



# ENS Corporate Summary Document (Access & Branding)

**ens**

The information in this document is effective Aug 15th, 2023

**For more information, please contact:**

Launch Online  
320 17 Avenue  
Sointula, B.C. V0N 3E0  
Canada

**Phone: +1 250-999-9368**

**Email:** [info@launchonline.net](mailto:info@launchonline.net)

**Website:** [www.launchonline.net](http://www.launchonline.net)

The office of Launch Online is located on the unceded traditional territory of the 'Namgis First Nation, who have been stewards of this area for many generations.

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## Part 1: How to log in to the services

### SECTIONS

- 1.1 OnlyDomains
- 1.2 Zoho Mail
- 1.3 Zoho CRM
- 1.4 Line 2
- 1.5 Koho
- 1.6 Google My Business
- 1.7 Shopify
- 1.8 Youtube
- 1.9 Facebook
- 1.10 Twitter
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- 1.12 Slack
- 1.13 Zoho Social Management

## 1.1 ONLYDOMAINS

1. Go to <https://www.onlydomains.com/>

- Log in username and password.

Username:

Password:



**ONLY**  
**DOMAINS**

Login to your account

LOGIN

[Lost your Password?](#)

[Forgot Username?](#)

CREATE AN ACCOUNT

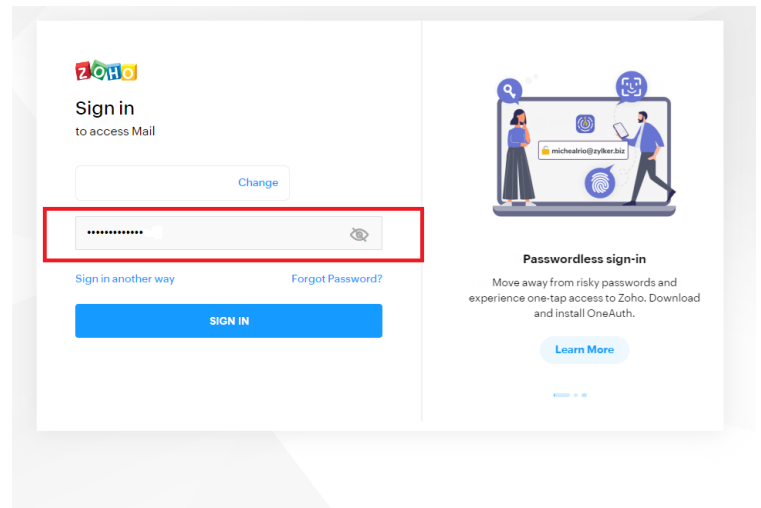
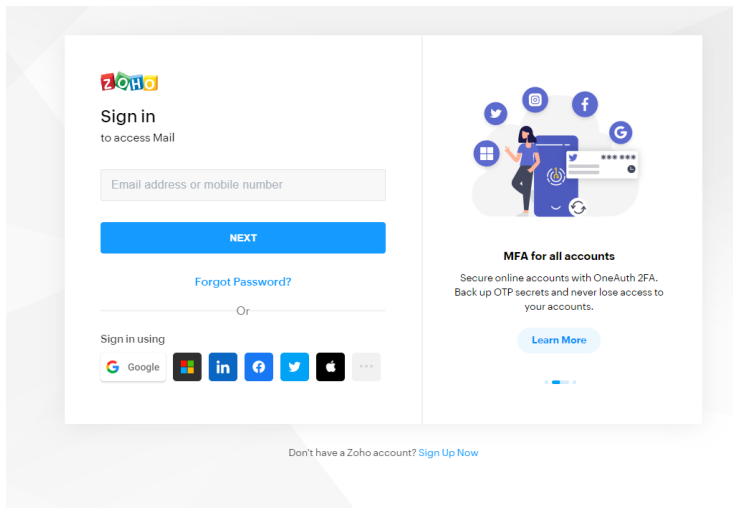
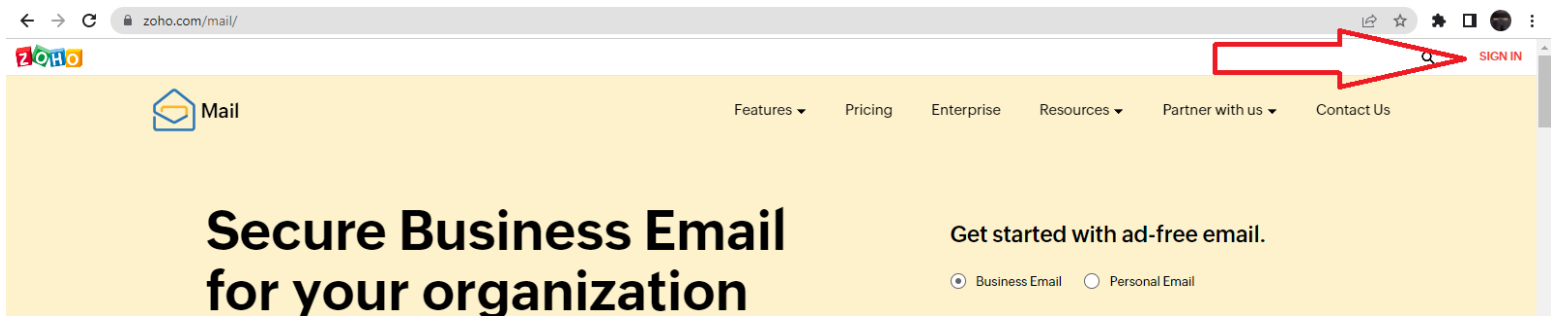
## 1.2 ZOHOO MAIL

1. Go to <https://accounts.zoho.com/>

- Log in username and password.

