Introduction

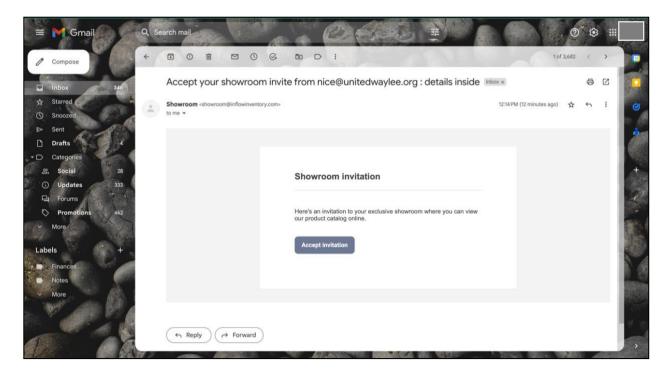
InFlow is an inventory website that will give you access to the United Way's inventory of donated goods. After setting up your account, you will be able to order furniture, tools, and more for your agency and clients at no cost to you.

Instructions

Here are the <u>5-simple steps</u> to set up your account:

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

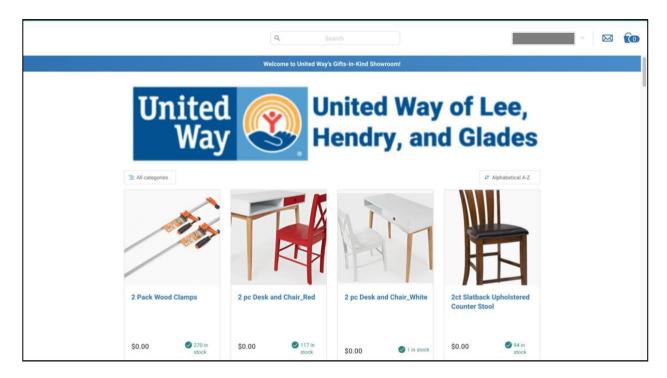
Step 2: Check your inbox for an invitation email from Showroom and accept the invitation. This may appear in your general inbox or in a different category so be sure to check your junk mail.



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

	٩			Log In	Sign Up				
Welcome to United Way's Gifts-in-Kind Showroom!									
	Create a passwo prej	ord to view a private show pared just for you. Password View showroom	wroom						

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



InFlow Account Instructions

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.

🗮 M Gmail	Q. Search mail 章	C) 🐵 🖩
0 Compose		2 of 3,683	< >
Inbox 346	Showroom access Index ×		8 C
☆ Starred ① Snoozed	Showroom <showroom@inflowinventory.com> to me *</showroom@inflowinventory.com>	12:29 PM (0 minutes ago) 🔥	5 I
 Sent Drafts 			
D Categories 왕, Social 28 ① Updates 333	Save this link to access our showroom		
Forums Promotions 462 More	Now that you've accepted your invitation, we suggest saving the link below to find our showroom again in the future.		
Labels +	Access your showroom		
Finances Notes			
More			_
	← Reply ↔ Forward		

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