



# COMPANY STORE

## User Guide

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How to Place Your Order

&

Branch Manager Approval Process



# COMPANY STORE LOGIN

The screenshot shows the Absolute Home Mortgage Corp. website. At the top, the logo is on the left, and navigation links for 'Forgot Password', 'Support Center', and 'Login Request' are on the right. A large banner features a blue box with the text 'Welcome to the Absolute Home Mortgage Company Store!' and a paragraph about branded products. Below this is an orange button labeled 'Order Business Cards'. On the right side, there is a 'Company Store Login' form with fields for 'Username' and 'Password', and an orange 'Submit' button. At the bottom, there is a 'Training/ Support' section with icons for 'FAQ' and a user manual.

**ABSOLUTE**  
Home Mortgage Corp

Forgot Password Support Center Login Request

**Welcome to the Absolute Home Mortgage Company Store!**

The branded products, apparel and printed collateral found on this site are items pre-approved by our company. We are sharing these resources with you so you have access to existing designed and on-brand swag.

Need to order printed marketing materials? Click below to access!

**Order Business Cards**

**Company Store Login**

Username

Password

**Submit**

**Training/ Support**

**FAQ**

Website: <https://www.companywebstore.com/ahmcloans/>

To Log in to the portal, please log in with your user credentials.

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Don't have a log in? Click on **New Login Request!** Please allow 24-48 hours for our team to create and send off to you!

Looking to **reorder** business cards? Click **Order Business Cards** for those items.

\*\*\*Questions on your orders or process? Click on the [Support Center](#) button and input your information. One of our customer service team members will get back to you!

# COMPANY STORE: FORGOT PASSWORD

Your username will be your email address.

Passwords are custom per log in. If you forgot your password, click ***Forgot Password*** on the login page.

**ACCOUNT**Login

 **SUBMIT REQUEST  
SUPPORT**

**YOU ARE NOT CURRENTLY LOGGED INTO YOUR ACCOUNT.**

Enter your credentials below to return to your account.

Login

**NEED TO SET/CHANGE YOUR PASSWORD?**

To reset your password, enter your Login ID above, then select the **Submit Request** button below.  
You will receive an email notification with a link to complete your password update.

