

# Newport Healthcare Ordering Guide

You may reach the TSG customer service representative Monday - Friday from 9:00 am to 4:30 pm PT at [NHStoreHelp@thesourcinggroup.com](mailto:NHStoreHelp@thesourcinggroup.com).

## Login

Go to: [Newport Healthcare Store - https://nhstore.tsgsourcekey.com/](https://nhstore.tsgsourcekey.com/)

Type in your user name and password  
Click on Sign In

**NEWPORT  
HEALTHCARE**  
Empowering Lives. Restoring Families.™

**This is a controlled-access store.**  
If you need or would like access to place an order, please contact [NHStoreHelp@thesourcinggroup.com](mailto:NHStoreHelp@thesourcinggroup.com).

AUTHENTICATION

ALREADY REGISTERED?

User name

Password

[Forgot your password?](#)  
[Forgot your username?](#)

 SIGN IN



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HEALTHCARE**

Empowering Lives. Restoring Families.™

# Placing an Order

From the homepage, click on the catalog for the type of items you would like to order.

The screenshot shows the Newport Healthcare website homepage. At the top left is the Newport Healthcare logo with the tagline "Empowering Lives. Restoring Families.™". To the right are links for "My Account" and "Sign out", and a search bar with a "Search" button and a cart icon showing "\$0.00". Below the header is a dark navigation bar with a home icon and menu items: "BRANDS", "TOPICS", "COLLATERAL TYPE", and "TA ITEMS". The main content area features a large blue-tinted image of diverse people with the Newport Healthcare logo and the text "NEWPORT HEALTHCARE" overlaid. Below this are four white buttons with blue borders: "Brands", "Topics", "Collateral Type", and "TA Items". Each button has its name underlined and a smaller version of the name below it. A black arrow points from the top of the page to the "Brands" button. At the bottom is a dark footer with three columns: "HELPFUL LINKS" (FAQs, Customer Service, Privacy Policy), "ACCOUNT LINKS" (My Account, My Cart), and "CONTACT US" (Call Us: 925-475-5510, Email Us: NHStoreHelp@thesourcinggroup.com). A small copyright notice is at the bottom left of the footer.

Click on the item that you would like to order.



**Sample Schedule for Residential Programs**

NH-SCHED RT  
**\$25.00**

[VIEW PRODUCT](#)



**NH-CO Door Hanger**

NH-CO DOOR HANG  
**\$20.82** (15)

In Stock

[VIEW PRODUCT](#)



**NH LGBTQ + Affirming Mental Health flyer**

NH LGBTQ FLY SM  
**\$25.00** (50)

[VIEW PRODUCT](#)

Select the quantity you would like to order and “Add to Cart”



**NH-CO DOOR HANGER**

NH-CO DOOR HANG

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**\$20.82** per PK (15)

