

InFlow Account Instructions

Introduction

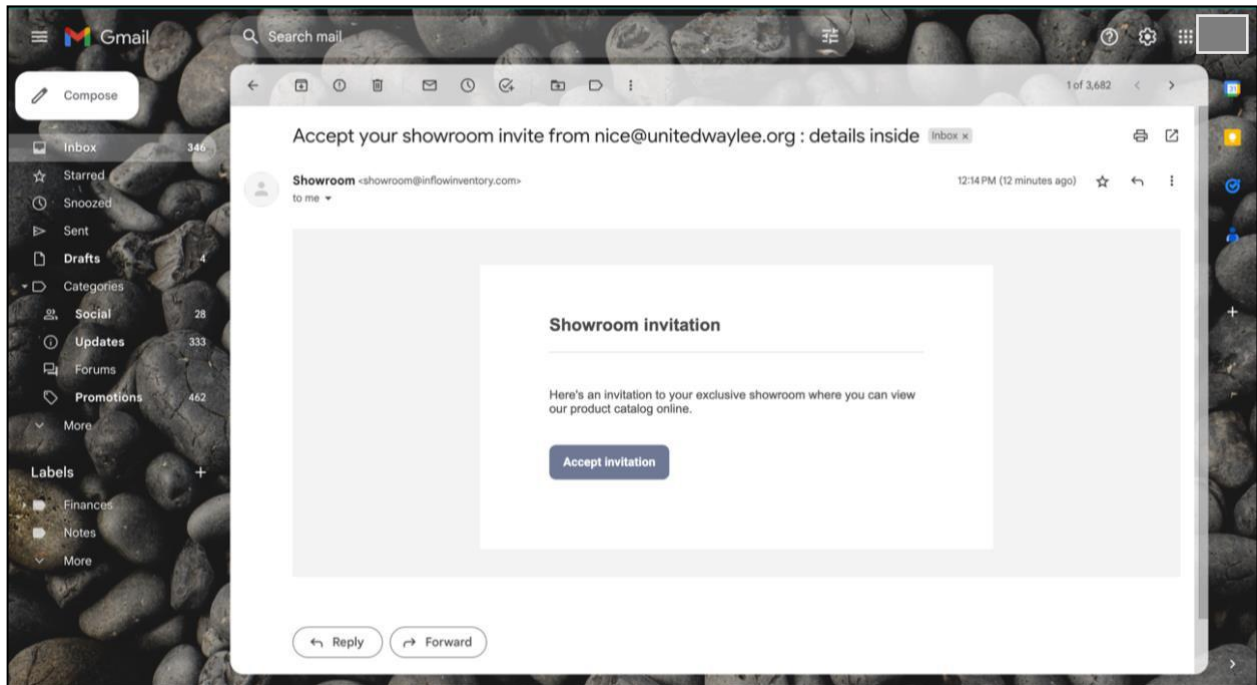
InFlow is an inventory website that will give you access to the United Way's inventory of donated goods. After setting up your account, you will be able to order furniture, tools, and more for your agency and clients at no cost to you.

Instructions

Here are the 5-simple steps to set up your account:

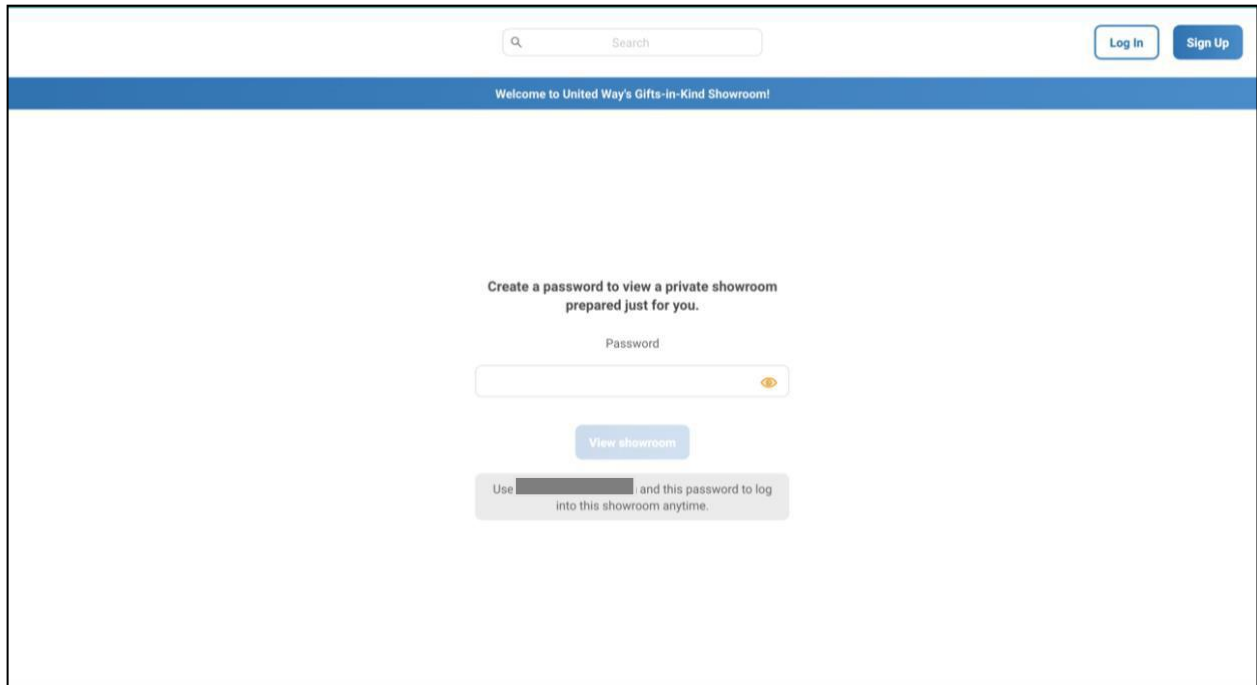
Step 1: Contact Darren Phillips at darren@unitedwaylee.org to request an account. Please include your name, agency, phone number and email address in your email request.

Step 2: Check your inbox for an invitation email from Showroom and accept the invitation. This may appear in your general inbox or in a different category so be sure to check your junk mail.

