

NAVIGA

USER GUIDE



Naviga is the PMMI Media Group advertiser portal to manage proposals and orders.

To access Naviga for the first time, you'll need your Account ID which can be found under the **Advertiser** section of any emailed proposal.

From there, navigate to pmg.navigahub.com/Portal/Client/PMG and log in with:

User Name: Your email address

Password: Your Account Number from your proposal email

Note: After your initial login, you can update your password.

PMMI MEDIA GROUP		Insertion Order	
ABC Company, LLC 3711 Iowa Street Alexandria, MN 56308 Account No: 100773		Today's Date: 16 Mar 2021 Digital Materials: _____ Print Materials: _____ Send Leads To: _____ Sales Rep: Elizabeth Tierney	
Advertiser		Advertiser	
ABC Company, LLC 3711 Iowa Street Alexandria, MN 56308 Account No: 100773		ABC Company, LLC 3711 Iowa Street Alexandria, MN 56308 Account No: 100773	
Campaign Summary		Post Summary	
Campaign Number	Client Portal Example 1	Amount	\$62,826.01
Description	4/1/2021 - 3/31/2022	Adjustments	\$-5,775.01
Campaign Dates		Total	\$57,051.00
Entered Date			
Approved Date			
Client Account Manager			

Welcome
Please Login

Username / Email Address
youremail@yourcompany.com

Password

Login

[I forgot my password](#)

[Request an account](#)

From the portal homepage, you will access two features: **Orders** and **Proposals**.

PMMI MEDIA GROUP

You are logged in as: **ABC Group, LLC**
[Account Settings](#) | [Logout](#)

Messages Specials Invoices ▾ Orders ▾ Proposals ▾ Materials ▾ Settings ▾

Specials Invoices **Orders** **Proposals** Materials Settings

Message Center

Submit a New Message

ID	From	Subject	Date	Time	Reference
-- No Messages --					

ORDERS

Click on the red **Orders** icon to access the Orders page. From the red navigation bar, toggle between **Print Advertising Orders** and **Online Advertising Orders**. (Note: The Exhibition Orders page is not populated).

Orders will be grouped by **Current/Running Orders**, **Upcoming Orders**, and Recent Completed Orders. Each order corresponds to a line item such as a banner ad, e-blast, or print ad.

To view all line items associated with a media plan, click the **View this Order** link.

You are logged in as: **ABC Group, LLC**
[Account Settings](#) | [Logout](#)

Messages Specials Invoices Orders Proposals Materials Settings

Print Advertising Orders Online Advertising Orders Exhibition Orders

Current / Running Orders

Order No.	Product	Description	Start	End	Status	Cost
View this Order ID: 17-906	PAN - Banner ads on 3rd Party	PW - Banner ads on 3rd party	3/1/2021	12/31/2021	Confirmed	4,230.00
View this Order ID: 1495-5844	PFW - E-blast Extension	E-blast Extension	3/10/2021	3/31/2021	Invoicing Started	652.50
View this Order ID: 1495-5845	PFW - E-blast Extension	E-blast Extension	3/10/2021	3/31/2021	Invoicing Started	652.50

Upcoming Orders

Order No.	Product	Description	Start	End	Status	Cost
View this Order ID: 51-845	AW - Automation Focus	Automation Focus	3/24/2021	3/24/2021	Confirmed	1,440.00
View this Order ID: 45-793	PAN - Video Pre-roll 3rd Party	PW: Video Pre-roll 3rd Party	4/1/2021	3/31/2022	Reserved	2,115.00
View this Order ID: 1495-5844	PFW - E-blast Extension	E-blast Extension	4/1/2021	4/9/2021	Invoicing Started	0.00

Page: 1 of 15 Go Page size: 3 Change Item 1 to 3 of 45

Recent Completed Orders

Order No.	Product	Description	Start	End	Status	Cost
View this Order ID: 48-808	PAN - LinkedIn Sponsored Post	AW: LinkedIn	3/5/2021	3/5/2021	Reserved	3,690.00

Order No.	Product	Description	Start	End	Status	Cost
View this Order ID: 17-906	PAN - Banner ads on 3rd Party	PW: Banner ads on 3rd party	3/1/2021	12/31/2021	Confirmed	4,230.00

[View this Order](#)