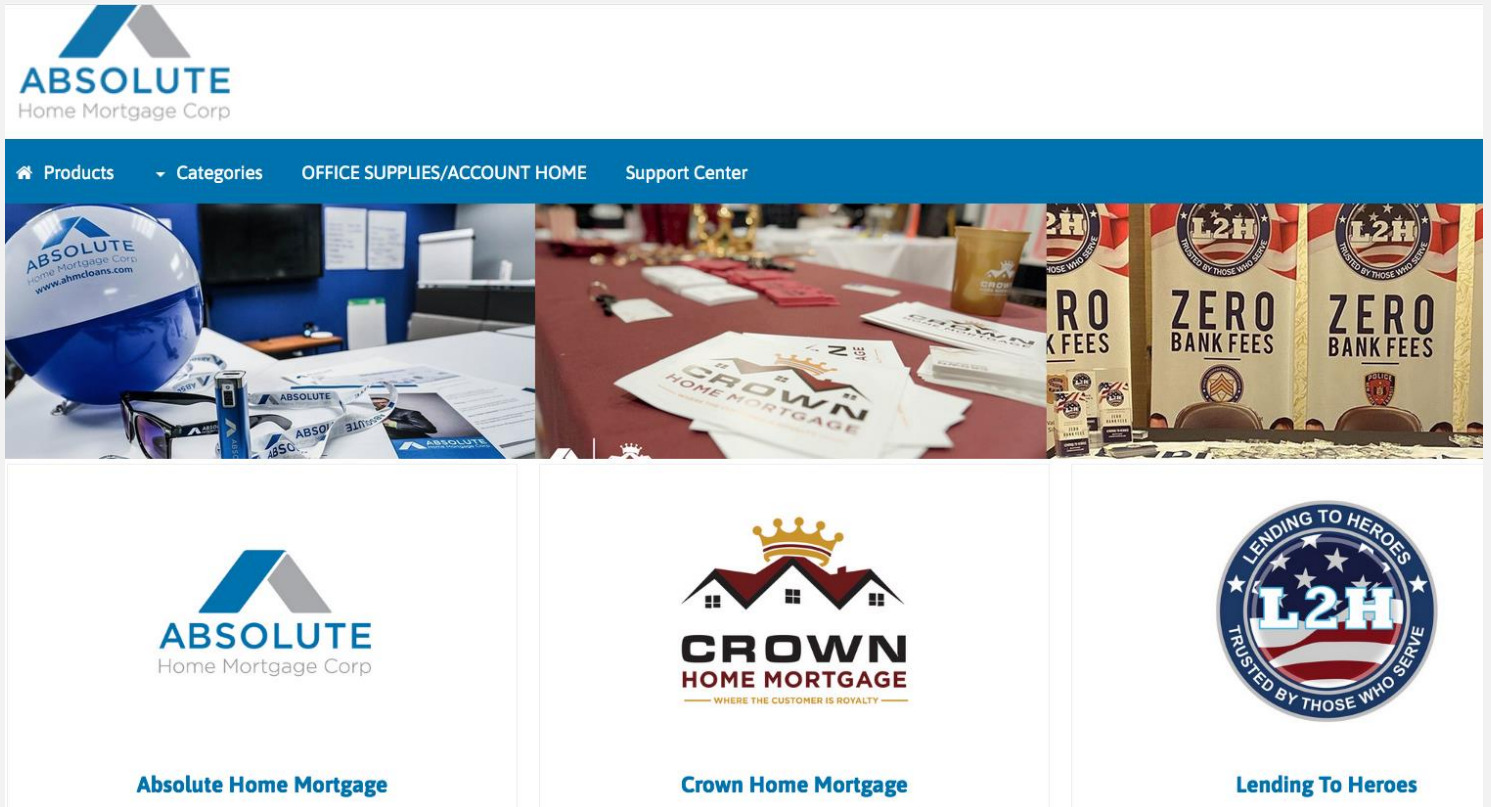
Submit Request

From there you will be directed to this page. Type in **ONLY** your username and then click ***Submit Request***. **Do not click Login.**

**\*\*\*Questions?** Click on the [Support Center](#) button and input your information. One of our customer service team members will get back to you!



# COMPANY STORE



Once logged in, you will see our three brands.

Select either ***Absolute Home Mortgage, Crown Home Mortgage, or Lending To Heroes*** to see their own branded apparel and promo items.

\*\*\*Questions? Click on the [Support Center](#) button and input your information. One of our customer service team members will get back to you!

# ITEM CATEGORIES



**Absolute Apparel**



**Absolute Promotional Items**



**Men's Storm Armour Fleece Hoodie**

1 for \$50.99

[View Product](#)



**Ladies' Storm Armour Fleece Hoodie**

1 for \$50.99

[View Product](#)



**Men's Icon Quarter-Zip**

1 for \$46.69

[View Product](#)



**Nike Dri-FIT Stretch 1/2-Zip Cover-Up**

1 for \$60.59

[View Product](#)

Once you have clicked on a category, please select either ***Apparel*** or ***Promotional Items***.

# ADDING PRODUCTS TO CART

## Men's Storm Armour Fleece Hoodie

Product Info

Size Chart

100% polyester; Storm armour fleece keeps you warm and dry; DWR finish to repel water without sacrificing breathability; brushed inner layer and quick-drying, smooth outer layer; signature Moisture Transport System wicks sweat to keep you dry and light; Adjustable three-piece hood with scuba collar for extra coverage Updated front kangaroo pocket; Athletic loose fit; UA logo on top front chest; Under Armour has discontinued this style and launched New Mens Double Threat Armour Fleece Hoody style #1295286. You'll find deep inventory of all colors and sizes in the new style;

**\$50.99**

ID: 333712A0004

### ORDER

Color

☒ CARBON 090 with White Logo

Logo

☒ Absolute HMC Vertical on Left Chest

Size

☒ M

Order Quantity

1

Add to List

Add List to Cart

Add all the versions of this item you need to your list, then click the Add List to Cart button to submit them all at once!