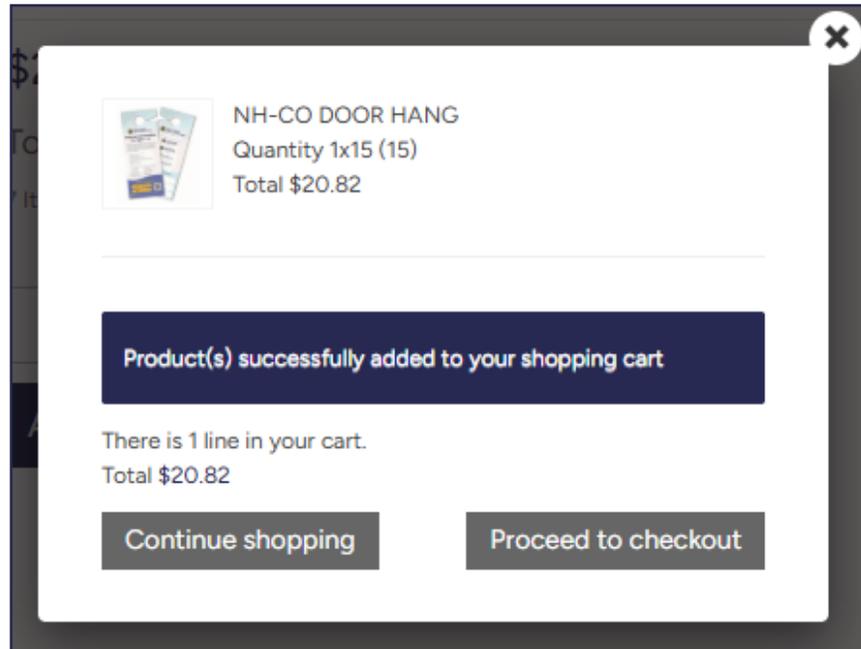
Total: \$20.82

7 Items In Stock | In Stock

x15 (15) Qty

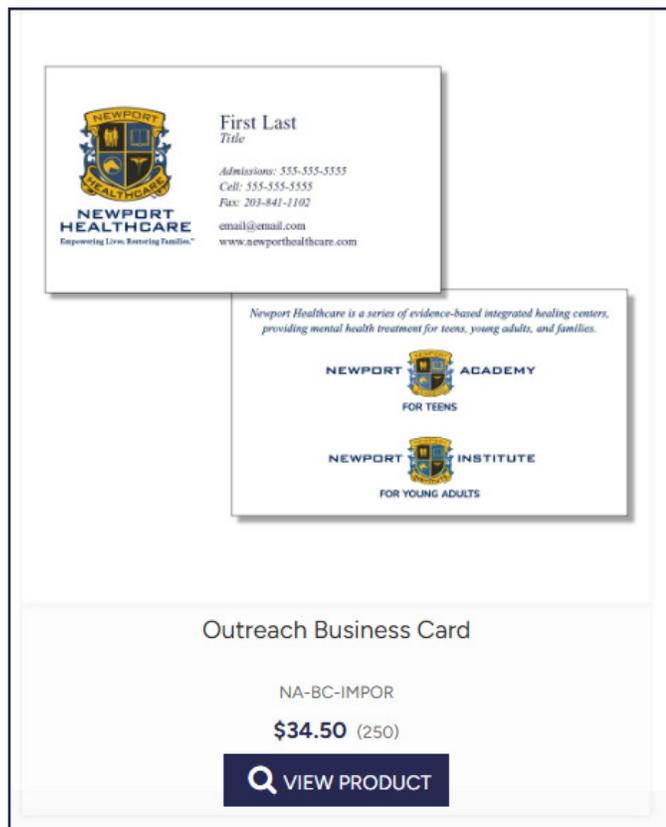
[ADD TO CART](#)

If you need to add more items to your shopping cart, click on “Continue Shopping”. If you are ready to checkout, click on “Proceed to Checkout”.



## Customizing an Item

A customizable item allows you to personalize item. Click on the item that you would like to order.



- Enter the required information for the selected item.
- Click on “Save Version” to save this card as a profile. On future orders, you can select this saved profile for quick reorder or make changes as needed.
- Click on “Next Step”.
- Click on “Proof” to see a proof of the customized item. If changes are needed, click “Edit”, update the information in the input fields, and review the proof again.
- Once you are satisfied with the proof, check the “I Approve” box
- Select your quantity, and “Add to Cart”



**First Last**  
*Title*

Admissions: 333-333-3333  
Cell: 555-555-5555  
Fax: 203-841-1102

first.last@email.com  
www.newporthealthcare.com

### OUTREACH BUSINESS CARD

NA-BC-IMPOR

**\$34.50** per BX (250)

Name:

Title:

Admissions:

Cell Phone:

Email:

Website Selection:

**SAVE VERSION** **NEXT STEP**

Version saved successfully.

### OUTREACH BUSINESS CARD

NA-BC-IMPOR

**\$34.50** per BX (250)

Total: \$34.50

Quantity	Unit Price	Total
1x250 (250)	\$34.50	\$34.50
2x250 (500)	\$29.75	\$59.50
4x250 (1,000)	\$25.00	\$100.00

**Review and Approve**

Please click the proof button to download & review your file.

I Approve  I have reviewed the proof and understand this will be the print file

**PROOF**

Qty

**EDIT** **ADD TO CART**

When you click “Proceed to Checkout”, you will be taken to your Shopping Cart Summary. Here, you can review your items, update quantities, or remove any products. Once you have confirmed everything is correct, click “Proceed to Checkout”.

SHOPPING-CART SUMMARY

1. SUMMARY		2. SIGN IN		3. ADDRESS		4. SHIPPING		5. PAYMENT	
------------	--	------------	--	------------	--	-------------	--	------------	--

Your shopping cart contains: 2 Products

Product	Id	Details	Availability	Unit Price	Qty	Total	Remove
 NH-CO Door Hanger	NH-CO DOOR HANG		In Stock	\$20.82 per PK	1 x15 (15)	\$20.82	X
 Outreach Business Card	NA-BC-IMPOR-First Last	alwaysDisplayAgreeSpec:		\$34.50 per BX	1x250 (250)	\$34.50	X

Subtotal	\$55.32
Shipping & Handling	\$0.00
Tax	\$0.00
<b>GRAND TOTAL</b>	<b>\$55.32</b>

Add your shipping address  
 The address label will be the nickname that is shown in the address list.  
 Click on Save  
 This address will be added to your address book for future orders

**YOUR ADDRESSES**

To add a new address, please fill out the form below.

