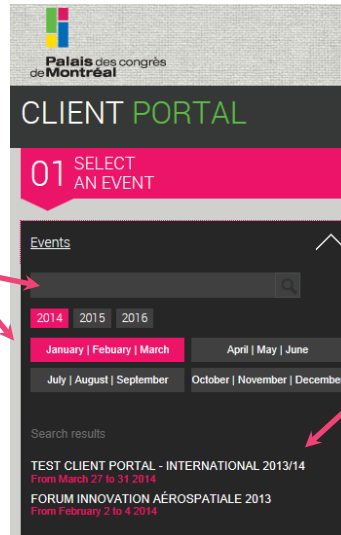


CLIENT PORTAL – ORDER ONLINE PROCESS

Simply Log into Client Portal web site - <https://portailclient.congresmtl.com/en>

1) SELECT AN EVENT

- Tape a Keyword
or
- Click on the month and the year



2) CHOOSE AN EVENT

3) LOG-IN ACCESS

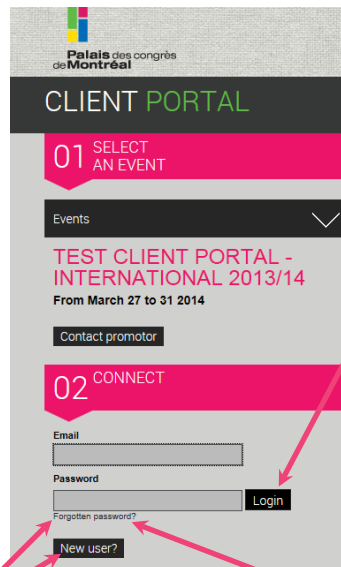
NEW CLIENT

- Create your account
- Click the button **new user**
- Key in your information
- Click the button **Submit**

ALREADY A CLIENT

FIRST TIME ON THE PORTAL

- Enter your e-mail
- Click the button **Forgotten password**
(A temporary password will be sent to your email address)



4) LOG INTO YOUR ACCOUNT

- Enter your name and password
- Click the button **Login**

*FORGOTTEN PASSWORD?

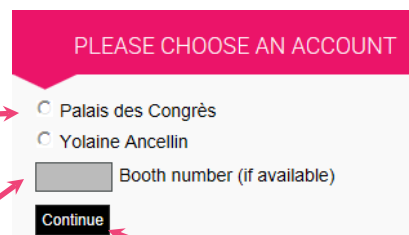
- Enter your e-mail
- Click the button **Forgotten password**
(A message will tell you that your password has been sent by email)

5) CHOOSE AN ACCOUNT FOR BILLING

- **Company** account
or
- Personal account (**your name**)

BOOTH NUMBER

- Enter your booth number

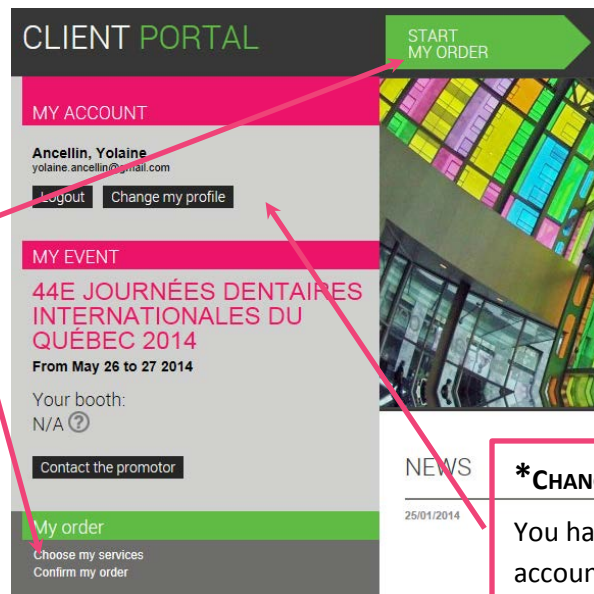


6) Click on **Continue**

CLIENT PORTAL – ORDER ONLINE PROCESS

7) START YOUR ORDER

- Click on the arrow **Start my order**
- or
- Click on **Choose my services**



*CHANGE YOUR PROFILE

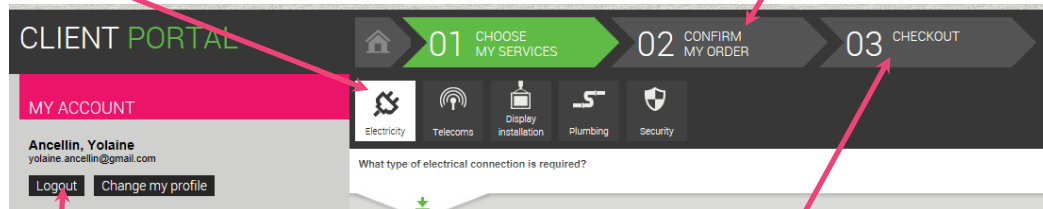
You have to log-in your personal account to update your profile

8) CHOOSE YOUR SERVICES

- Click on the icon
- Enter order quantity
- Click the button **Add items to the cart**
- Repeat for each category

9) CONFIRM YOUR ORDER

- Check the contents of your cart
- Click the button **Confirm my order**



10) CHECKOUT

- Choose your payment option. You can pay by Visa, MasterCard and American Express
- Enter your payment details
- Click the button **Submit**
- You will receive an order confirmation by e-mail

11) YOUR ORDER HAS BEEN PLACED!

Don't forget to **Logout**