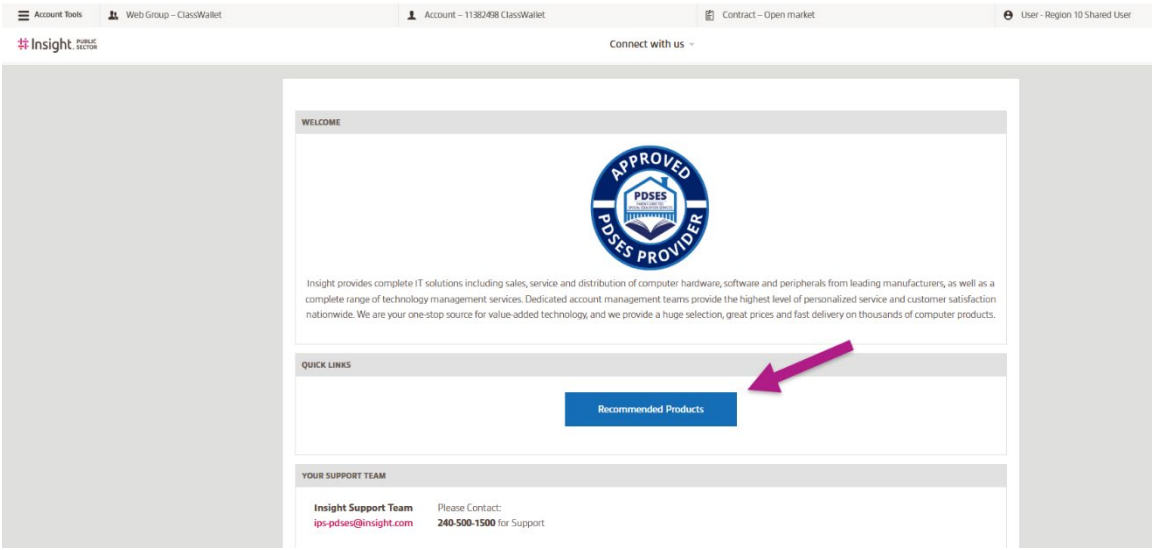
Welcome to the PDSES Insight Portal

Accessing the site

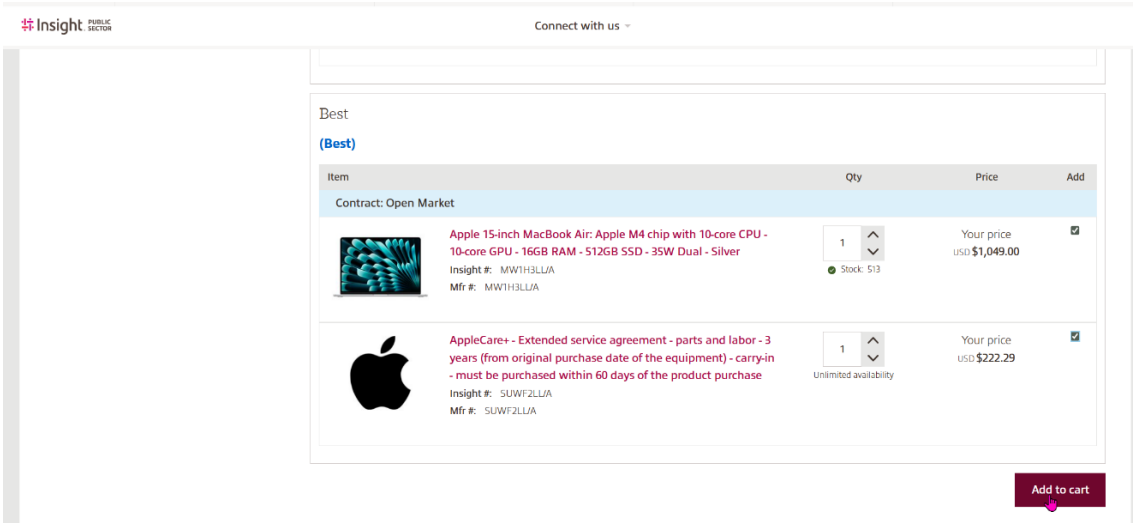
1. Click on the following link: https://www.insight.com/insightweb/endUser/sharedUser?authKey=qxu6EXwY%2Bso%3D.
    - You will be taken directly to the **PDSES Welcome Page** section.