**Username:**

**Password:**



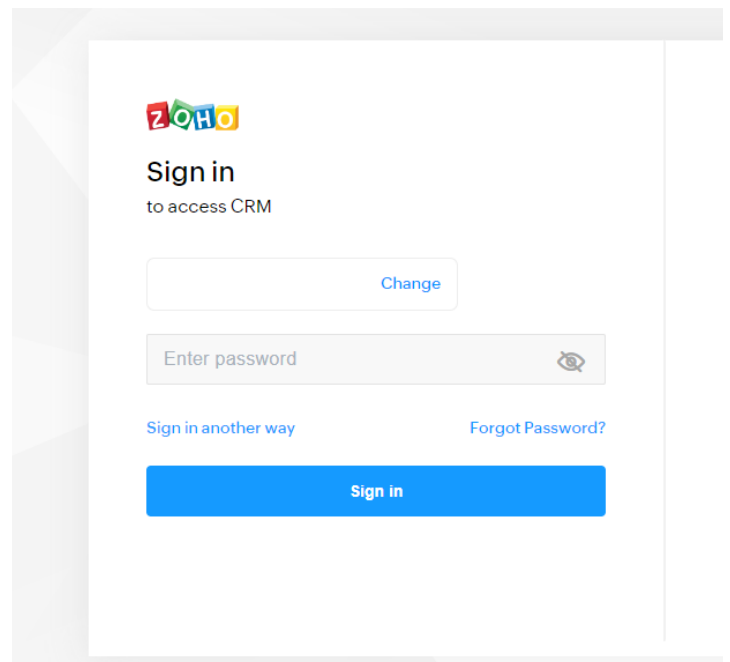
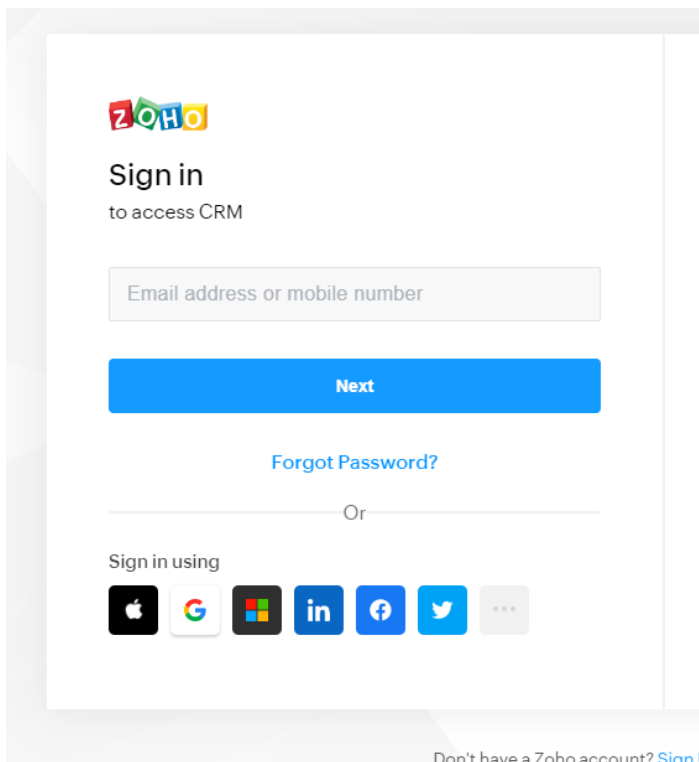
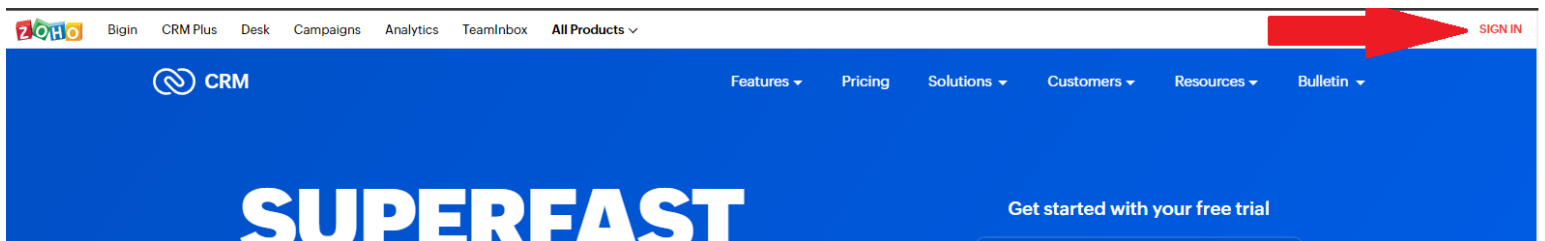
## 1.3 ZOHO CRM

1. Go to <https://crm.zoho.com/>

- Log in username and password.

**Username:** #XZe@AXCX~X8A~.C#om

**Password:** #xcxcCYYCRI



## 1.4 LINE 2

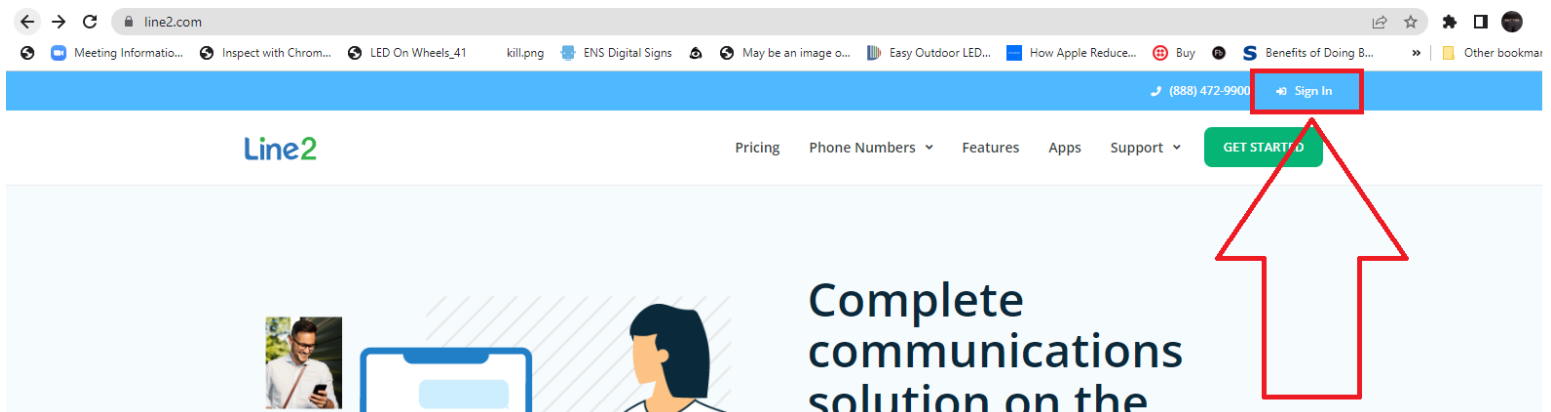
Go to <https://www.line2.com/>

- Log in phone number and password.

**Phone no:**

**Password:**

**\*\*IMPORTANT\*\*** for all Line2 accounts, **MUST** include the 1 in front of the number before able to login or reset password.





## 1.5 KOHO

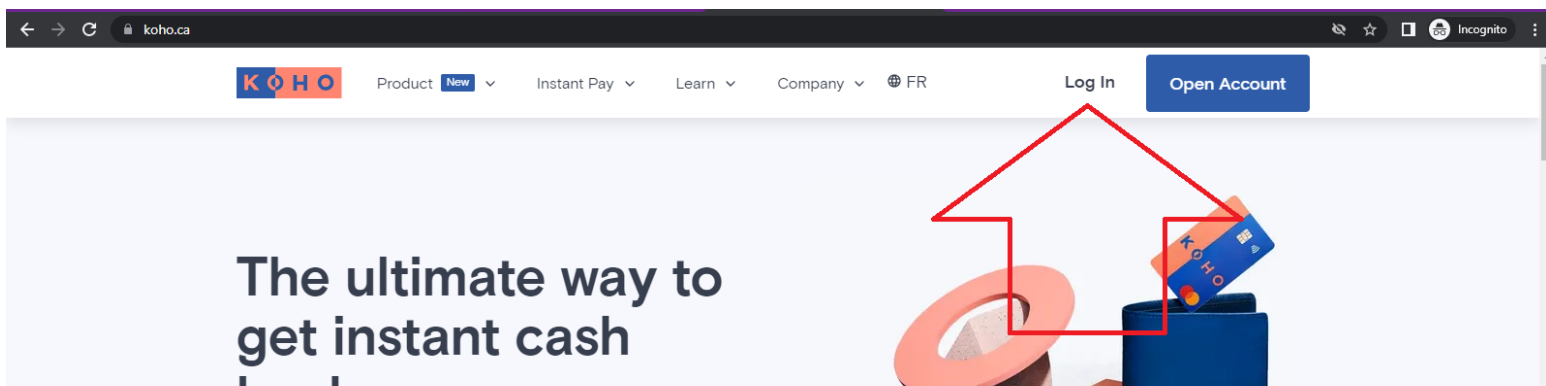
1. Go to <https://www.koho.ca/>

- Log in username and password.