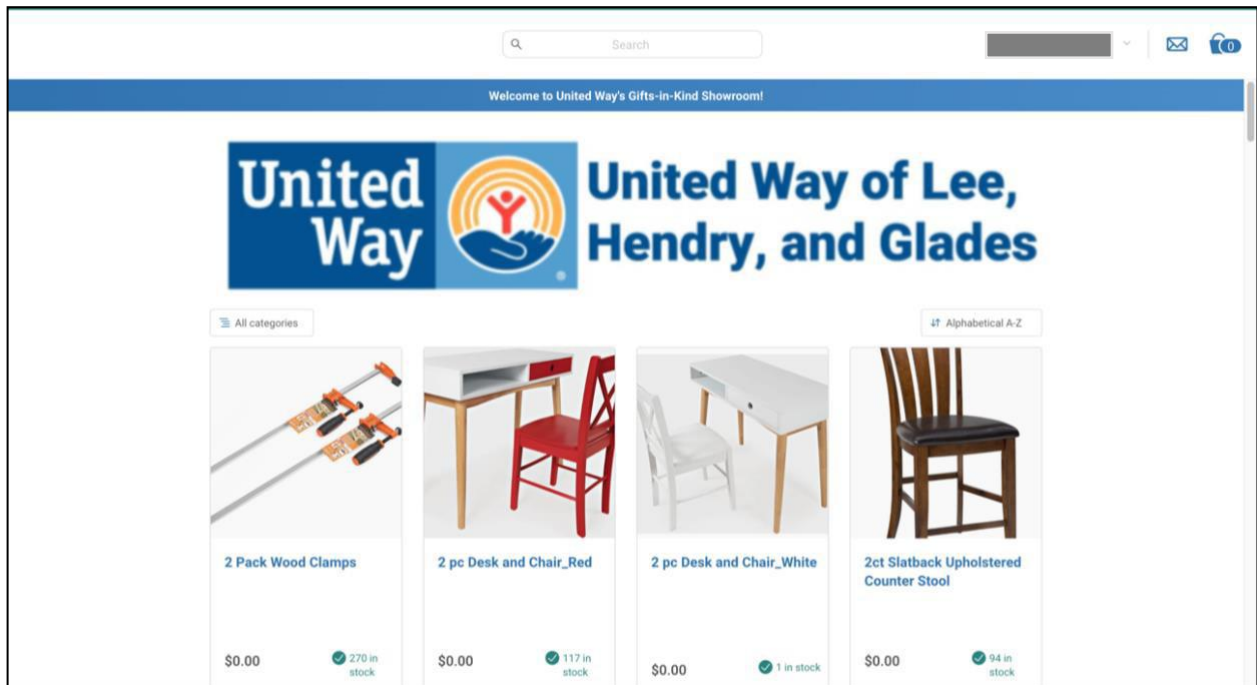


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Step 3: Create a password. The email you received the invitation through will be used for the account.

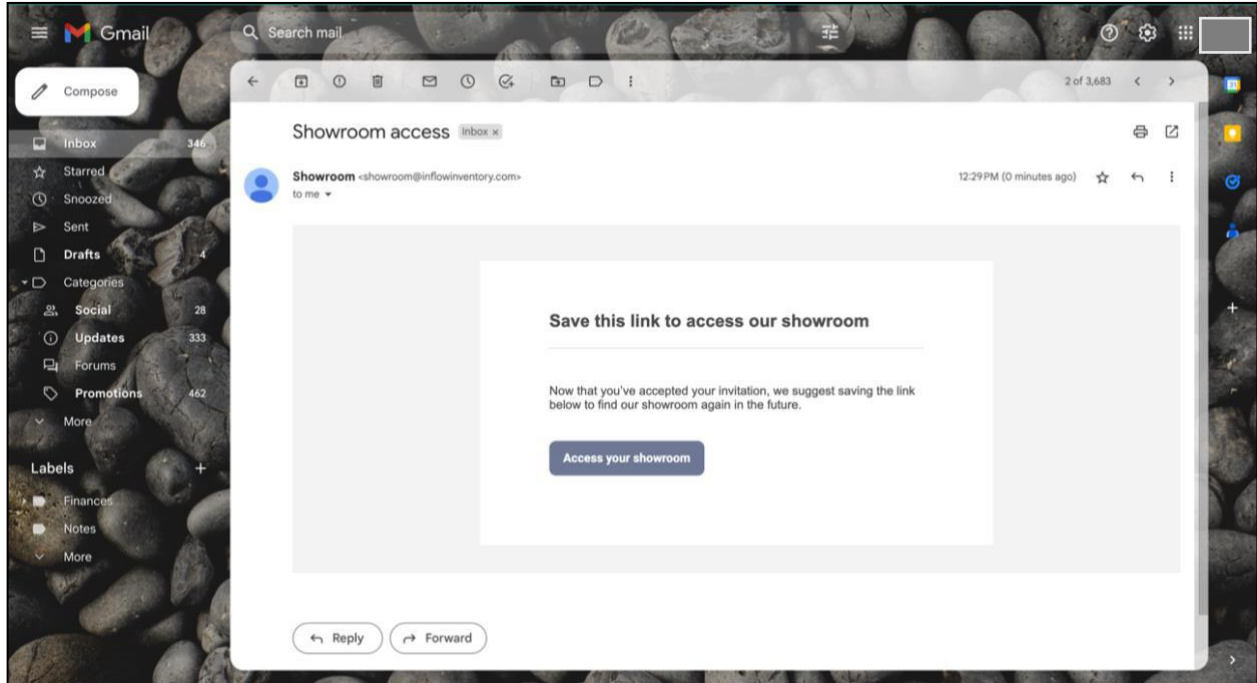


Step 4: Use the website! Showroom is here as a resource for you. Don't hesitate to order what you need.



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Step 5: Save the link! You will receive a second email reminding you to save the link to access the website again. This is also a good time to save your password as well.



If you have any questions, feel free to reach out to our Gifts-In-Kind Inventory Manager, Darren Phillips, at darren@unitedwaylee.org.