



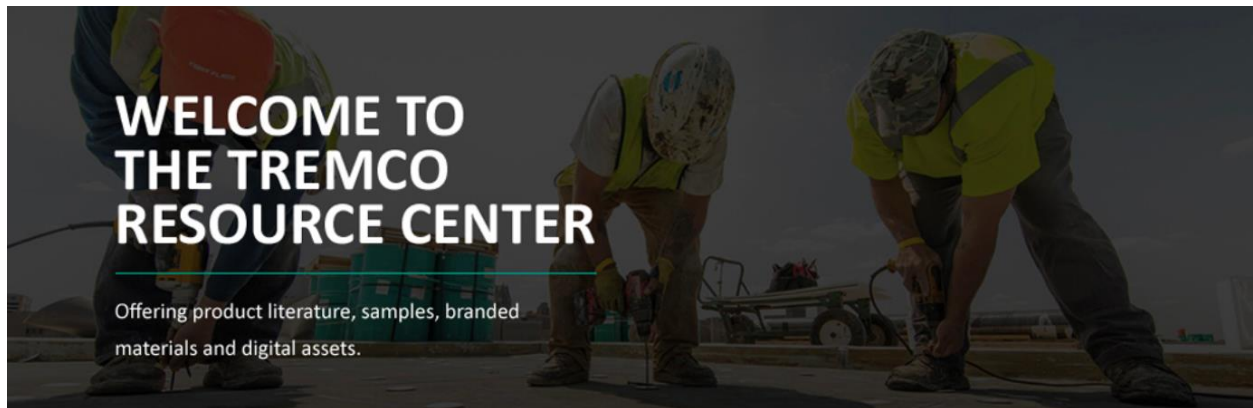
*Construction Products Group*

**Resource Center**  
**Instructions Manual**

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## Overview



The Tremco CPG Resource Center is an online portal for employees and customers to access resources such as:

- **Product Literature**
- **Product Sample Ordering**
- **PDF Binders**
- **Branded Apparel**
- **Promotional Products**

**Note:** There are different features for each employee and customer type so screenshots may look different person to person and some features may not be visible to you.

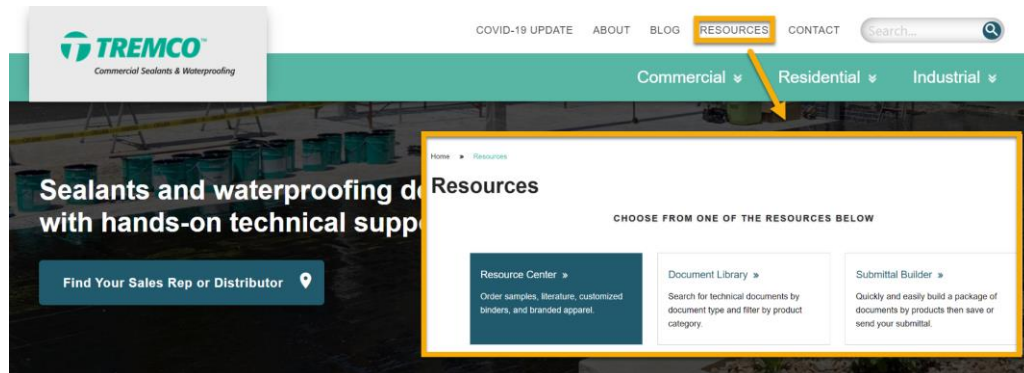
*Have questions about the Resource Center or need assistance?*

Contact Michelle Sabato at [msabato@tremcoinc.com](mailto:msabato@tremcoinc.com).

# Account Creation\*

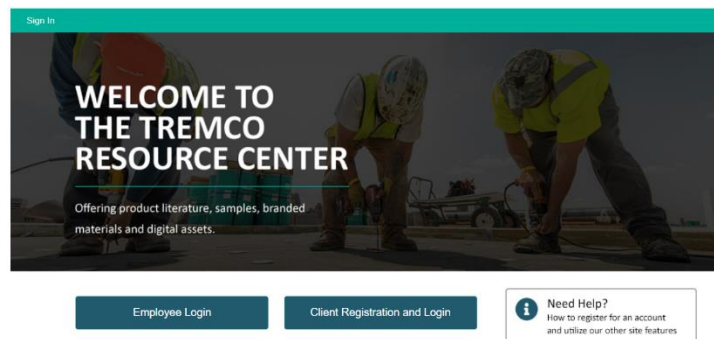
To create an account on the Resource Center, follow the directions below:

1. Go to <https://www.tremcosealants.com/> and click “Resources” at the top right.



2. From the Resources page, click the “Resource Center” box to take you to the main login screen of the Tremco Resource Center. Feel free to bookmark this page for easy access later.
3. Select “Client Registration and Login.” Then press “Register.” NOTE: This is for customers and other external users only.
4. Select your profession from the drop-down and enter in your remaining information. Click “Register.”

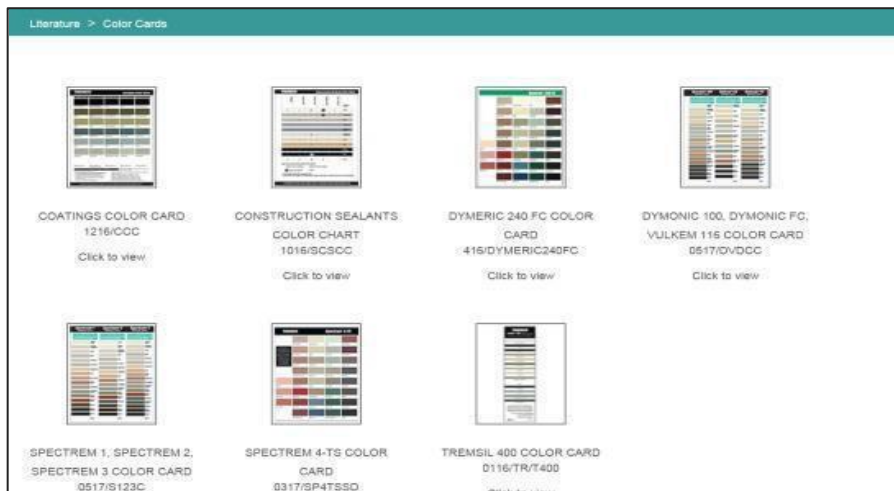
5. After your registration, enter the site by clicking the appropriate Login button and entering your email and password. All third-party users must create a 10-character password to enter the site.



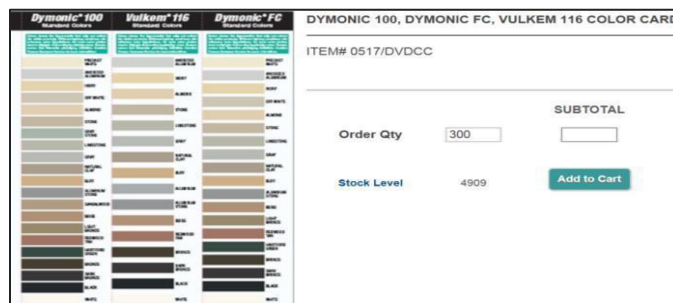
*\*Account creation is for external users only. If you are a Tremco CPG company employee, login using your Tremco, Dryvit or Nudura network credentials. Employees who do not have an @tremcoinc.com, @dryvit.com or @nudura.com email address will be set up by the system administrator and will require a password. If you have not yet been set up, you may use the client registration button and choose OTHER as your profession. This will allow you to access literature and samples only. Email Alissa Sitkowski at [asitkowski@tremcoinc.com](mailto:asitkowski@tremcoinc.com) to gain access to employee-only materials such as business cards and letterhead.*

# Literature Ordering

1. Once in the Resource Center, hover over “Literature” and select the category you want to view.
2. Small thumbnails of the documents will appear. Scroll up and down the page to locate the item you require.
3. Once you locate the product, press “Click to view.”



4. Enter the desired quantity and press “Add to cart.”



5. Your order will be placed into your shopping cart along with any catalogs, samples, stationery or business cards you have ordered.
6. If you still require additional materials, hit “Continue Shopping”.
7. If your order is complete, select “Checkout” to be taken to a secure checkout screen.

# Sample Ordering

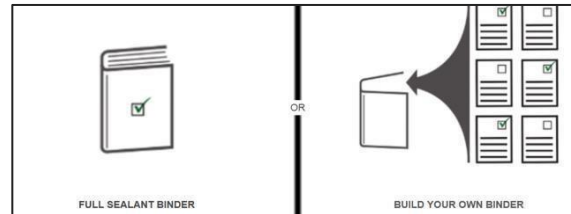
1. Log into the Tremco Resource Center.

