



*Fraternal Composite Service, Inc.®*

169 CAMPBELL AVE.  
UTICA, N.Y. 13502

*Portrait Division*

**Gallery Name:** NPC Academy

**Password:** npcacad

Follow this link : <http://webproofing.fraternalcomposite.com/gallery.login.php?id=2318>

Go to Page (one) of the Galleries - Then look for the Gallery named Convention Photography  
Now click on the Gallery named NPC Academy . Use the password above to gain access.

If the link does not work in your browser. Go to this internet address

Type this into the URL: line webproofing.fraternalcomposite.com

### *Locate your images*

- 1** Click on the Galleries Tab
- 2** Using the arrows on the right, scroll through the galleries and click on your gallery name. Your gallery name is shown in the upper corner of this letter.
- 3** Type in the password and press the ENTER key.
- 4** Just below the Galleries Tab, there is a box labeled "Enter Keyword(s)"  
  
Please type in your loved one's FIRST NAME and then an underscore ( \_ ) followed by the LAST NAME (for example: Tom\_Smith)  
  
Press the ENTER key and the images should now appear.

- If you still can't see the photos, enter just the LAST name and scroll through, until you find them.
- All the Galleries are set up so they will sort by alphabetical order by First name. If you want, you could scroll through your gallery to find them by first name.

### *Purchase your images*

- 5** Once you have located your images, click on one of them to bring up a larger view. Placing your mouse pointer on the image will provide you with a magnifying glass tool for a better look. At this point, the available packages are listed below with buttons to place items in your shopping cart.  
  
If you want to view other images, click the back button at the upper left corner of the image to go back and click another image. Please do not use your internet browser Back button to avoid starting over.
- 6** Once you have identified your favorite image and have clicked on it to display it in the larger size, go down below and make your selections to put the package in your shopping cart.

- 7** To complete your purchase, locate the shopping cart icon on the right side of the screen and click on it to get your View Cart button. Click on that and follow the instructions to pay, provide shipping instructions, and to provide contact information should we need to get in touch with you.

If you have any questions and would like to speak with us, please call 800-448-9305, ext 1 and we will be delighted to assist you.

Thank You.  
The Customer Service Team  
Fraternal Composite Service, Inc.®