Products

Categories

OFFICE SUPPLIES/ACCOUNT HOME

Support Center

## Shopping Cart

1

Total Quantity 1



### Men's Storm Armour Fleece Hoodie

Color: CARBON 090 with White Logo

Logo: Absolute HMC Vertical on Left Chest

Size: M

Unit Price

**\$50.99**

Total

**\$50.99**

Subtotal **\$50.99**

Cancel Order

Continue Shopping

Submit

If interested in an item, please be sure to read the product information and if it is an apparel item the size charge. Anything that is decorated **cannot** be returned.

Select your **color**, **size**, and order **quantity**.

Click **Add to List**. Then click **Add List to Cart**.

You will then be directed to **Submit** to continue to checkout, or continue shopping.

# SHOP CART // REVIEW ITEMS

## Order Level Information

Enter any order level information required by your organization below. Note that Estimated Total does not include shipping related charges.

Items: 1  
Item Subtotal: \$50.99  
Tax: \$0.00  
Estimated Total: \$50.99

Budget (Assign to All)






PO Number

Cart Name

## Order Line Details

Review/update individual items on your order below. For stocked inventory, available quantities can be found by clicking the stock icon shown under *Actions*.  
Note: For products offering multiple variations (such as color), a default image may display due to the large selection offered.

Product	Manufacturer	Price	UOM	Qty	Ext Price	Actions
	<a href="#">333712A0004</a>	\$50.99	EA	1	\$50.99	
Men's Storm Armour Fleece Hoodie333712A0004 - B012UA044^CE26480a_White -LC				Message: <input type="text" value="Line Comment"/>		
Project: <input type="text" value="Project ID"/>		Budget:  <input type="text" value="Budget ID"/>				

## Coupon/Promo Code

Single use codes may only be redeemed once.

After entering each code, click the Apply Coupon button to add it to your order.

The promo discount will appear in the Order Level Information at the top of this page.

**Max limit of two coupon/ promo codes per order.**

Apply Coupon

Clear

Update

Save as Quote

CONTINUE >>

If your order details are correct, click **Continue**.

If you received a coupon code and would like to use it, enter the code in the Coupon/Promo Code box and click **Apply Coupon**.

Then click **Continue**.

# CHECKOUT // SELECT SHIPPING

## CHECKOUT // Shipping & Billing

[<< BACK](#)

### Order Details

To see taxes and other surcharges, select your shipping address and click the Update button at the bottom of the page.

Item(s):	1
Item Subtotal:	\$50.99
Tax:	\$0.00
Other Charges:	
Order Total:	\$50.99

Check out our [Community Health Items](#) catalog for the latest products to help your organization maintain a healthy environment! New items will be added as they are made available. [CLICK HERE TO VIEW](#)

**NOTE:** Due to manufacturing demand/ availability, all Community Health Items must be pre-paid and are non-returnable.



## 1. Shipping Information

Please select the appropriate Ship to ID below.

Ship To ID	<input type="text"/>	<input type="button" value="Q"/>					
Ship To Name	<input type="text"/>	Contact	<input type="text" value="Standard Test User"/>	Phone	<input type="text" value="919-676-0522"/>	Extension	<input type="text"/>
Address 1	<input type="text"/>	Address 2	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>	Country	<input type="text"/>

### Payment Method

For invoices, complete any fields required by your organization.

PO Number	<input type="text"/>	Cost Center	<input type="text"/>	<input type="button" value="Q"/>
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For credit card payments, complete fields below. Only enter Auth Amount if splitting across multiple cards. **Card statement will show as ordered from Regency.**

<input checked="" type="radio"/> Credit Card Type	<input type="text"/>	<input type="button" value="Q"/>				
Card Number	<input type="text"/>	Address1	<input type="text"/>			
Expire Date	<input type="text"/>	Address2	<input type="text"/>			
Security Code	<input type="text"/>	City	<input type="text"/>			
Name on Card	<input type="text"/>	State	<input type="text"/>			
Country	<input type="text"/>	Zip	<input type="text"/>			
Auth Amount	<input type="text"/>					



[Click here to add Card or split payment using multiple Cards](#)

### Billing Information

For invoices, select the appropriate Bill To ID if it has not appeared by default.