**Username:**

**Password:**

**PIN :**



## 1.6 GOOGLE MY BUSINESS

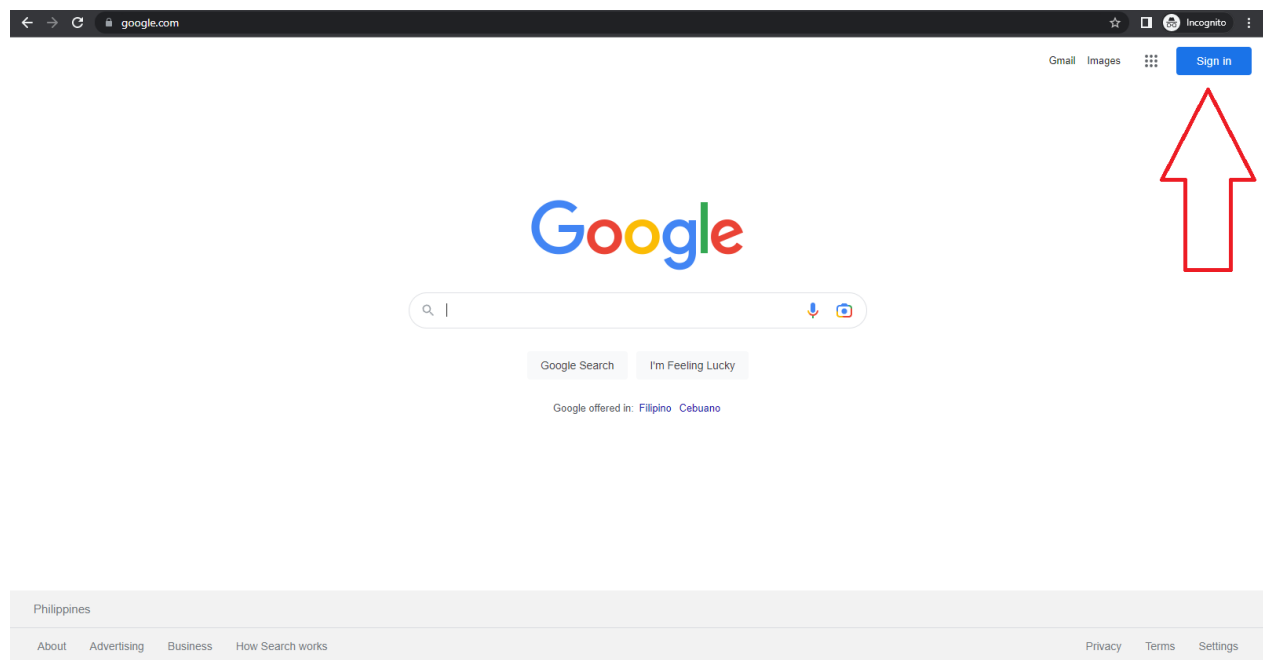
- If google needs a code number this is the mobile number we used 780-800-6684


1. Go to <https://accounts.google.com/>

- Log in username and password.

**Username:**

**Password:**





## Sign in

Use your Google Account


Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#)
[Next](#)

English (United States) Help Privacy Terms



## Welcome

Enter your password

☐ Show password

[Forgot password?](#) [Next](#)

English (United States) Help Privacy Terms




ENS Corporate




Email Office News Images Contact Maps Commercial Shopping Videos

All filters Tools

About 7,450,000 results (0.34 seconds)


**Your business on Google**  
 245 customer interactions | [View as customer](#)

Profile Strength  [Complete Info](#)

[Edit profile](#)
[Read reviews](#)
[Messages](#)
[Add photo](#)
[Performance](#)
[Advertise](#)

[Edit products](#)
[Edit services](#)
[Bookings](#)
[O & A](#)
[Add update](#)
[Ask for review...](#)


Complete your profile  
 Add details and get discovered by more customers

Add your business hours  
 Let customers know when your business is open


Add photo  
 Businesses with photos get more clicks

Only managers of this profile can see this


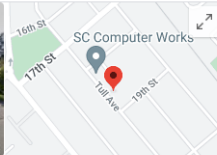
Only managers of this profile can see this


 ENS Corporate  
<https://enscorporate.com>

**ENS Corporate**  
 2023, **ENS Corporate**. Search. Choosing a selection results in a full page refresh. Press the space key then arrow keys to make a selection.



 Facebook  
<https://www.facebook.com/.../ENS-Corporate>

**ENS Corporate**

**ENS Corporate**

[Website](#)
[Directions](#)
[Save](#)
[Call](#)

 You manage this Business Profile

**Address:** 1862 Tull Ave, Courtenay, BC V9N 5W6, Canada  
**Phone:** +1 778-200-3348

**Update your customers**  
 Keep your customers up to date about your business  
[Add update](#)

**Province:** [British Columbia](#)  
[Edit your business information](#)

**Add missing information**  
[Add business hours](#)  
[Add category](#)

**Questions & answers**  
[Be the first to ask a question](#)

[Ask a question](#)

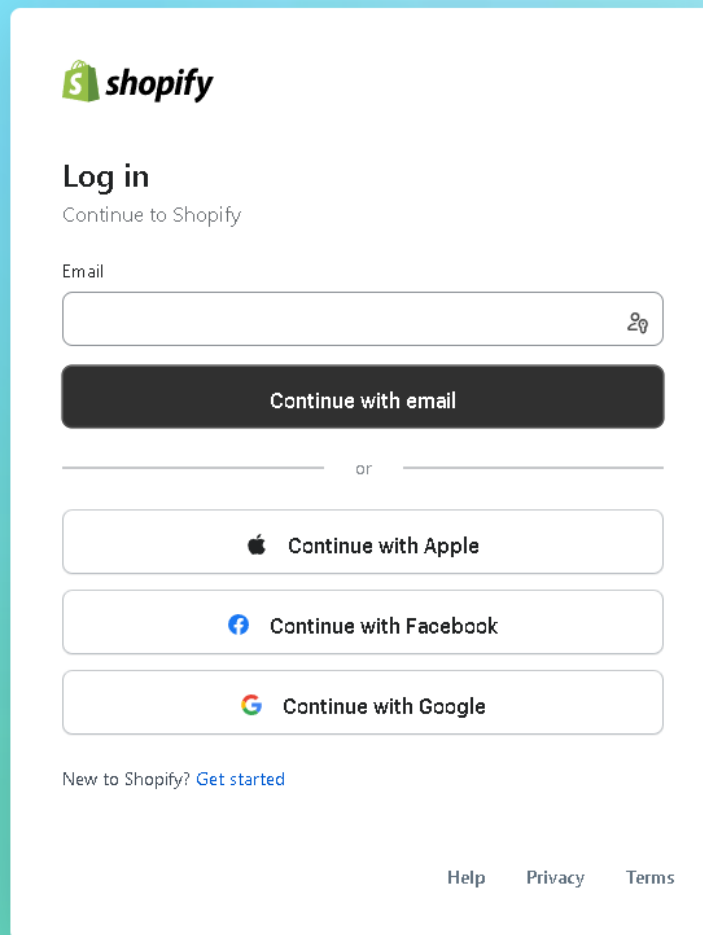
## 1.7. SHOPIFY


1. Go to <https://admin.shopify.com/store/ens-corporate>

- Log in username and password.

