

ELEVATED ENTRIES

Premium Custom Iron Entry Doors · Jonesboro, Arkansas

DEALER PROGRAM · WELCOME

Welcome to Elevated Entries

Your dealer access, live inventory, and order workflow — everything you need to start writing orders today.

DATE [Insert date]

TO [Dealer first name] · [Company name]

SUBJECT Welcome to the Elevated Entries dealer program — your portal is live

Hi [Dealer first name],

Welcome aboard. We are excited to have [Company name] as an Elevated Entries dealer. Our program is built to make it simple for you to see exactly what is in stock, place orders in minutes, and track every door through delivery — all from one place.

This note walks you through your login, the live inventory dashboard, and the order management process so you can get going right away.

1. YOUR DEALER LOGIN

Your account has been created and is ready to use. Sign in here:

Portal URL **<https://elevatedentries.net/dealers/>**

Email [Dealer email]

Temporary password [Temp password]

Your session stays active for seven days on each device, so you will not need to re-enter credentials every time you check stock or place an order. Please keep these credentials confidential — they are tied to your account and your order history. If you would like the password reset at any time, just reach out to Derek and we will issue a new one.

2. LIVE INVENTORY DASHBOARD

Once you are logged in, the Inventory page shows real-time stock for every door in our Jonesboro warehouse. The quantities update the moment a door is received or reserved, so what you see is what you can actually pull.

- **Search and filter** — browse by style (Modern 4-Lite, Pivot, Arched Top, Double Door, etc.), size, or hand (LH / RH) to find the exact configuration you need.
- **Quantity available** — each SKU shows Qty On Hand minus Qty Reserved, so the number on screen is the number you can actually commit to a job today.

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- **Specs at a glance** — matte black finish, dual-pane clear Low-E glass, 6" jamb depth, and a standard 4-week lead time on any in-stock door.
- **Out of stock?** doors with zero availability still appear so you can quote them — we will give you a firm ETA when you place the order.

Bookmark <https://elevatedentries.net/dealers/inventory.html> for one-click access from your desktop or phone.

3. PLACING AN ORDER

When you are ready to write an order, click Place an Order from the portal nav. The order form walks you through it in four short steps:

- **Select doors** — pick the SKUs and quantities directly from live inventory. The cart prevents you from over-committing on stock.
- **Add a PO number** — enter your internal purchase order or job reference so the order ties cleanly into your books and ours.
- **Shipping address** — enter the jobsite or warehouse address where the doors should be delivered.
- **Requested ship date** — tell us when you need the doors on site and we will confirm against the lead time.

Once you submit, the order is logged immediately with an Elevated Entries order number (format: EE-XXXXXXX), and the reserved quantities are deducted from live inventory so other dealers see accurate availability.

4. TRACKING YOUR ORDERS

Every order you place is visible on the My Orders page, with a clear status pill that updates as the order moves through our shop:

New → **Confirmed** → **In Production** → **Ready to Ship** → **Shipped** → **Delivered**

- **Order details** — click any order to see the line items, PO number, shipping address, and requested ship date.
- **Tracking number** — as soon as your order ships, the carrier tracking number is published on the same page — no extra emails or phone calls needed to find it.
- **Order history** — every order you have ever placed is archived here, so reorders and project look-backs are a couple of clicks.

We recommend checking My Orders once a week, especially around your requested ship date — that is the single source of truth for where each door stands.

5. WE ARE HERE TO HELP

If anything ever looks off in the portal, if a door you need is not showing in stock, or if you simply want to talk through a project, reach out directly — I am your dedicated point of contact.

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Premium Custom Iron Entry Doors · Jonesboro, Arkansas
Derek Criswell

Sales Representative · Elevated Entries

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We built this program — and this portal — around what dealers actually need: real stock, real lead times, and zero guesswork. Thank you for partnering with us. We look forward to a long run of doors that elevate every project they land on.

Welcome to the program,

Derek Criswell

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EDITING NOTES

Before sending, replace each gold bracketed field — **[Insert date]**, **[Dealer first name]**, **[Company name]**, **[Dealer email]**, and **[Temp password]** — with the new dealer's details. The temporary password should be the one Derek generates with the agent when the dealer is added to the portal.