Credit card orders will bill to address entered in Payment Method section, but your organization's corporate bill to may appear here as a placeholder only.

Bill To ID	<input type="text" value="Default"/>	<input type="button" value="Q"/>	Bill To Name	<input type="text" value="Absolute Home Mortgage Corp"/>			
Address 1	<input type="text" value="330 PASSAIC AVE"/>		Address 2	<input type="text" value="STE 204"/>			
City	<input type="text" value="FAIRFIELD"/>	State	<input type="text" value="NJ"/>	Zip Code	<input type="text" value="07004-2009"/>	Country	<input type="text" value="US"/>

[Schedule Order](#)[Update](#)[CONTINUE >>](#)

1. If your Ship Information doesn't automatically populate, click on the search icon for the ship to options under your log in.



## CHECKOUT // SELECT BILLING OPTION

There are two payment options available for you:

1. You can choose to pay for items personally, via your own credit card

***OR***

2. You can request for payment by your branch. If you choose this option, your order will go through an approval process by both your Branch Manager and Corporate.

# CHECKOUT // SELECT BILLING OPTION

## CHECKOUT // Shipping & Billing

[<< BACK](#)

### Order Details

To see taxes and other surcharges, select your shipping address and click the Update button at the bottom of the page.

Item(s):	1
Item Subtotal:	\$50.99
Tax:	\$0.00
Other Charges:	
Order Total:	\$50.99

Check out our [Community Health Items](#) catalog for the latest products to help your organization maintain a healthy environment! New items will be added as they are made available. [CLICK HERE TO VIEW](#)

**NOTE:** Due to manufacturing demand/ availability, all Community Health Items must be pre-paid and are non-returnable.



### Shipping Information

Please select the appropriate Ship to ID below.

Ship To ID	<input type="text"/>	Q					
Ship To Name	<input type="text"/>	Contact	<input type="text" value="Standard Test User"/>	Phone	<input type="text" value="919-676-0522"/>	Extension	<input type="text"/>
Address 1	<input type="text"/>	Address 2	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>	Country	<input type="text"/>

### Payment Method

If ordering any **Community Health Items**, input your credit card below or continue to checkout to place your order on hold while customer service contacts you for payment. For invoices, complete any fields required by your organization.

PO Number	<input type="text"/>	Cost Center	<input type="text"/>	Q
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For credit card payments, complete fields below. Only enter Auth Amount if splitting across multiple cards. **Card statement will show as ordered from Regency.**

* Credit Card Type	<input type="text"/>		
Card Number	<input type="text"/>	Address1	<input type="text"/>
Expire Date	<input type="text"/>	Address2	<input type="text"/>
Security Code	<input type="text"/>	City	<input type="text"/>
Name on Card	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	Zip	<input type="text"/>
Auth Amount	<input type="text"/>		



[Click here to add Card or split payment using multiple Cards](#)

### Billing Information

For invoices, select the appropriate Bill To ID if it has not appeared by default.

Credit card orders will bill to address entered in Payment Method section, but your organization's corporate bill to may appear here as a placeholder only.

Bill To ID	<input type="text" value="Default"/>	Q	Bill To Name	Absolute Home Mortgage Corp		
Address 1	330 PASSAIC AVE		Address 2	STE 204		
City	FAIRFIELD		State	NJ	Zip Code	07004-2009
					Country	US


[Schedule Order](#)[Update](#)[CONTINUE >>](#)

If you are paying personally with your own Credit Card, input that information in **Payment Method**. Then click **Continue**.

**OR**



If you are requesting for payment by your branch, **SKIP Payment Method**, and just click **Continue**. Your order will go through Order Approval.