PROPOSALS

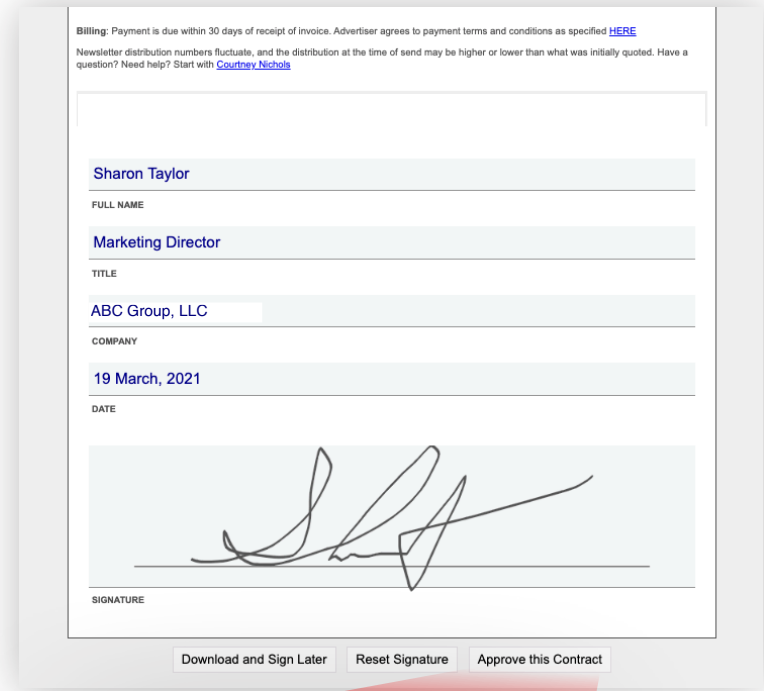
From the advertiser portal, you can also view and sign proposals. Click on the yellow **Proposals** icon to access the Proposals page. From the yellow navigation bar, toggle between **Awaiting Signature** and **Signed Contracts**.

To sign your proposal, under **Awaiting Signatures**, select your proposal and scroll to the bottom of the screen.

In the signature box, you can sign with your mouse from a computer or from a mobile or tablet device, sign with your finger or a stylus.

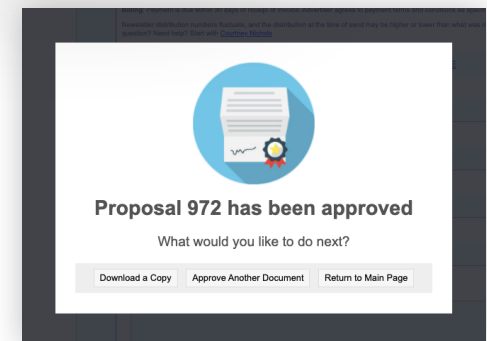
Once you have signed, click **Approve this Contract**.

When the approval has processed, you will receive an on-screen confirmation.



The screenshot shows a digital signature form. At the top, there is a small text block with a 'Billing' notice and a link to 'HERE'. Below this, the form fields are populated with: 'Sharon Taylor' for the full name, 'Marketing Director' for the title, 'ABC Group, LLC' for the company, and '19 March, 2021' for the date. A large signature box contains a stylized handwritten signature. Below the signature box, there are three buttons: 'Download and Sign Later', 'Reset Signature', and 'Approve this Contract'.

Approve this Contract



PROPOSALS / CONTINUED

Alternatively from signing your proposal via the portal, you can also approve directly from the proposal email. Simply scroll to the bottom of the email and click, **CLICK HERE TO APPROVE THIS PROPOSAL ONLINE.**

From the online proposal view, enter your contact details and similar to the portal proposal view, sign your name in the signature box with your mouse from a computer or from a mobile or tablet device, sign with your finger or a stylus.

Then click **Approve this Contract.**

The image shows a screenshot of a proposal email and its online approval interface. The email is titled "Campaign Order 972" and is from "noreply@navigahub.com". It lists items such as "PAN - Banner ads on 3rd Party", "PAN - Facebook", and "Packaging World". The email body includes a table of items and a section for "Packaging World". At the bottom of the email, there is a red box with the text "CLICK HERE TO APPROVE THIS PROPOSAL ONLINE". Below the email, there is a form for signing the contract. The form includes fields for "FULL NAME" (Sharon Taylor), "TITLE" (Marketing Director), "COMPANY" (ABC Group, LLC), "EMAIL ADDRESS" (staylor@abcgroupp.com), and "DATE" (24 March, 2021). There is a signature box with a stylized signature. At the bottom of the form, there is a red box with the text "Approve this Contract".

Item	Quantity	Unit Price	Total Price
PAN - Banner ads on 3rd Party	20,000	42.30	846.00
PAN - Facebook	1	3,690.00	3,690.00
PAN - Facebook	1	3,690.00	3,690.00
PAN - Facebook	1	3,690.00	3,690.00

Item	Quantity	Unit Price	Total Price
PW - Packaging World Magazine	1	6,097.50	6,097.50
PW - Packaging World Magazine	1	6,097.50	6,097.50
PW - Packaging World Magazine	1	6,097.50	6,097.50
PW - Packaging World Magazine	1	6,097.50	6,097.50
PW - Packaging World Magazine	1	6,097.50	6,097.50
PW - Packaging World Magazine	1	6,097.50	6,097.50

CLICK HERE TO APPROVE THIS PROPOSAL ONLINE

Approve this Contract