**Username:**

**Password:**

The image shows the Shopify login interface. At the top is the Shopify logo. Below it is the heading "Log in" followed by the subtext "Continue to Shopify". There is an "Email" label above a text input field. To the right of the input field is a small icon of a person. Below the input field is a dark button labeled "Continue with email". A horizontal line with the word "or" in the center separates this from the social login options. There are three buttons: "Continue with Apple" (with the Apple logo), "Continue with Facebook" (with the Facebook logo), and "Continue with Google" (with the Google logo). At the bottom, there is a link "New to Shopify? Get started". In the bottom right corner, there are links for "Help", "Privacy", and "Terms".


 **shopify**


**Log in**  
Continue to Shopify


Email

Continue with email

or

 Continue with Apple

 Continue with Facebook

 Continue with Google

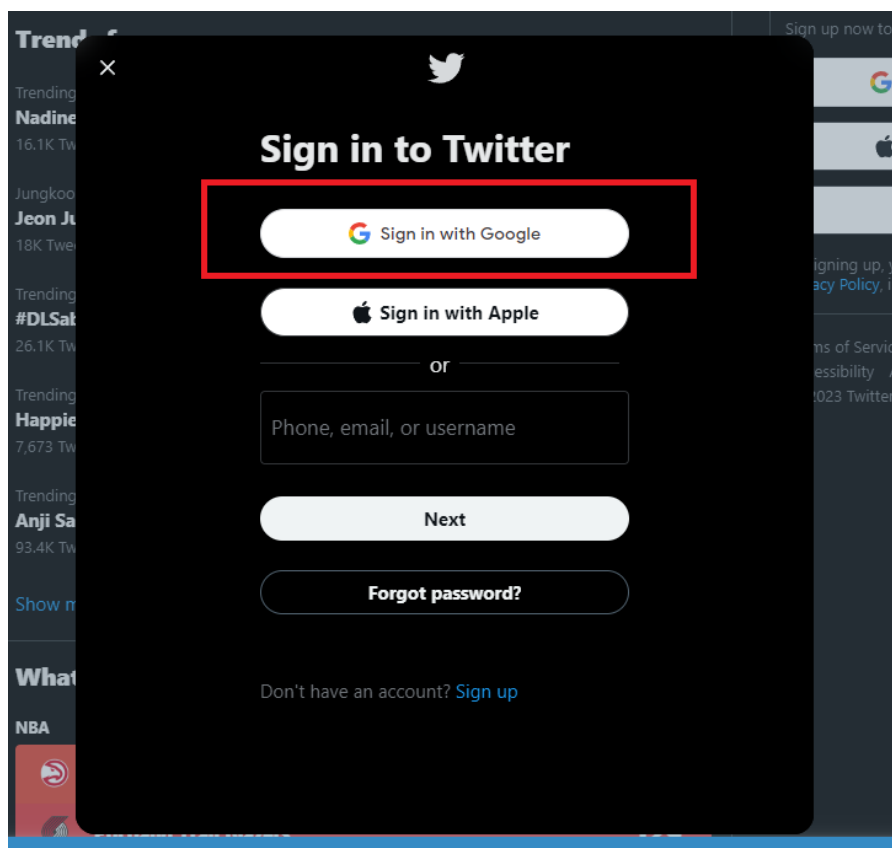
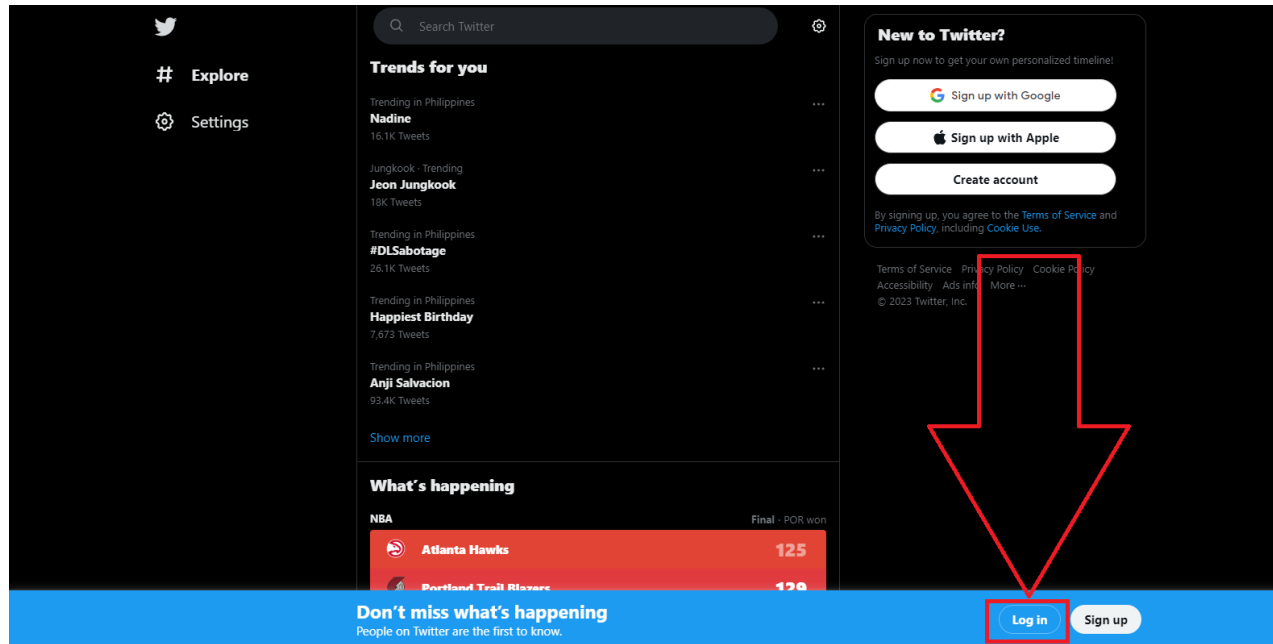
New to Shopify? [Get started](#)

[Help](#) [Privacy](#) [Terms](#)

## 1.8 TWITTER

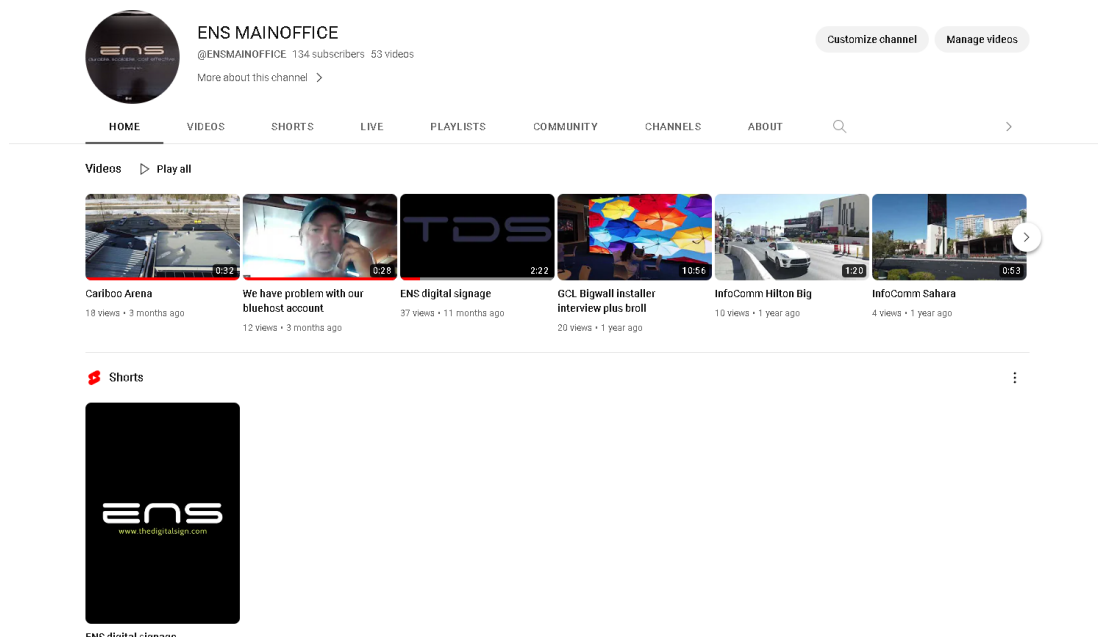
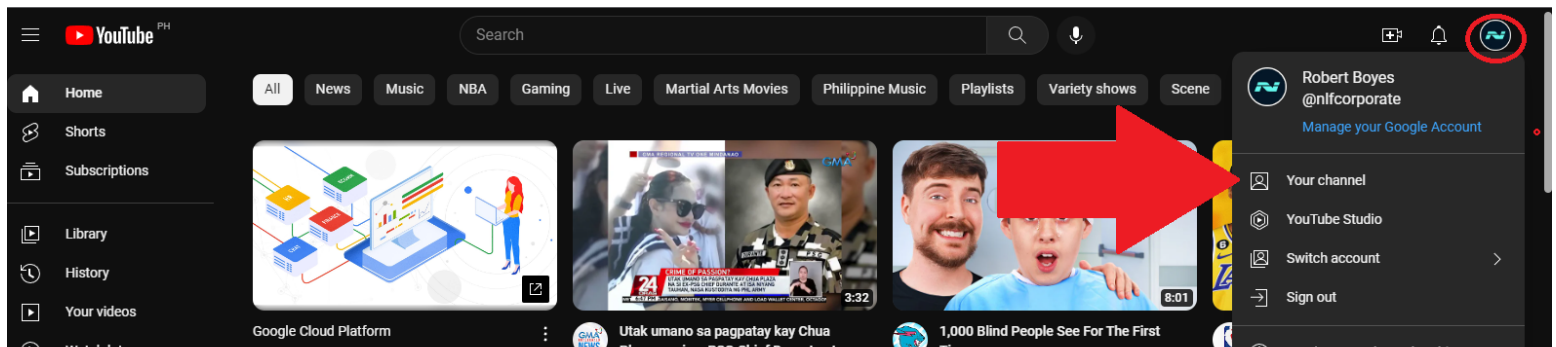
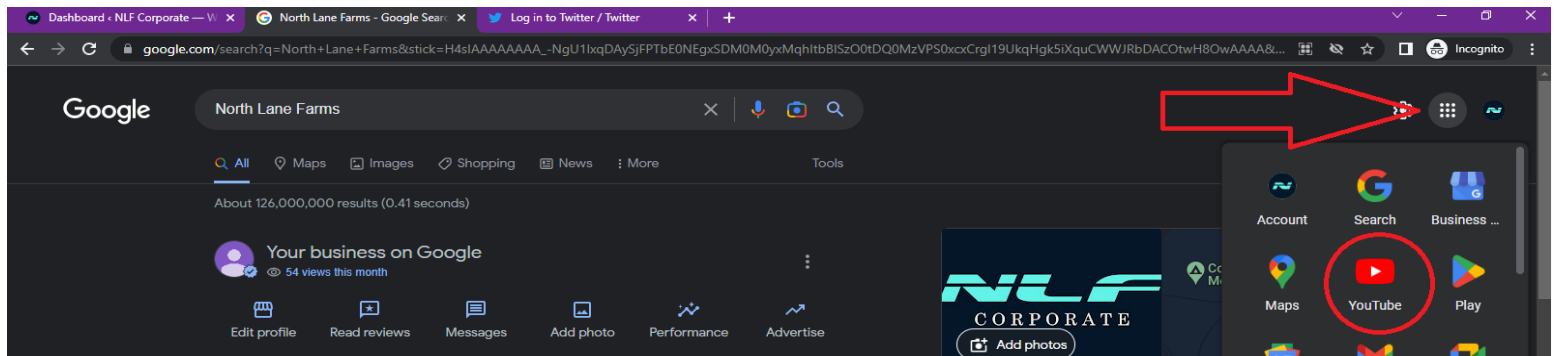
1. Also using your google account you can log in to your **Twitter**