# PLACE ORDER



powered by **Office DEPOT**

Search



Standard Test User of Absolute

Company ListMy Shopping ListSearch by CategoryCommunity Health Items


CHECKOUT REVIEW // Place Order

<< BACK

Order Level Information

Items:	1	PO Number
Item Subtotal:	\$50.99	
Tax:	\$3.19	Cost Center
Other Charges:		Cart Name
Total:	\$54.18	

Order Line Details

Product	Description	OrdQty	Price/UOM	Ext Price	Message	Budget	Project
	<u>333712A0004</u> Men's Storm Armour Fleece Hoodie333712A0004 - B012UA044^CE26480a_White -LC	1	\$50.99/EA	\$50.99			

Shipping Information

Ship To ID	AHMC-Chicago	Contact	Standard Test User	Phone	919-676-0522	Extension
Ship To Name	AHMC-Chicago	Address 2				
Address 1	1801 W. Warner Avenue	State	IL	Zip Code	60613	Country
City	Chicago					


PLACE ORDER

Review your order. Verify that your address and all information is correct.

Click **Place Order**

To go back to the home page, click the **COMPANY STORE SHOP NOW** button at the top.

# ORDER CONFIRMATION // APPROVAL STEP I

Order Confirmation Email - WO-201105649 



customerservice@regencyop.com  
to kelliSteigenberger, aliciozcano, me

This message has been deleted. [Restore message](#)

--- Please do not reply to this email. Should you need assistance, please contact your customer service representative of Regency Business Solutions at 919-676-0522. ---

Dear Kelli Steigenberger ,

Here is the information regarding your recently placed order.

Thank you for being a loyal customer, we truly appreciate your business! You can also utilize the Support Center to enter an online request. <http://support-regency360.com> Customer Service



REGENCY

Order: WO-201105649  
Date: 02/21/2020





Account #: 41417, Inlanta Mortgage  
Login: [kellisteigenberger@inlanta.com](mailto:kellisteigenberger@inlanta.com), Kelli Steigenberger

Contact: Kelli Steigenberger

Cost Center: 1001, Admin

Ship To Information:

Inlanta Mortgage ( ShipID: The Inlanta Center )  
W239 N3490 Pewaukee Rd  
Suite 200  
Pewaukee, WI 53072

Product	Quantity B/O Quantity	Descriptions	UOM	Price	ExtPrice	Budget	Project ID	Company List	Contract	Message	Last Ordered Date	Last Ordered Quantity
MEA59006 	20	Cambridge Wired Numbered Notebook, Legal Ruled, 70/Shts, WE	EA	\$3.86	\$77.20			Yes	Yes		01/03/2020	10
HEWCE285A  	1	HP 85A Original Toner Cartridge - Single Pack - Laser - Standard Yield - 1600 Pages - Black - 1 Each EA	EA	\$72.08	\$72.08			No	Yes		05/09/2017	1
REG851192 	6	Copy Paper, 92 Bright/112 ISO, 20 Lb, 8-1/2 in.x11 in., 10 RM/CT.	CT	\$32.50	\$195.00			No	Yes		01/27/2020	6

***To verify your order was placed successfully you will always receive an email notifications from our system.***

If you requested for payment by your branch, this does **not** mean your order has been approved yet.


Your order is then routed to your Branch Manager to either **Approve** or **Reject** your order.

You will receive another email notification from our system letting you know if it was approved or rejected.

**\*\*\*Production times vary per products.**



# ORDER CONFIRMATION // APPROVAL STEP I (CONT'D)

Order Confirmation Email - WO-201105649 



customerservice@regencyop.com  
to kellisteigenberger, alcialozano, me

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Dear Kelli Steigenberger ,

Here is the information regarding your recently placed order.

