

### Property Stationery

#### Program Summary:

MarComet has partnered with HD Supply to fulfill our stationery needs. We have created a self-service online portal for convenient ordering. The portal [RedLionByHD.com](http://RedLionByHD.com) is very simple to use and navigate and is supported with live operator telephone customer service at 888-777-9832.

#### Objective:

Provide an easy interface for property stationary needs

#### Procedure:

Each property has had an initial user login set up. For franchised properties this will be the GM and/or Property Owner, and for Red Lion owned properties this will be the HR Rep. Additional logins can be created at your convenience, either directly or with support from the 888# above. When registering additional staff, please add the prefix RLH to your site number during the registration process. i.e. RLH1234

You will receive an email with additional information in the next few days from [RedlionByHD.com](http://RedlionByHD.com), (MarComet). Meanwhile, your initial login information is as follows: (unless you already have one)

Default User Name: ***youremailaddress.com***

Default password: ***password***

We encourage you to change the password the first time you log in. To do this:

1. Log in to the site
2. Look for My Account in the top menu, and the User Info sub-choice
3. Once there, click the “Change Password” button at the bottom of the page. Please also take the time to review your registration information, and edit as needed. You may also change your user name if so desired, but your email is easily remembered.

We plan on adding many additional items to this portal as they become available and emails / communications from [RedLionByHD.com](http://RedLionByHD.com) will come periodically to alert you of new items. Please be sure to **white list** this URL in your junk email list to be sure you received important announcements.

#### RLHC Contact:

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