



HARCOURTS ONLINE BADGE ORDERING USER GUIDE

- 1) Log in to www.signaladvantage.com begin by clicking on the Corporate SOL ID button at the top of the screen .
- 2) Click on the start your badge order now button; this will take you to the log in screen.
- 3) Click on the login button to start ordering your name badges.
- 4) Enter the following details (case sensitive) and then click on the login button.

Username - naibadge

Password - 1by1

- 5) Scroll down and click next page.
- 6) Pick the badge you wish to order by clicking on the select button next to it. The badge will highlight in green. Scroll down and click next page.
- 7) Choose your delivery location from the drop down box. If your address is not listed then please click on add location and fill out all the boxes with your address and delivery details. This only needs to be done once. For future orders you simply choose your address from the dropdown box.
- 8) Here you will enter your names and other data. Type the name you require in to the name on badge window then click add name. If it is a long name, you can click edit to add the surname in the "title" window so that it will appear on the second line of the badge. Repeat this process for each individual, when finished click next page.
- 9) On this page please click on the submit order button to place your order and you will receive an order confirmation number. Please use this if contacting the office.
- 10) **Please click on the pay now and finish button. Fill in your Credit Card details, you will immediately receive a tax invoice and your badge will then be shipped to you in 2 working days for all orders received before 12pm. Three working days for orders placed after 12pm, not including weekends. All orders ship in pairs.**

SAMPLES:

