

SIGLERdirect User Guide

https://NLB.siglerdirect.com

The screenshot shows the top navigation bar with the Nippon Life Benefits logo, the SIGLERdirect logo, and links for Help/FAQ and Login. Below the navigation bar is a red banner with a Home button and the text "Please Log In". The main content area is titled "Login" and contains a red banner with the text "Please enter your login information". Below this banner are two text input fields: "Username" and "Password". A "Login" button is positioned below the password field. At the bottom of the form, there is a note: "Cookies must be enabled in your browser for this site to work."

If you have any questions or problems, please call us at 1-515-663-6504, Monday through Friday, 8am to 5pm Central Time.

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Enter your provided username and password into the text boxes and select the "Login" button. An incorrect login of either username or password will result in the screen below. A valid combination will result in the screen shown on the next page.

The screenshot shows the same login page as above, but with an error message. At the top of the main content area, there is a red banner with the text "Invalid username or password". Below this banner is another red banner with the text "Please enter your login information". The "Username" field now contains the text "sdf". The "Password" field is empty. The "Login" button is still present. The note "Cookies must be enabled in your browser for this site to work." is also visible at the bottom of the form.

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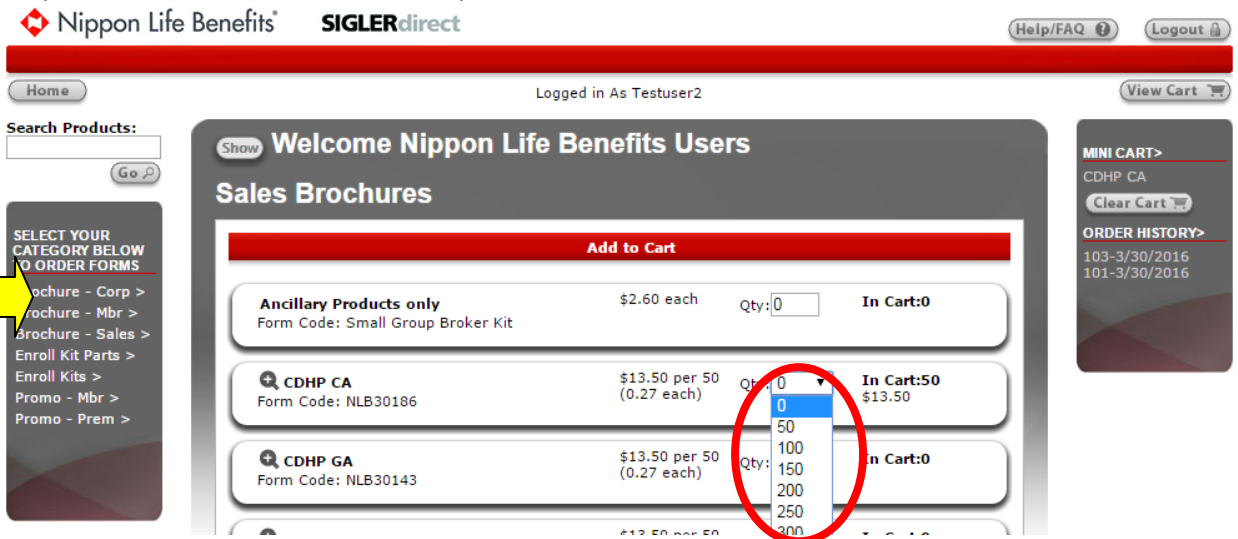
The screenshot shows the SIGLERdirect website interface. At the top left, the Nippon Life Benefits logo and SIGLERdirect name are displayed. The top right contains a Help/FAQ button and a Logout button (callout 6). Below the header, the user is logged in as 'Testuser2'. A search bar with a 'Go' button is on the left (callout 2). A central welcome message for Nippon Life Benefits users is displayed, with a 'View Cart' button (callout 3) to its right. On the left side, a 'SELECT YOUR CATEGORY BELOW TO ORDER FORMS' menu lists various categories like 'Brochure - Corp', 'Enroll Kit Parts', etc. (callout 1). On the right, a 'MINI CART' and 'ORDER HISTORY' section is visible (callout 4). At the bottom, a footer contains contact information and a 'Change Password' link (callout 5). The page is powered by Sigler/LightEdge.


After you have successfully logged in, you have several options

- 1) Select the category of an item that you need
- 2) Search by item code or description (full or even partial matches will be displayed)
- 3) If you left with items in your cart, you can pick up where you left off
- 4) Start with a previously placed order and make modifications to the item quantities
- 5) Change Password
- 6) Log out

Starting an order by selecting a category from the menu on the left

After selecting a category from the left column, you will come to a screen that lists all of the documents currently available for order. If the document you are ordering is prepackaged in certain quantities, the dropdown list will show the available quantities.



If you click on the  icon it will bring up an image of the item, if one exists.



After entering the quantity of each item, you will need to select "Add to Cart" either at the top or bottom of the screen.



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After you add a product to the cart you will stay on the main page; the quantity will be updated to show the number of items in the cart. Also any items will show in the mini cart in the upper right.

Nippon Life Benefits SIGLERdirect Help/FAQ Logout

Home Logged in As Testuser2 View Cart

Search Products: [input] Go

SELECT YOUR CATEGORY BELOW TO ORDER FORMS

- Brochure - Corp >
- Brochure - Mbr >
- Brochure - Sales >
- Enroll Kit Parts >
- Enroll Kits >
- Promo - Mbr >
- Promo - Prem >

Show Welcome Nippon Life Benefits Users

Sales Brochures

Add to Cart

Product Name	Price	Qty	In Cart
Ancillary Products only Form Code: Small Group Broker Kit	\$2.60 each	Qty: 0	In Cart: 0
CDHP CA Form Code: NLB30186	\$13.50 per 50 (0.27 each)	Qty: 50	In Cart: 50 \$13.50
CDHP GA Form Code: NLB30143	\$13.50 per 50 (0.27 each)	Qty: 0	In Cart: 0

MINI CART >
CDHP CA
Clear Cart
ORDER HISTORY >
103-3/30/2016
101-3/30/2016

MINI CART >
CDHP CA
Clear Cart
ORDER HISTORY >
101-3/30/2016

If you need to clear the cart you can use the “Clear Cart” button under the “MINI CART” in the upper right.

Help/FAQ Logout

View Cart

MINI CART >

After you have finished entering all the items you want to order, select “View Cart” in the upper right to start the checkout process.

For some categories there are forms that you are able to download and print at your own facility by clicking on the “download now” link. Then you will be asked if you want to open or save on your computer.

NLB 156 ENR
10/13

Download Now

Checking out

During Step 1 of check-out, you can confirm the items and quantities in your shopping cart.



You have several ways to make changes:

- 1) If you have an incorrect item in your cart, check the “Remove” box under the quantity of the item and then select “Update” on the bottom of the page.
- 2) If you need to increase or decrease a quantity, choose the correct number in the “Quantity” box and select “Update.”

Nippon Life Benefits SIGLERdirect

Home Logged in As Testuser2 Help/FAQ Logout

Your Cart - Step 1 of 3

Codes	Products	Quantity	Price	Total
NLB30140	 CDHP NJ 2016 Plans	50 <input type="checkbox"/> Remove	\$13.50 per 50 (0.27 each)	\$13.50
NLB30186	 CDHP CA 2016 Plans	100 <input type="checkbox"/> Remove	\$13.50 per 50 (0.27 each)	\$27.00
				Total: \$40.50

Add Additional Items Update Clear Proceed to Step 2

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- 3) If you need to empty your cart and start over, select the “Clear” button at the bottom left of the page.



- 4) To add another item to your cart, use the “Add Additional Items” button on the bottom left of the page to get back to the product page to add items.



Once you have everything correct, select the “Proceed to Step 2” button to move on to Step 2.

At Step 2 of check-out, you will get a recap of the items in your cart but it will not be editable on this page. To modify, select the “Previous Step” button at the bottom left-center of the page.

Codes	Products	Quantity	Price	Total
NLB30140	CDHP_NJ	50	\$13.50 per 50 (0.27 each)	\$13.50
NLB30186	CDHP_CA	100	\$13.50 per 50 (0.27 each)	\$27.00
Total:				\$40.50

Next step is to select the proper location code (if more than one exists) which will populate the corresponding shipping instruction. If the forms need to be delivered to another location make the changes to the ship to section.

Bill To:

Account: CA

Ship To:

Attention:* Testuser2
Email: ^ matt.hugen@sigler.com
Phone:*
Company:* Nippon Life Benefits
Address:* 515 South Figueroa Street
Address: Suite 1470
City:* Los Angeles
State/Province:* CA
Zip Code:* 90071
Country: United States

Please Note:
We cannot ship to PO Boxes. If an address to a PO Box gets processed, it will be rejected and you will be notified by the phone number and/or email provided.
Fields marked with * are required.
^Order confirmation and tracking information will be sent to the email address, if provided.

After entering and confirming shipping information, select delivery method in the Shipping section.

Shipping Method:

Standard shipping is FedEx Ground paid for by Nippon Life Benefits. RUSH shipping is only an option if the product is available without additional processing needs and MUST be approved by Kelly Isaacson (#515-619-5507)

Rush shipments are processed at 3:30pm Central Time daily. Please note that if your order is placed after 3:30pm Central Time, it will be processed and shipped the following business day. To ensure that your order is processed today, the order **must** be placed before 3:30pm Central Time. You have 6 hours 16 minutes remaining to place your order to have it processed today.

Carrier Service: FedEx Ground
FedEx Ground
UPS Next Day Air Saver
UPS 2nd Day Air
FedEx Standard Overnight
FedEx 2nd Day

Previous Step Place Order

Then use the “Place Order” button to submit your order and move to Step 3, which is confirmation of your order.

Previous Step Place Order

Step 3 is a confirmation of the finished order...

Your Cart - Step 3 of 3

Order #103
A confirmation email has been sent to matt.hugen@sigler.com

Codes	Products	Quantity	Price	Total
NLB30140	CDHP_NJ	50	\$0.2700	\$13.50
NLB30186	CDHP_CA	100	\$0.2700	\$27.00
Total: \$40.50				

Ship To:

Attention: Testuser2
 Email: matt.hugen@sigler.com
 Phone: 999-999-9999
 Company: Nippon Life Benefits
 Address: 515 South Figueroa Street
 Address: Suite 1470
 City: Los Angeles
 State: CA
 Zip: 90071
 Country: USA
 Comments:

Carrier Service: FedEx Ground
 Your Account #:

Your order will be processed within 24 hours (M-F) and will arrive by FedEx Ground.

Thank you for your order!

Place Another Order Logout

Subject: Nippon Life Benefits SIGLERdirect Order Confirmation For Order 106

1 2 3 4 5

Order Information	Shipped To
Order # 106	Name: Testuser2
Order Date 3/31/2016	Email: matt.hugen@sigler.com
Order Status Ordered	Phone: 999-999-9999
	Company: Nippon Life Benefits
	Address: 515 South Figueroa Street
	Address: Suite 1470
	City: Los Angeles
	State: CA
	Zip: 90071
	Country: USA

Shipping Information

Carrier Service: FedEx Ground
 Your Account #:

Comments

Code	Products	Qty	Price	Total
NLB30186	2016 Plans	50	\$0.27	\$13.50
Total \$13.50				

... and you will receive a confirmation e-mail if you provided an e-mail address.

If you have any questions about this order, please call 1-515-663-6504, Monday through Friday, 8am to 5pm Central Time.

Search for a part of the item code or description

Nippon Life Benefits **SIGLERdirect** [Help/FAQ](#) [Logout](#)

Logged in As Testuser2 [View Cart](#)

Search Products: [Go](#)

2 **Income Nippon Life Benefits Users**

Welcome to SIGLERdirect! You have been transferred from Nippon Life Benefits's site to our secure ordering portal. Sigler Companies is an approved, third-party vendor Nippon Life Benefits uses for printing and fulfillment.

To begin your order, please select your category from the listing on the left.

For additional help, you may use the Help/FAQ button at the top for a complete user guide to the site.

MINI CART>
CDHP CA
[Clear Cart](#)

ORDER HISTORY>
103-3/30/2016
101-3/30/2016

SELECT YOUR CATEGORY BELOW TO ORDER FORMS

- Brochure - Corp >
- Brochure - Mbr >
- Brochure - Sales >
- Enroll Kit Parts >
- Enroll Kits >
- Promo - Mbr >
- Promo - Prem >

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With the Search box in the left hand column, you can enter either the item code or part of the name (i.e., CDHP, phone, NJ, PPO, etc.) and it will bring up a listing of items matching those search terms available to you.

Nippon Life Benefits **SIGLERdirect** [Help/FAQ](#) [Logout](#)

Home Logged in As Testuser2 [View Cart](#)

Search Products: [Go](#)

Search Results

Add to Cart

You searched for: **CDHP**

CDHP STN Form Code: NLB30138	\$13.50 per 50 (0.27 each)	Qty: <input type="text" value="0"/>	In Cart:0
CDHP OH Form Code: NLB30139	\$13.50 per 50 (0.27 each)	Qty: <input type="text" value="0"/>	In Cart:0
CDHP NJ Form Code: NLB30140	\$13.50 per 50 (0.27 each)	Qty: <input type="text" value="0"/>	In Cart:0
CDHP NY Form Code: NLB30141	\$13.50 per 50 (0.27 each)	Qty: <input type="text" value="0"/>	In Cart:0

MINI CART>
Your cart is currently empty.

ORDER HISTORY>
101-3/30/2016

SELECT YOUR CATEGORY BELOW TO ORDER FORMS

- Brochure - Corp >
- Brochure - Mbr >
- Brochure - Sales >
- Enroll Kit Parts >
- Enroll Kits >
- Promo - Mbr >
- Promo - Prem >

Starting with a previously placed order and making modifications to the item quantities

Nippon Life Benefits **SIGLERdirect** [Help/FAQ](#) [Logout](#)

Logged in As Testuser2 [View Cart](#)

Welcome Nippon Life Benefits Users

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ORDER HISTORY>
103-3/30/2016
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By selecting a previous order number in the column on the right, you will be taken to a screen that will list the information from the previous order. To duplicate this order and place the same items and quantities into your cart, use the "Reorder" button on the bottom of the screen. This will take you back to Step 1 of the checkout process.

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Order History

Order Information		Shipped To	
Order #	101	Name:	Testuser2
Order Date	3/30/2016	Email:	matt.hugen@sigler.com
Ship Date	Not Shipped	Phone:	999-999-9999
Order Status	Ordered	Company:	Nippon Life Benefits
Tracking #		Address:	515 South Figueroa Street
		Address:	Suite 1470
		City:	Los Angeles
		State:	CA
		Zip:	90071
		Country:	USA

Codes	Products	Qty.	Price	Total
NLB30186	CDHP_CA	50	\$0.27	\$13.50
				Total: \$13.50

[Return to Home](#) [Reorder](#)

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Changing your password

Nippon Life Benefits **SIGLERdirect** [Help/FAQ](#) [Logout](#)

Logged in As Testuser2 [View Cart](#)

Search Products: [Go](#)

SELECT YOUR CATEGORY BELOW TO ORDER FORMS

- [Brochure - Corp >](#)
- [Brochure - Mbr >](#)
- [Brochure - Sales >](#)
- [Enroll Kit Parts >](#)
- [Enroll Kits >](#)
- [Promo - Mbr >](#)
- [Promo - Prem >](#)

Welcome Nippon Life Benefits Users

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ORDER HISTORY>
103-3/30/2016
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To change your password, select the “Change Password” in the footer of the page. You will have to enter you current password as well as your new password twice. This new password needs to meet the security requirements of at least 8 characters long with at least 1 alpha and 1 number character.

Nippon Life Benefits **SIGLERdirect** [Help/FAQ](#) [Logout](#)

[Home](#) Logged in As Testuser2 [View Cart](#)

Change Password

Please enter your old and new passwords

Old Password:

New Password:

Confirm Password:

[Change Password](#)

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Last Updated: 04/01/2016