Thank you for being a loyal customer, we truly appreciate your business! You can also utilize the Support Center to enter an online request. <http://support-regency360.com> Customer Service



REGENCY

Order: WO-201105649  
Date: 02/21/2020





Account #: 41417, Inlanta Mortgage  
Login: [kellisteigenberger@inlanta.com](mailto:kellisteigenberger@inlanta.com), Kelli Steigenberger

Contact: Kelli Steigenberger

Cost Center: 1001, Admin

Ship To Information:

Inlanta Mortgage ( ShipID: The Inlanta Center )  
W239 N3490 Pewaukee Rd  
Suite 200  
Pewaukee, WI 53072

Product	Quantity B/O Quantity	Descriptions	UOM	Price	ExtPrice	Budget	Project ID	Company List	Contract	Message	Last Ordered Date	Last Ordered Quantity
MEA59006 	20	Cambridge Wired Numbered Notebook, Legal Ruled, 70/Shts, WE	EA	\$3.86	\$77.20			Yes	Yes		01/03/2020	10
HEWCE285A  	1	HP 85A Original Toner Cartridge - Single Pack - Laser - Standard Yield - 1600 Pages - Black - 1 Each EA	EA	\$72.08	\$72.08			No	Yes		05/09/2017	1
REG851192 	6	Copy Paper, 92 Bright/112 ISO, 20 Lb, 8-1/2 in.x11 in., 10 RM/CT.	CT	\$32.50	\$195.00			No	Yes		01/27/2020	6

If your order was **Rejected**, the order will be cancelled. You must go back into the store and re-enter the order if you wish to proceed to purchase personally or submit another order.

# ORDER CONFIRMATION //

## APPROVAL STEP 2

Order Confirmation Email - WO-201105649 



customerservice@regencyop.com  
to kellisteigenberger, aliciozcano, me

This message has been deleted. [Restore message](#)

--- Please do not reply to this email. Should you need assistance, please contact your customer service representative of Regency Business Solutions at 919-676-0522. ---

Dear Kelli Steigenberger ,

Here is the information regarding your recently placed order.

Thank you for being a loyal customer, we truly appreciate your business! You can also utilize the Support Center to enter an online request. <http://support-regency360.com> Customer Service



REGENCY

Order: WO-201105649  
Date: 02/21/2020





Account #: 41417, Inlanta Mortgage  
Login: [kellisteigenberger@inlanta.com](mailto:kellisteigenberger@inlanta.com), Kelli Steigenberger

Contact: Kelli Steigenberger

Cost Center: 1001, Admin

Ship To Information:

Inlanta Mortgage ( ShipID: The Inlanta Center )  
W239 N3490 Pewaukee Rd  
Suite 200  
Pewaukee, WI 53072

Product	Quantity B/O Quantity	Descriptions	UOM	Price	ExtPrice	Budget	Project ID	Company List	Contract	Message	Last Ordered Date	Last Ordered Quantity
MEA59006 	20	Cambridge Wired Numbered Notebook, Legal Ruled, 70/Shts, WE	EA	\$3.86	\$77.20			Yes	Yes		01/03/2020	10
HEWCE285A  	1	HP 85A Original Toner Cartridge - Single Pack - Laser - Standard Yield - 1600 Pages - Black - 1 Each EA	EA	\$72.08	\$72.08			No	Yes		05/09/2017	1
REG851192 	6	Copy Paper, 92 Bright/112 ISO, 20 Lb, 8-1/2 in.x11 in., 10 RM/CT.	CT	\$32.50	\$195.00			No	Yes		01/27/2020	6

If your order was **Approved** by your Branch Manager, you will receive an email letting you know that it was approved.

Your approved order will then be sent to Corporate for final approval/rejection. You will receive another email notifying you that your order has either been approved or rejected.

# ORDER CONFIRMATION: **BRANCH MANAGER** APPROVAL/REJECT

From: [ordersobs@regencyop.com](mailto:ordersobs@regencyop.com) <[ordersobs@regencyop.com](mailto:ordersobs@regencyop.com)>

Sent: Thursday, May 28, 2020 4:29 PM

To: Erica Adams <[eadams@ahmcloans.com](mailto:eadams@ahmcloans.com)>

Subject: WO-201148939 is awaiting your approval.

