RGH Enterprises, Inc.
Quick Guide for Users

User Login

Type
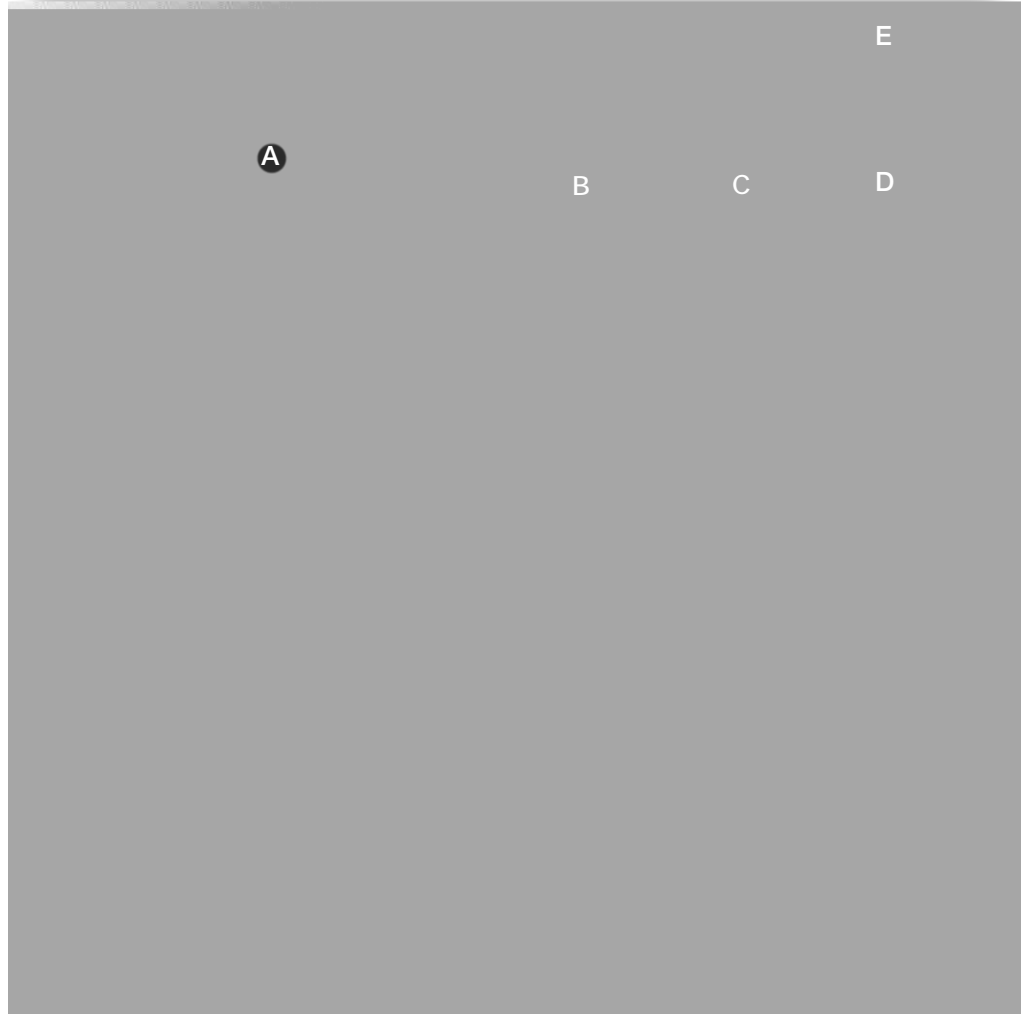in your browser, click **LOG IN** to enter your login information.

If you forget your User ID or Password, click on **"Forgot your User ID or Password?"** for assistance.

Home Page

The Home Page gives you access to all of these features.

Search

B Browse Categories

C Quick Order

D Dashboard

e My Account

Operating System and Browsers

- *Click **Help** from the home page to confirm support for your system and browser.*

Add items to your order

- **Search:** Search by keyword or item number. Search will display a summary of matching categories and top-ranking items that match your criteria. Narrow the results by product attributes, change the sort by option or compare items.

- **Browse Categories:** Browse the online catalog to find the products you need. Includes Ink & Toner Finder, Eco and Recycled, Minority-Owned Business products, and recently purchased.

- **Quick Order:** Enter up to 10 item numbers and quantities and click **Add**.

- **Dashboard:** Quick access to view order history, shopping lists and frequently ordered items.

Product Page

Access the Product Page either by Browsing Categories or through a Search.

- To add an item to your cart, enter quantity and click **Add**.

- To add an item to a list, click **Add to List**.

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