order templates

My sub-accounts

Authorizations

Reports >

Sub-accounts

New sub-account >

Jane

Search >

Name ▲	Email	Associate ID	Active	Authorize	Order	Prices	Approval Threshold	
Jane Test	jane@test.com	00011	✓	✗	✗	✓	-	 

Click to Edit

Select **Update entitlement points** to add or adjust entitlement on the Manage Sub-accounts screen

To adjust entitlement for existing employees, use the increase/decrease fields to make balance adjustments

To adjust entitlement for a new employee, first add the entitlement program and then use the increase/decrease fields to make balance adjustments

Close X

Update entitlement points

Entitlement program	Program description	Reward point id	Currency	Available points	Increase points	Decrease points	Transaction date	Comment
Select program	No entitlement points available							
EP000000089								
Select program	Add program							

For assistance please email:
MarksCommercial.DigitalVoucher@marks.com