- Go to <https://twitter.com/>



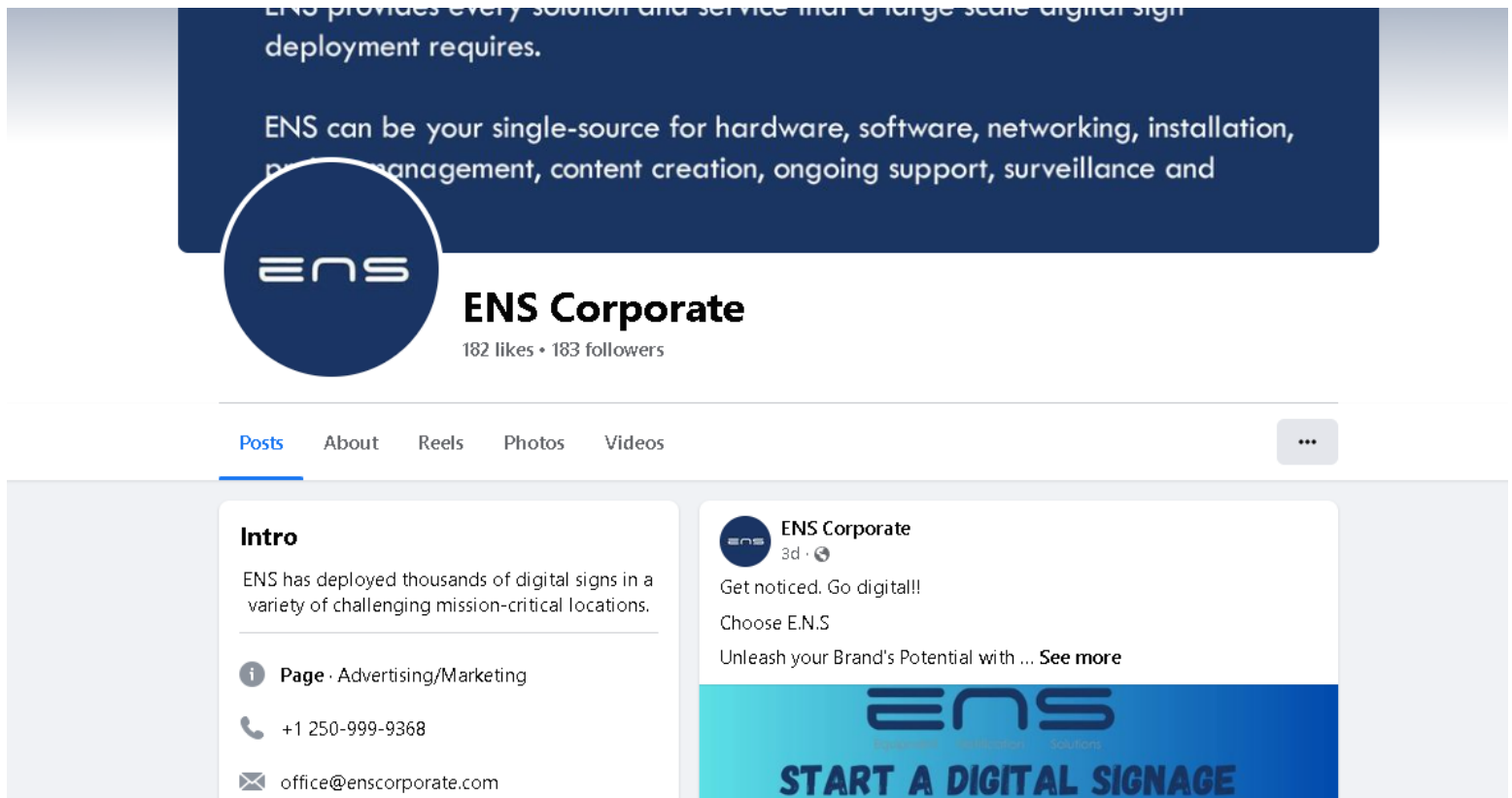
## 1.9 YOUTUBE

1. And using your google account you can also log in to your **Youtube**
  - Go to <https://accounts.google.com/>
    - Inside of your google account you will see in the top right corner a multiple dot/box.
    - Then find the youtube icon.



## 1.10 FACEBOOK

ENS Corporate is already attached to their profile.



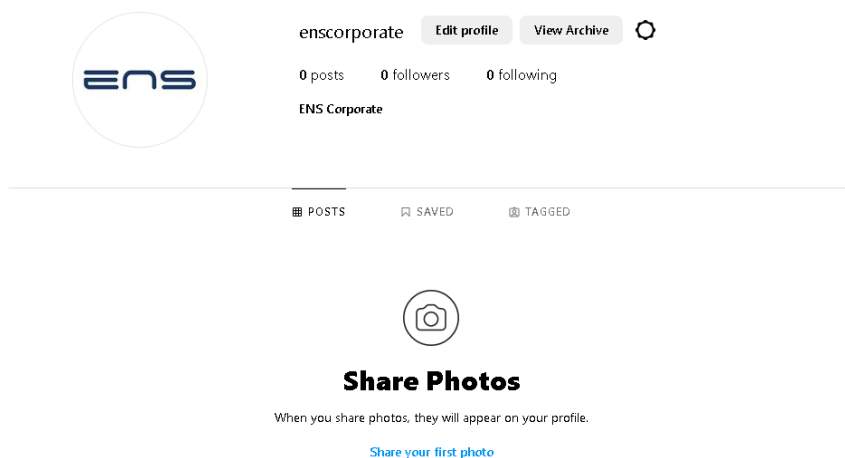
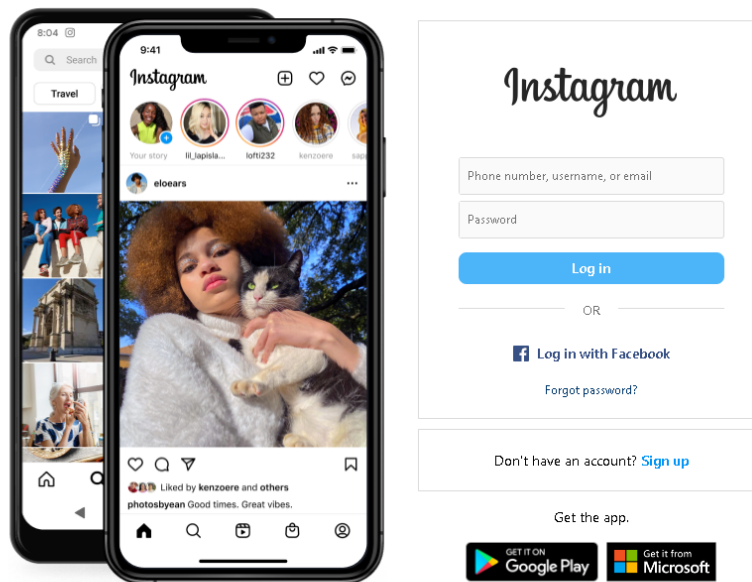
## 1.11 INSTAGRAM

1. Go to <https://instagram.com/>

- Log in username and password.

**Username:**

**Password:**





## 1.12 SLACK

1. Go to <https://editnew.slack.com/>
  - Log in username and password.

Username:

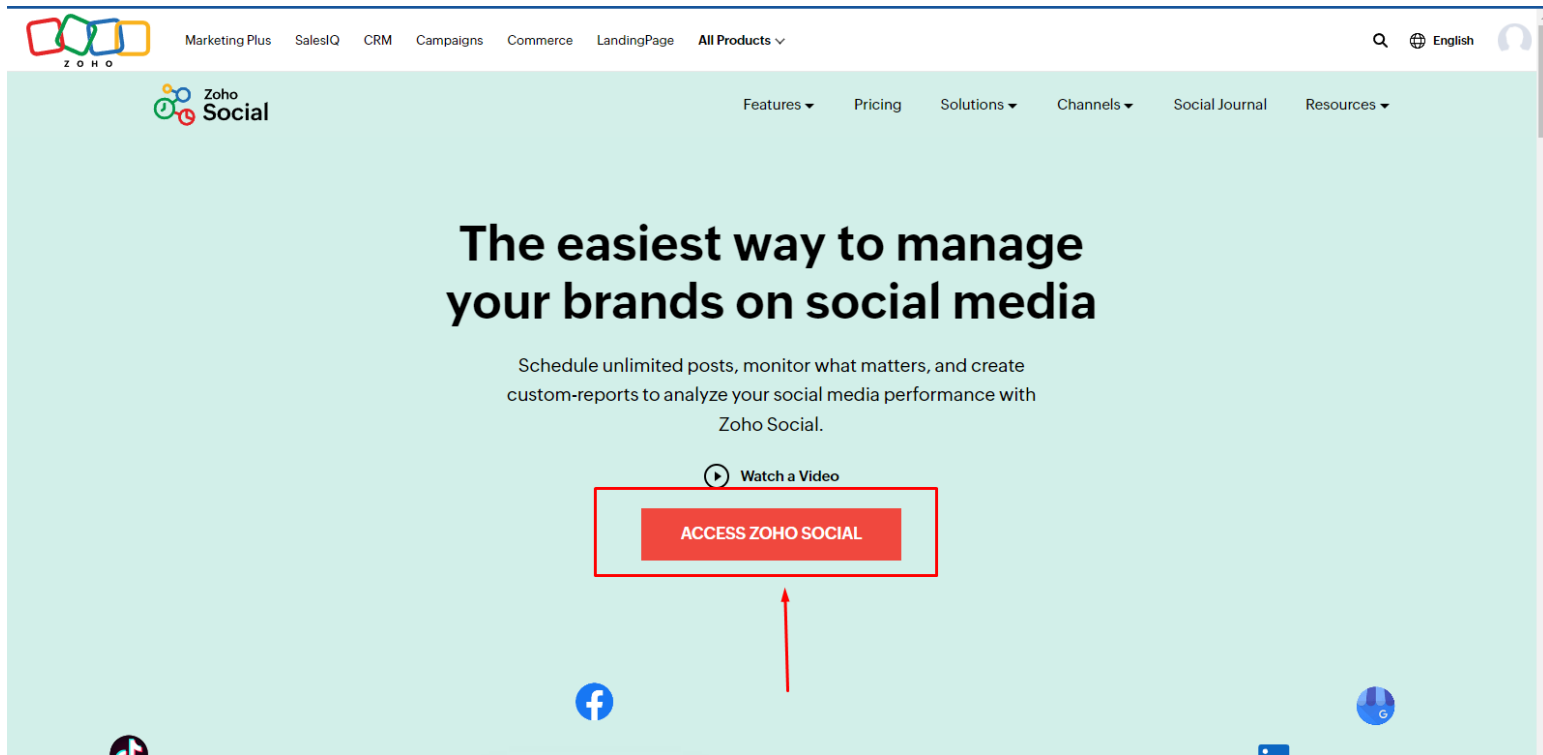
Password:



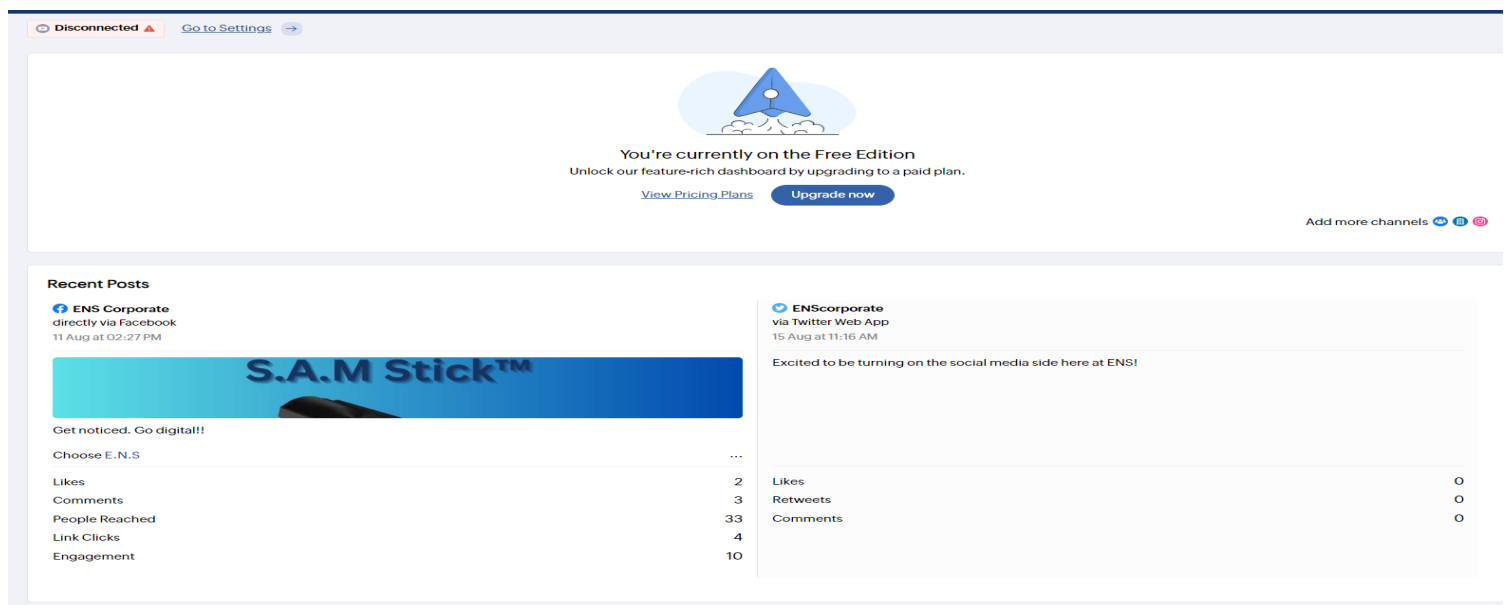
## 1.13 ZOHO SOCIAL MANAGER

1. Using your Zoho account you can also log in Zoho Social Management

- Go to <https://www.zoho.com/social/>



Zoho Social Management Dashboard



← Back

BRAND SETTINGS

Brand Information

**Social Channels**

Brand Members

Publishing

Roles & Permissions

Notifications

GENERAL SETTINGS


Preference


All Members


Portal Settings


Audit Log


Social Channels


 Facebook Page


 Facebook Group


 Twitter Profile


 LinkedIn Profile


 LinkedIn Company Page

 Instagram Profile

 Google My Business

 YouTube Channel

 Pinterest Profile

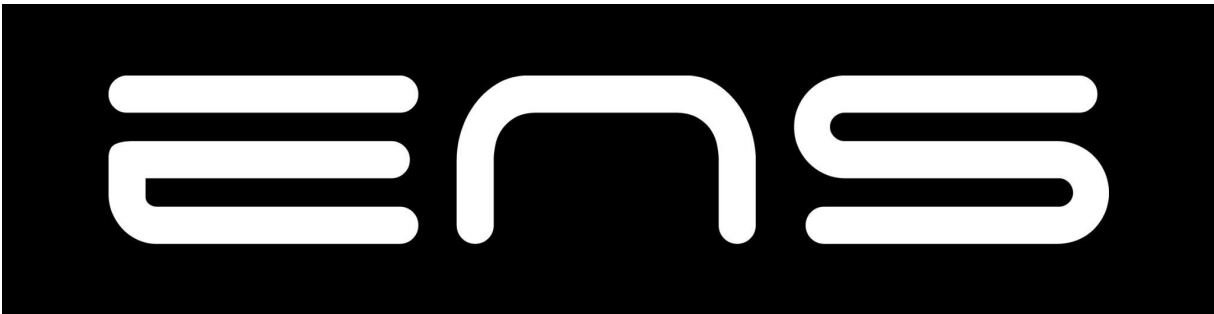
 TikTok Business Profile NEW

# Part 2: BRAND STANDARDS

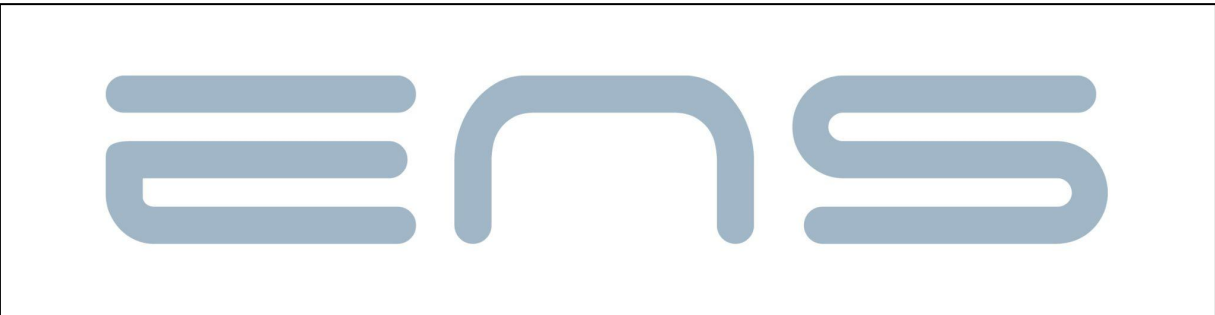
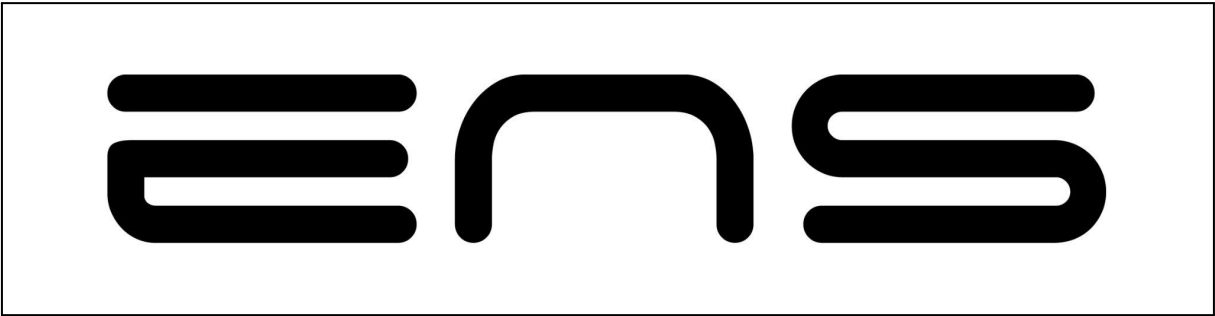
## SECTIONS

- 2.1 Primary Logo
- 2.2 Secondary Logo
- 2.3 Logo Font
- 2.4 Colours
- 2.5 Business card
- 2.6 Letterhead
- 2.7 Postcard

# 2.1. PRIMARY LOGO



## 2.2. SECONDARY LOGO



## 2.3. LOGO FONT

**Avenir** Next LT Pro  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789

### WEIGHTS

LIGHT  
MEDIUM  
BOLD

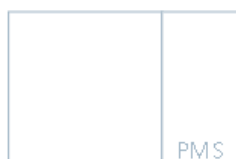
## 2.4. COLOURS



### ENS BLUE

C 90      R 35  
M 75      G 54  
Y 45      B 78  
K 40

WEB  
#23364E  
PANTONE  
P 108-16 U



### ENS WHITE

C 00      R 255  
M 00      G 255  
Y 00      B 255  
K 00

WEB  
#FFFFFF  
PANTONE  
WHITE



### ENS YELLOW

C 20      R 215  
M 00      G 223  
Y 100      B 35  
K 00

WEB  
#D7DF23  
PANTONE  
P 163-8 U



### S.A.M BLUE

C 55      R 106  
M 16      G 178  
Y 00      B 226  
K 00

WEB  
#6AB2E2  
PANTONE  
P 112-12 U



### ENS BLACK

C 75      R 33  
M 70      G 33  
Y 60      B 38  
K 70

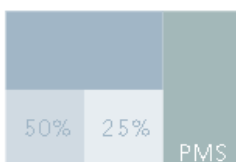
WEB  
#212126  
PANTONE  
P Black U



### ENS GRAY

C 75      R 51  
M 65      G 56  
Y 55      B 64  
K 50

WEB  
#333840  
PANTONE  
P 173-16 U



### ENS LIGHT GRAY

C 35      R 167  
M 25      G 176  
Y 15      B 193  
K 00

WEB  
#A7B0C1  
PANTONE  
P 175-3 U



## 2.5. BUSINESS CARD



## 2.6. LETTERHEAD



1 844 899 7446

office@enscorporate.com

1862 Tull Ave, Courtenay, BC  
V9N 5W6, Canada

August 16, 2023

To:  
Jeremiah Archambault  
1862 Tull Avenue Courtenay,  
BC, V9N 5W6, Canada  
250 999 9368

Dear Mr. Jeremiah Archambault,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc sit amet sem nec risus egestas accumsan. In enim nunc, tincidunt ut quam eget, luctus sollicitudin neque. Sed leo nisl, semper ac hendrerit a, sollicitudin in arcu. Duis pulvinar condimentum elit quis dignissim. Maecenas euismod at risus ut dignissim. Donec pharetra condimentum augue sit amet volutpat. Aliquam luctus, massa eu consectetur rutrum, leo felis imperdiet turpis, imperdiet auctor tellus diam id lectus. Aliquam sollicitudin eros pulvinar, mollis felis eu, molestie mauris. In ut felis enim. Sed pulvinar sapien nec blandit dictum.

Praesent cursus tincidunt mi, et imperdiet dolor. Fusce in accumsan justo. Maecenas faucibus leo vel vestibulum porta. Vivamus consectetur quis massa et interdum. Phasellus pellentesque nibh ac urna finibus, at consectetur libero ornare. Nam molestie tempus nisi, a fermentum nisl tristique quis. Cras malesuada vel enim vel finibus.

Regards,

Arvie Dave Sargado  
Executive Officer

## 2.7. POSTCARD

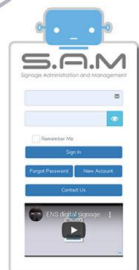
# QUICK START GUIDE

TO GET STARTED, GO TO [www.runsam.com](http://www.runsam.com)



1

create your  
**runsam** account



connect to a display  
& set the correct input

2



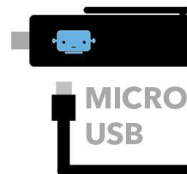
RJ45



RJ45

3

connect to internet



MICRO  
USB

AC/DC



connect to power

4

[www.thedigitalsign.com](http://www.thedigitalsign.com)

help line: **1.844.899.SIGN**



## **LAUNCH ONLINE**

320 17 Avenue

Sointula, B.C. V0N 3E0

Canada

E-mail: [info@launchonline.net](mailto:info@launchonline.net)

Website: [www.launchonline.net](http://www.launchonline.net)