Ordering

2. Choose **Recommended Products**.

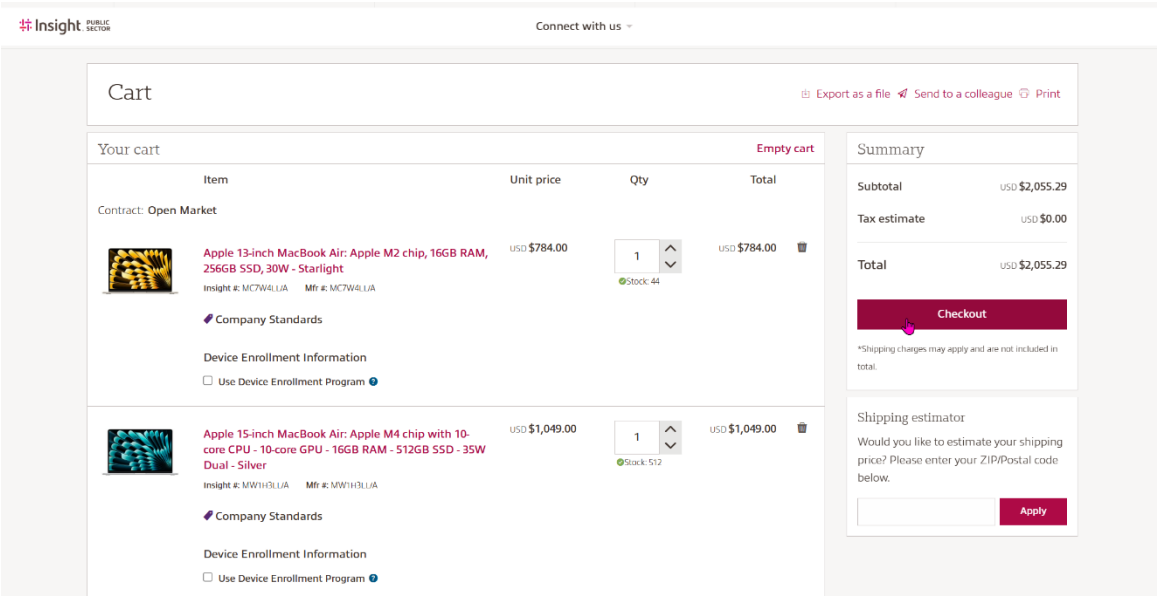


3. Once you have selected all your items Click the red **Add to cart** button.

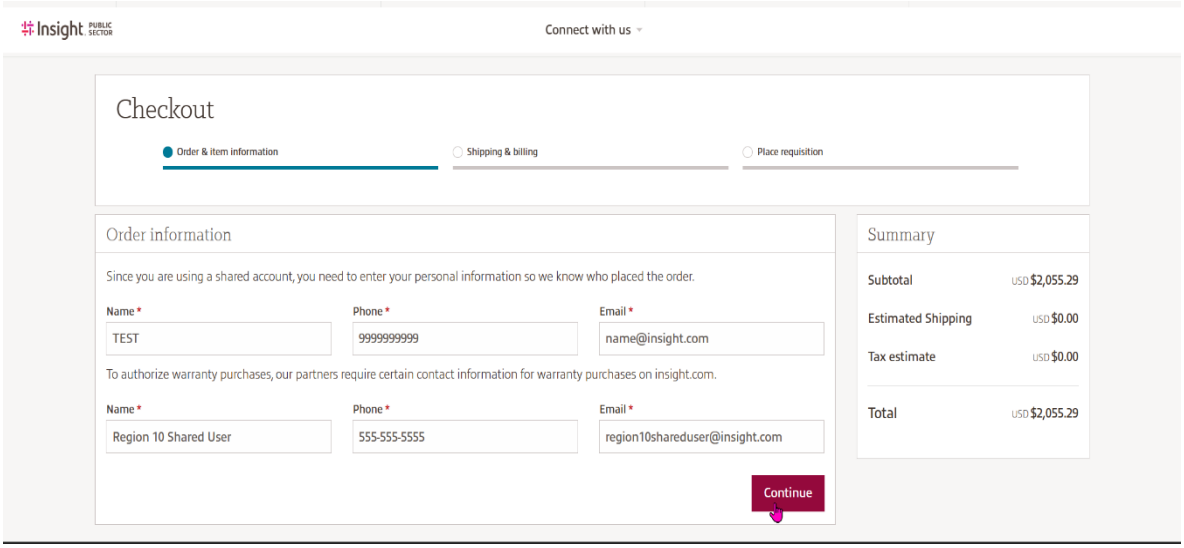


- The Page will refresh and will give you a **Continue to checkout** button. Click **Continue to checkout** at the bottom of the page. This will take you to the cart's checkout page.