The screenshot shows the Tremco website interface. At the top left is the Tremco logo with the tagline "Construction Products Group". To the right is a search bar and user navigation links: "Sign Out | My Account | My Orders | My Favorites | Shopping Cart". Below this is a horizontal navigation menu with items: HOME, REQUESTS, TEST WALL, BINDERS, LITERATURE, QAP, APPAREL & PROMO, BUSINESS CARDS/STATIONERY, SAMPLES PROGRAM, TRAFFIC SHOW GIVEAWAYS, SALES TOOLS, REPORTS, CLIENT ADMIN, and DIGITAL ASSET MANAGEMENT. A red dashed arrow points from the "SAMPLES PROGRAM" menu item to a dropdown menu on the right. The dropdown menu lists various sample categories: Air Barrier - Applied, Air Barrier - Wet, Color Strips, Expansion Joints, Firestopping, Glazing ERP & Tapes, OEM - Sealants & Adhesives, Primers - Wet, Residential Windows, Sealants, Transitions, Traffic Coatings - Applied, Traffic Coatings - Wet, and Wall Coatings. Below the navigation menu, three product sample cards are displayed. Each card shows a product image, a heart icon, and a "Click to view" link. The first two cards are for "TREM VULKEM 350NF/351 APPLIED" and "TREM VULKEM 350NF/46/46 APPLIED". The third card is for "VULKEM 350NF/346/346 SLATE GRA 350NF/46/46 SLAT". Below the first two cards, there is a red circle around the text "CLICK HERE FOR ALL AVAILABLE COLORS".

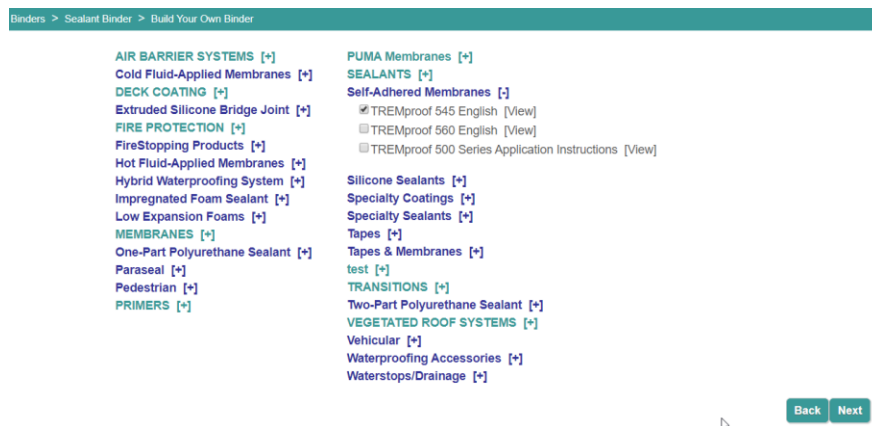
5. Click on the desired product sample.
6. Select a product color, if applicable. Enter the quantity required and click "Add to Cart"
7. If you still require additional materials, hit "Continue Shopping".
8. If your order is complete, select "Checkout" to be taken to a secure checkout screen.

# Binders

1. Once in the Resource Center, hover over “Binders” and select “Sealant Binder” (Division 7) or “Glazing Binder” (Division 8)
2. From there, choose whether you’d like the full binder or to build your own.



3. If you click “Full Binder”, you will be prompted to download the binder in English or French
4. If you click “Build your Own Binder”, you will see the contents of the binder and can expand each section to select the products you wish to include in your download. You can also preview documents before adding them by clicking “View.”



5. When you have completed your selections, click “Next” to preview your selections.
6. If everything looks correct, click “Next”. If not, press “Back” to revise your selections.
7. You can now preview the binder, including its cover, table of contents and first pages.
8. When your binder is complete, select “EMAIL THIS CATALOG TO ME” and enter up to 10 email addresses to which to send the full PDF Binder.
9. Press “Send Emails”. Expect your emails to arrive within 1 hour. **NOTE:** The Download Link provided in the email will expire after 72 hours.

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