Dear Absolute Home Mortgage Corp ,

The following order is awaiting your approval, <https://vibenet.thalerus.com/Regency/>

[Click here to Approve this order](#)

[Click here to Reject this order](#)



# REGENCY

Order: WO-201148939

Date: 05/28/2020

Account #: 333712 , Absolute Home Mortgage Corp

Login: [drizzuto@ahmcloans.com](mailto:drizzuto@ahmcloans.com) , Daniella Rizzuto

Contact: Daniella Rizzuto

**Ship To Information:**

Corporate ( ShipID: Corporate )

330 Passaic Avenue

Suite 204

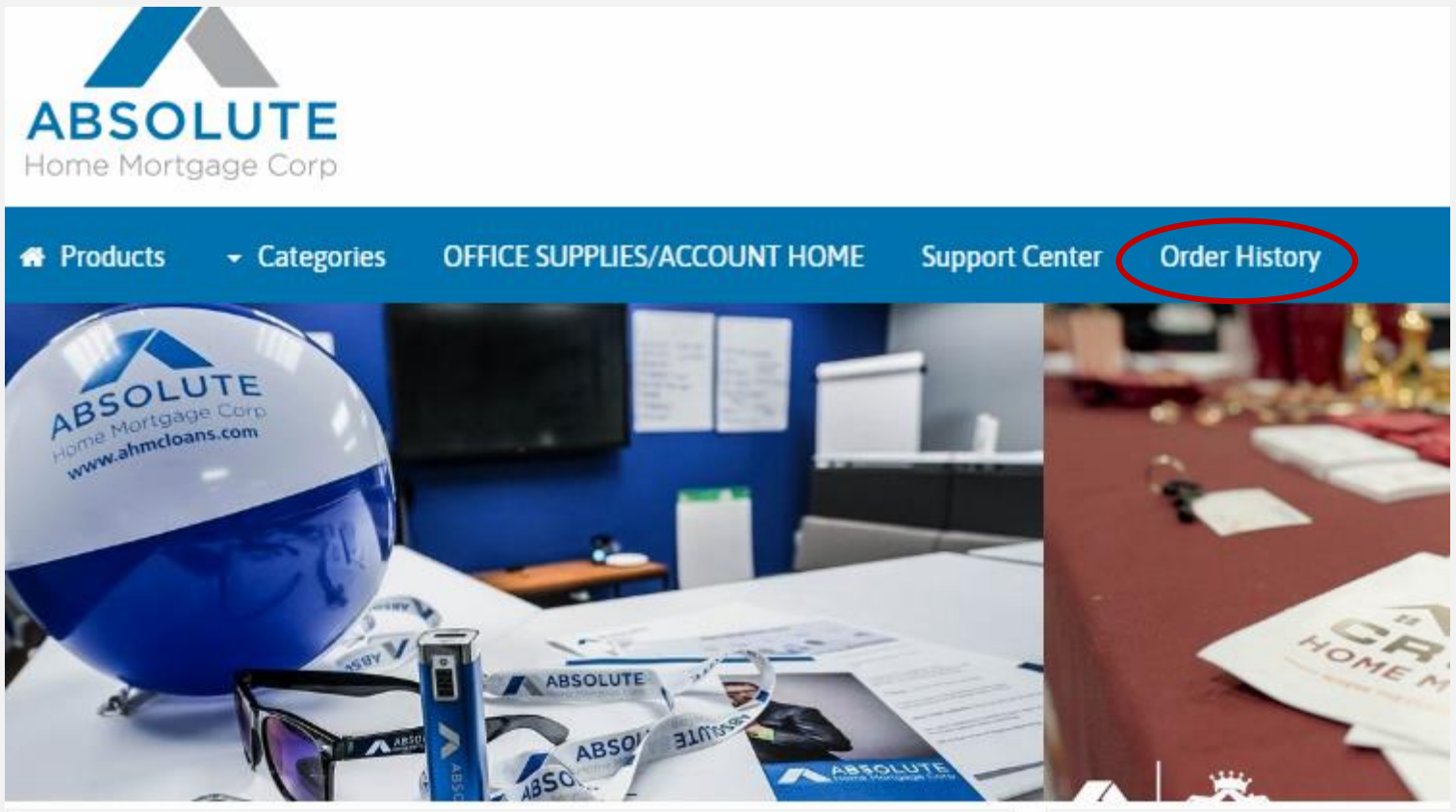
Fairfield, NJ 07004

## **BRANCH MANAGERS:**

When an employee places an order and requests payment by the branch, you will receive an email to either **Approve** or **Reject** the order.