4. Click **Checkout** to proceed.

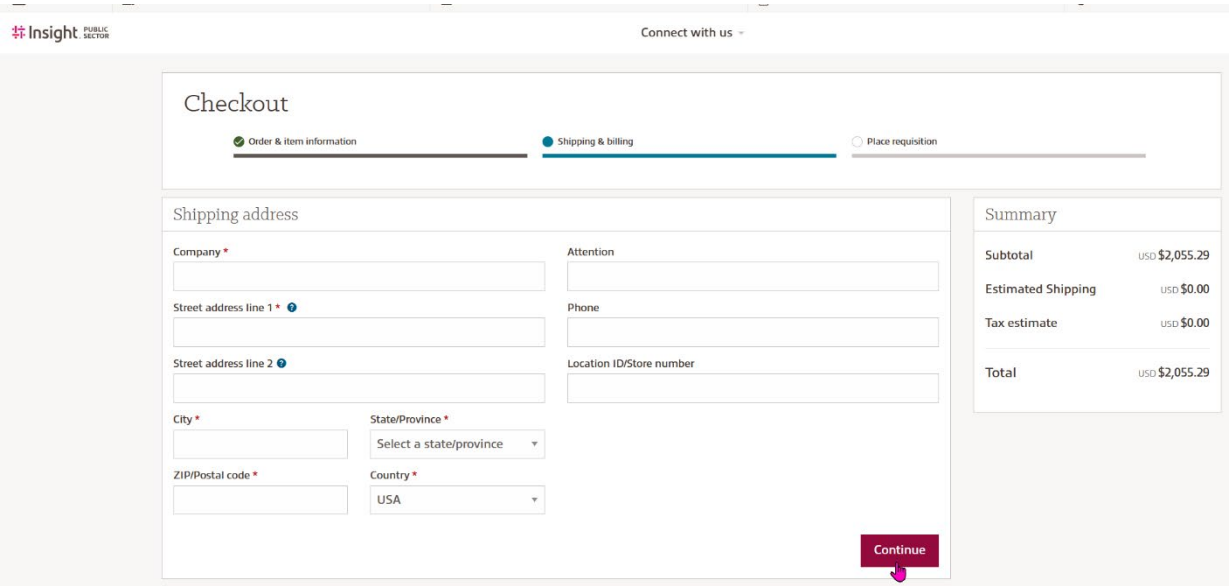


5. Enter your name, phone number, email address and click **Continue**.



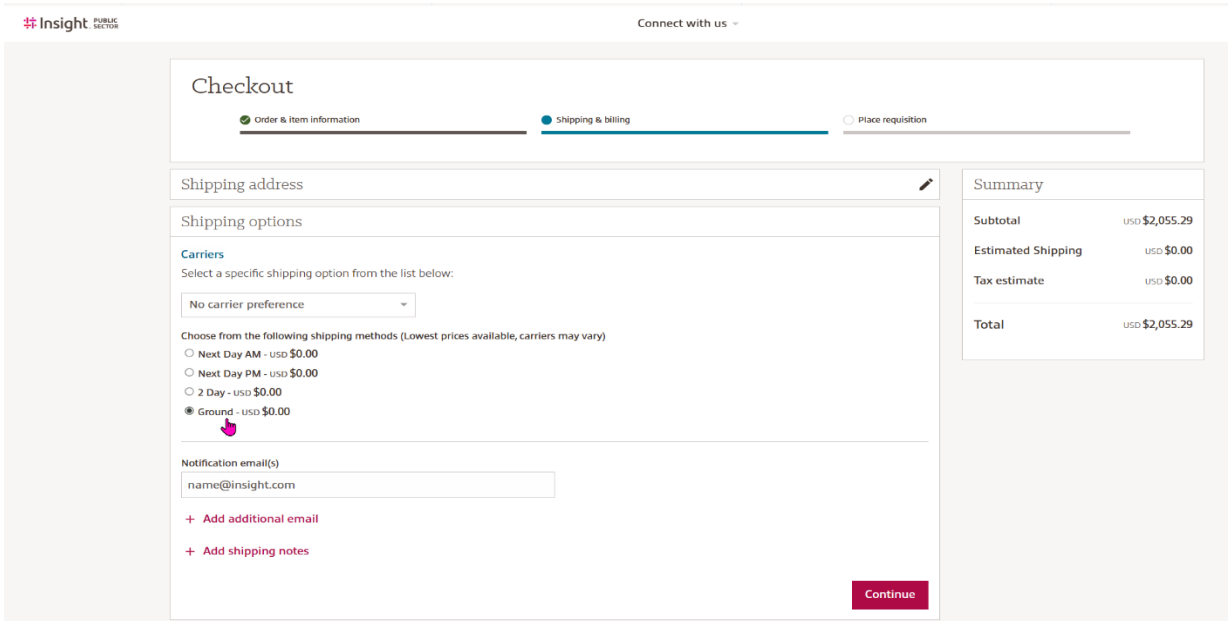
Entering Delivery Information

6. Enter your address details and click **Continue**.



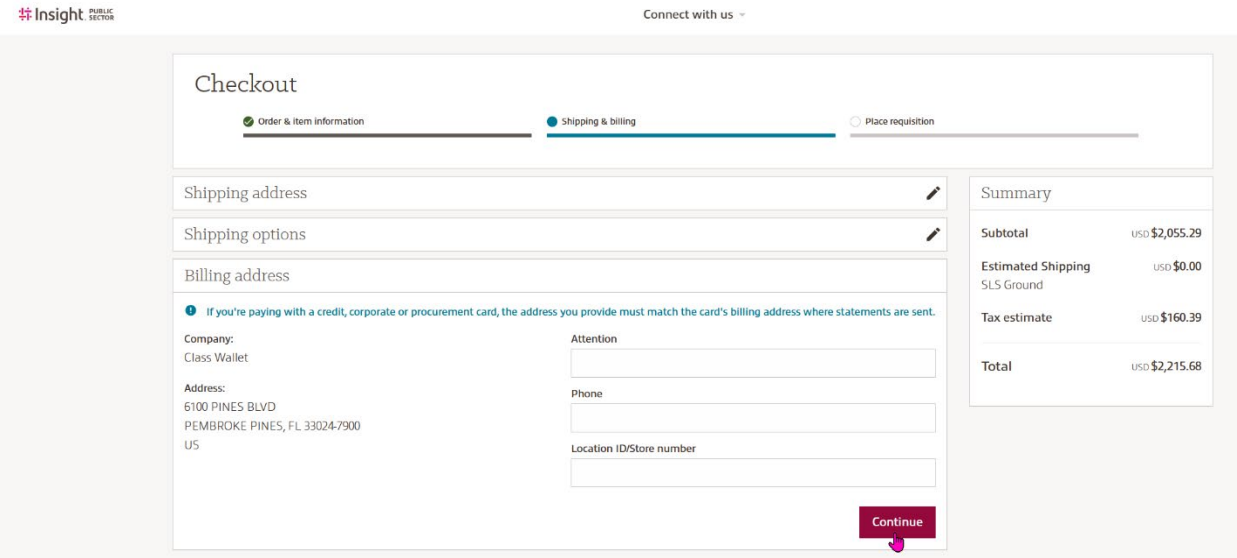
- **Carrier Option** under the **Shipping Option**s will have **No Carrier Preference** as the default option.

7. **Notification Email** will default to your email address. Click **Continue.**



Billing Information

8. Enter information in blank fields (not required). Click **Continue**.



Completing the Ordering Process

9. Select Payment method and click **Place Requisition**.

10. Your quotation will be submitted to your Insight support team for processing. After the quotation has been reviewed, you will receive an order confirmation via email. Please upload this order confirmation email to the direct pay site for payment.

    - For additional guidance on the PDSES order process please visit: https://bit.ly/PDSESsubmitinvoice