Dokmail

A SECURED WEBSITE TO ARCHIVE AND ACCESS YOUR DOCUMENTS SAFELY

BENEFITS FOR YOU, THE CUSTOMER

- Receive and print invoices and statements by email
- Store invoices and statements in PDF format
- Access invoices and account statements via Internet at all times
- Easily access your document history via an Internet connection
- Manage your own mailing preferences and select mailing frequency

View the VIDEO

designed specifically for hardware stores and building centers customers and see how simple it is to use Dokmail.

Go to your **Dokmail website** and click on the **Help page.**
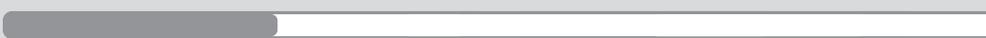
Dokmail

HELP GUIDE FOR CUSTOMERS

GET ACCESS TO DOKMAIL

Ask your hardware store or building center to add you to their Dokmail users. Once your account is activated on Dokmail by the merchant, you will automatically receive a welcome email with your login information: email address, password and secured website address for the store.

LOG IN DOKMAIL

Log in your Dokmail account using your email address and password.

MANAGE YOUR PASSWORD

You can easily reset your password if you forget it or even change it.

SELECT YOUR EMAIL OPTIONS

Choose which document types you wish to receive. Select whether you prefer to receive documents by email when available or view them only in Dokmail.

Use the email scheduling option to receive an email summary of new documents within the time period selected.

ARCHIVE YOUR DOCUMENTS

Find your invoices and account statements using advanced search features. View and print archived invoices and statements in PDF format from anywhere via an Internet connection.

ACCESS YOUR DOCUMENTS

Receive invoices and account statements by email in PDF format. Log in Dokmail and view or reprint your invoices and account statements. When you download an invoice from Dokmail and print it, the signature will appear on the invoice, if previously captured.

GET SUPPORT

Simply contact your hardware store or building center for further assistance or questions.

Go to **https://pmc-en.dokmail.com/help**
to view the video designed for Dokmail users.

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Canada

Together to optimize your performance

ACCEO
SOLUTIONS

1 800 340-4492 | pmcanada.sales@acceo.com | pmcanada.com