



The **Acknowledgements & Confirmations (AckCon)** Internet Form was designed to allow our customers to conveniently manage who receives their acknowledgements, confirmations, and invoices.

I. Logging in

Step 1.) Enter the following address into your web browsers address bar and press enter.

<http://www.vestildocs.com/ackcon/login.php>

Step 2.) Enter your Account Key Code into the login form field. Your Account Key Code can be found at the bottom of our invoices, acknowledgments, or confirmations. It is a combination of letters followed by a colon (:) followed by five numbers.

Key Code: ABCDEF:45912

Step 3.) Click the Login button.

II. The AckCon form

Account: VMFG							
	Name	Email	Fax	Document	Type	Method	Delete
ACTIVE	John Doe	john.doe@vestil.cor		Invoice	Not Available	Email <input checked="" type="checkbox"/> Fax <input type="checkbox"/>	<input type="checkbox"/>
INACTIVE	Jane Doe	jane.doe@vestil.coi		Confirmation	Both	Email <input type="checkbox"/> Fax <input type="checkbox"/>	<input type="checkbox"/>
ACTIVE	Joe Doe	joe.doe@vestil.com		Confirmation	Both	Email <input checked="" type="checkbox"/> Fax <input type="checkbox"/>	<input type="checkbox"/>

- 1** Above and below the AckCon form you will find the Submit Changes button. After making changes to your contacts you will need to click the Submit Changes button to record your changes.
- 2** Add Contact buttons are available above and below the AckCon form. Click the Add Contact button to add a new contact to the form.
- 3** Active and inactive contacts are indicated by the Contact Status Flag on the left side of the form. Only those that show an active flag will receive acknowledgements, confirmations, or invoices.
- 4** Each contact is listed on a separate row. Edit fields within the row to configure each contact as necessary.

III. How to configure an active contact

Each row of the table below indicates a combination of settings that will produce an active contact. Please note that faxing is no longer available.

Email	Document	Type	Method
Valid Email Address	Invoice	N/A	Email <input checked="" type="checkbox"/>
Valid Email Address	Confirmation	Both	Email <input checked="" type="checkbox"/>
Valid Email Address	Confirmation	Order Acknowledgement	Email <input checked="" type="checkbox"/>
Valid Email Address	Confirmation	Confirm Shipment	Email <input checked="" type="checkbox"/>

Note: You must click Submit Changes before the Contact Status Flag will turn from Inactive (Red) to Active (Green).

Examples of active contacts...

Account: VMFG

ACTIVE	Name	Email	Fax	Document	Type	Method	Delete
ACTIVE	Jane Doe	jane.doe@vestil.com		Invoice	Not Available	Email <input checked="" type="checkbox"/> Fax <input type="checkbox"/>	<input type="checkbox"/>
ACTIVE	John Doe	john.doe@vestil.com		Confirmation	Order Acknowledgement	Email <input checked="" type="checkbox"/> Fax <input type="checkbox"/>	<input type="checkbox"/>
ACTIVE	Joe Doe	joe.doe@vestil.com		Confirmation	Confirm Shipment	Email <input checked="" type="checkbox"/> Fax <input type="checkbox"/>	<input type="checkbox"/>
ACTIVE	Jim Doe	jim.doe@vestil.com		Confirmation	Both	Email <input checked="" type="checkbox"/> Fax <input type="checkbox"/>	<input type="checkbox"/>

IV. Make an account inactive

To make an account temporarily inactive, just uncheck the Email checkbox under Method. Then click Submit Changes. The Contact Status Flag will turn from Green to Red.

V. Deleting contacts

If a contact is no longer needed, you can delete the contact by clicking the checkbox under Delete. Then click the Submit Changes button to delete the contact. You may delete several contacts at once by checking the Delete checkbox for multiple contacts prior to clicking the Submit Changes button.

VI. Exiting the AckCon form

First, make sure that you have clicked Submit Changes to record any changes. Then you may either close the webpage or click Logout at the upper right-hand side of the page.