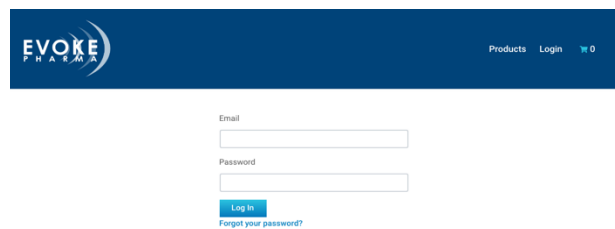


Evoke Pharma Marketing Portal: Step-by-Step Instructions

This guide provides step-by-step instructions on how to access the Evoke Pharma Marketing Portal and order promotional materials.

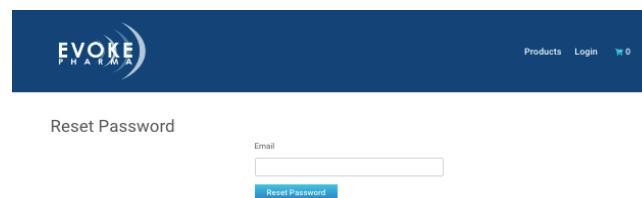
1.1 Log-In Instructions

- Open a browser window (Chrome, Safari, Firefox, IE11, or MS Edge) and type in the URL: evokemarketingportal.com

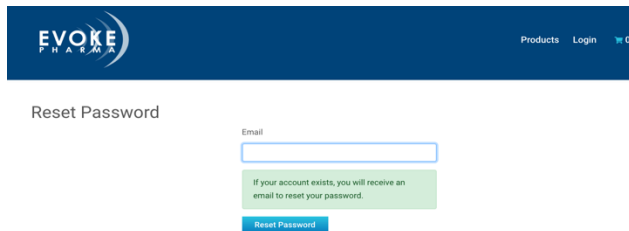


The screenshot shows the login page of the Evoke Pharma Marketing Portal. At the top, there is a dark blue header with the Evoke Pharma logo on the left and the text 'Products Login' on the right. Below the header, there are two input fields: 'Email' and 'Password'. Below the 'Password' field is a blue 'Log In' button. Below the 'Log In' button is a link that says 'Forgot your password?'.

- Enter your email and password
- Select the **Log In** button
- If you forget your password, please click “**Forget your password?**” under the **Log In** button
- Enter your email address and click on the **Reset Password** button



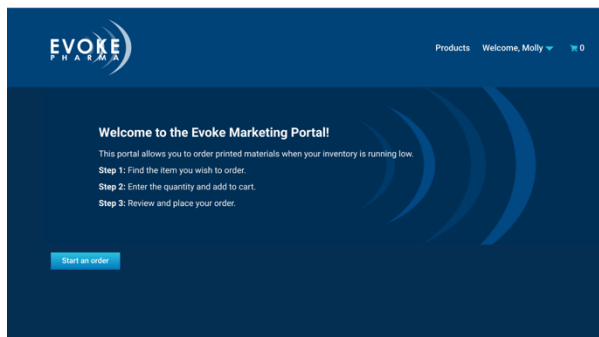
The screenshot shows the 'Reset Password' page of the Evoke Pharma Marketing Portal. At the top, there is a dark blue header with the Evoke Pharma logo on the left and the text 'Products Login' on the right. Below the header, the text 'Reset Password' is displayed. Below this text is an input field for 'Email'. Below the 'Email' field is a blue 'Reset Password' button.



- *If you have an account, you will receive an email to reset your password*

1.2 Welcome Screen

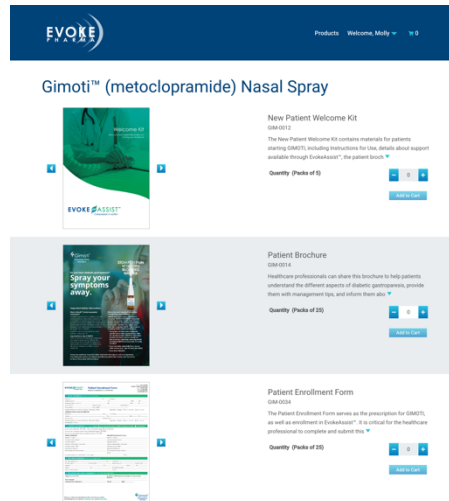
Once you have successfully logged in to the website, you will receive a welcome message with instructions on how to use the portal.






- *Click on the **Start an order** button*
- *You can also use the navigation to access Products or your account details*

1.3 Products

The promotional and sales materials available to order will be displayed on the products page.



- Use the arrows to see the interior pages of the selected piece  
- Update the quantity by clicking the + or - 
- Click the **Add to Cart** button when you have finalized your selection

1.4 View Cart

To view what is in your cart, click on the **Cart** icon in the top navigation bar.

The screenshot shows the 'Cart' page with two items:

Item	Quantity	Unit of Measurement	Description	Category	Action
New Patient Welcome Kit	2	Packs of 5	New Patient Welcome Kit	Gimoti™ (metoclopramide) Nasal Spray	Save for later
Patient Brochure	4	Packs of 25	Patient Brochure	Gimoti™ (metoclopramide) Nasal Spray	Save for later

Below the cart items is a 'Remove Item(s)' button.