Right in the email, you can **Click Here to Approve** automatically or **Reject** automatically. **However, it is recommended that you log in to review the cart (through the link in the email) so you can see the details of the order. From there, you can Approve or Reject.**

# COMPANY STORE:VIEW ORDERS



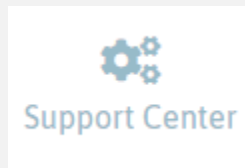
To see your order history or view your cart, click on **ORDER HISTORY** in the toolbar at the top.

\*\*\*Questions? Click on the [Support Center](#) button and input your information. One of our customer service team members will get back to you!

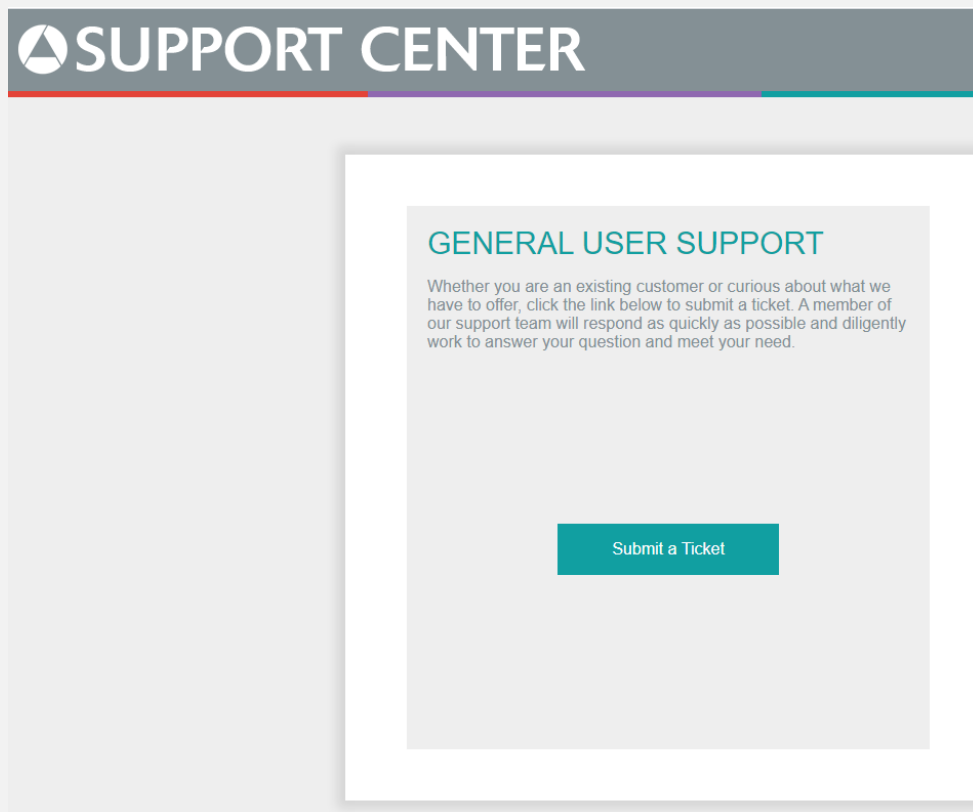


# COMPANY STORE: HELP

If you have any questions at all, please feel free to utilize the **Support Center** button:



You will then be able to submit a support ticket:





***If you have any other  
questions or suggestions  
for the store,  
please contact  
Daniella Rizzuto  
[drizzuto@ahmcloans.com](mailto:drizzuto@ahmcloans.com)***

