

WHAT TO DO:

H.BLOOM ORDER PROCESS GUIDE



1. RECEIVE NEW ORDER EMAIL

You will receive an email from H.Bloom Support
(hbnotifications@hbloom.com)



2. LOG INTO PORTAL

Go to <http://portal.hbloom.com> and enter your login info.



3. ACCEPT OR REJECT

Go to your Messages tab, where you can choose to accept or reject
the order.



4. UPLOAD PHOTO AND MARK COMPLETE

Once delivered, log back into Portal and update the delivery status
of the order.

Consumer vs. Corporate Orders

CONSUMER

- Will auto-accept after two business hours
- Business hours: 7am - 5pm in your timezone

CORPORATE

- You have 30 minutes to accept/reject
- After this window, an H.Bloom rep will call to check in

Questions?

Email: partnernetwork@hbloom.com