The 'Ship To Address' section contains the following fields:

- All fields are required
- Company: Eversana
- Care Of: Mully Methover
- Address 1: 1681 McClain Ave
- Address 2:
- City: Irvine, State: California, Postal Code: 92614
- Delivery instructions or additional comments:
- [Save Address](#) button

The 'Shipping Method' section shows:

- [FedEx FedEx Ground \(5-7 business days\)](#)



At the bottom is a [Continue To Checkout](#) button.

- To remove items, select the item you want to remove and click on **Remove Item(s)** button
- Your cart will update to reflect your changes
- You can review the ship-to address and update details if necessary
- Click **Save Address** to save any changes before continuing your order

1.5 Checkout

On the checkout screen you will be able to review your order and ship-to address.

Checkout

Cart		
	<p>New Patient Welcome Kit</p> <p>Quantity: 2</p> <p>Unit of Measurement: Packs of 5</p> <p>Description: New Patient Welcome Kit</p> <p>Category: Gimoti™ (metoclopramide) Nasal Spray</p>	
	<p>Patient Brochure</p> <p>Quantity: 4</p> <p>Unit of Measurement: Packs of 25</p> <p>Description: Patient Brochure</p> <p>Category: Gimoti™ (metoclopramide) Nasal Spray</p>	

Ship To

Emma
 Molly Muller
 1881 McLean Ave
 Irvine CA 92614
 US

[Back to Cart](#)
[Complete Checkout](#)

- Click on **Complete Order** button to place your order
- To go back to your cart, click on **Back to Cart** button
- An Order Complete notification and your order number will display to let you know that your order has successfully been submitted. You will also receive an email confirming your order
- All orders will ship FedEx Ground and usually arrive in 5 to 7 business days

EVOKE PHARMA Products Welcome, Molly 0

Order Complete

Your order number is **4578**

Your order is complete. You will receive a confirmation email with your order details.

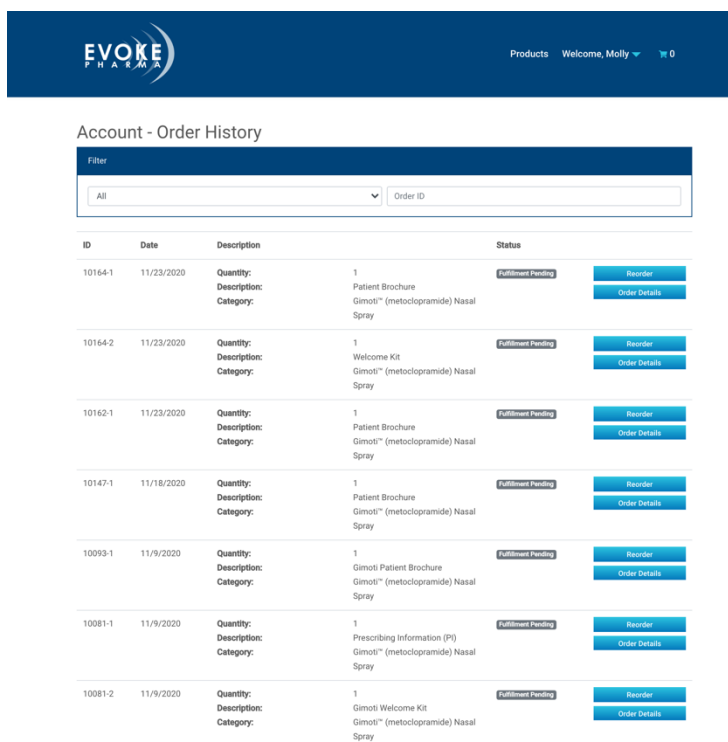
1.6 Account Information: Order History

You can access your account information by selecting the Welcome message in the top navigation.

- Upon clicking, a dropdown menu will be displayed

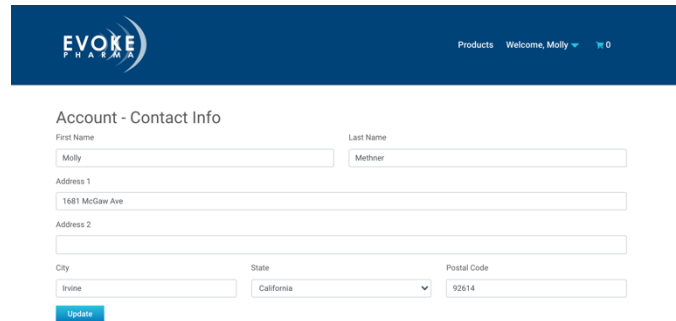


- Select **Order History** to view past orders, including order status



- You can view the details of a previous order by selecting the **Order Details** button
- To reorder the same product and quantity, select the **Reorder** button

- Select **My Profile** in the dropdown menu to access your personal information
- To update your account information, enter changes into any of the input fields and click on the **Update** button to save



The screenshot shows the Evoke Pharma website header with the logo and navigation links. Below the header is the 'Account - Contact Info' section. It contains input fields for First Name (Molly), Last Name (Methner), Address 1 (1681 McGraw Ave), Address 2, City (Irvine), State (California), and Postal Code (92614). An 'Update' button is located at the bottom left of the form.

EVOKE PHARMA Products Welcome, Molly 0

Account - Contact Info

First Name Last Name

Address 1

Address 2

City State Postal Code