*\*Required field*

Address Label \*

Name

Address Classification

Company

Address \*

Address (Line 2)

City \*

State/Province \*

Zip/Postal Code \*

Country \*

Phone \*

Select a shipping address from the drop-down menu.  
Select your billing department from the list.  
Enter an attention line, add any order comments as needed, and then click “Continue to Checkout”.

ADDRESSES

1. SUMMARY    2. SIGN IN    3. ADDRESS    4. SHIPPING    5. PAYMENT

Choose a delivery address: Home Address

Choose a billing address: N970-970 - Newport Healthcare Clinical

**YOUR DELIVERY ADDRESS**

123 Lincoln Way  
ATTN: \*  
Auburn, CA 95603  
US  
9168781234

**YOUR BILLING ADDRESS**

Newport Healthcare  
19200 Von Karman Ave  
Suite 500  
Irvine, CA 92612  
US

Add a new address

If you would like to add a comment about your order, please write it in the field below.

Continue Shopping    Continue to checkout

Select your shipping and click continue.

SHIPPING

1. SUMMARY    2. SIGN IN    3. ADDRESS    4. SHIPPING    5. PAYMENT

Choose a shipping option for this address: Home Address

<input checked="" type="radio"/>	FedEx Ground	\$17.70
<input type="radio"/>	Fedex 2nd Day Air	\$35.00
<input type="radio"/>	Fedex Standard Overnight	\$46.91

Continue shopping    Continue to checkout



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This is a final review of your order.  
 Select your NH Store Balance as payment method  
 If your order details are correct, click on “Submit Order” to complete your purchase.

CONFIRM YOUR ORDER AND PAYMENT METHOD

1. SUMMARY		2. SIGN IN		3. ADDRESS		4. SHIPPING		5. PAYMENT	
Product	Id	Details	Availability	Unit Price	Qty	Total			
 NH-CO Door Hanger	NH-CO DOOR HANG		In Stock	\$20.82	1x15 (15)	\$20.82			
 Outreach Business Card	NA-BC-IMPOR-First Last	alwaysDisplayAgreeSpec:		\$34.50	1x250 (250)	\$34.50			
					Subtotal	\$55.32			
					Shipping & Handling	\$17.70			
					Tax	\$5.30			
					Grand Total	\$78.32			

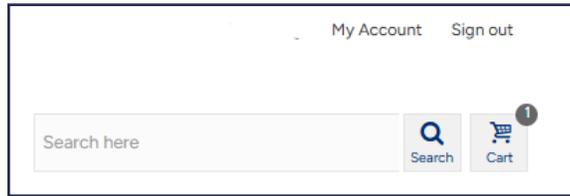
NH Store Budget Allowance:

[Submit Order](#)

[Continue shopping](#)

# Additional Site Information

Additional information can be found in the header on the top right or in the footer.

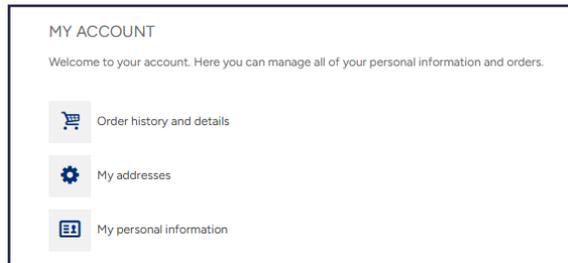


<b>HELPFUL LINKS</b> FAQs Customer Service Privacy Policy	<b>ACCOUNT LINKS</b> My Account My Cart	<b>CONTACT US</b> Call Us 925-475-5510 Email Us NHStoreHelp@thesourcinggroup.com
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## My Account

The “My Account” link is where you can see your order history and manage any additional addresses you have added.



In order history you will:

- Be able to see the status of your order.
- See tracking information.
- See details of the order.
- Quickly reorder, by add all items from the order to your shopping cart.

ORDER HISTORY - 2025

Here are the orders you've placed since your account was created.

Show 10 entries

Search:

Order reference	Date	Shipping Address	Status	
<a href="#">BCSHP-100012</a>	8/21/2025 6:28:21 PM	Corporate Billing	Request Received	<a href="#">Details</a> <a href="#">Reorder</a>
<a href="#">BCSHP-100011</a>	8/20/2025 1:13:08 PM	Corporate Billing	Request Received	<a href="#">Details</a> <a href="#">Reorder</a>
<a href="#">BCSHP-100001</a>	8/14/2025 12:12:42 PM	Corporate Billing	Request Received	<a href="#">Details</a> <a href="#">Reorder</a>

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

[← Back to your account.](#) [Home](#)

Manage your addresses by editing, deleting, or adding new.

### MY ADDRESSES

Please configure your billing and delivery addresses when placing an order. You may also add additional addresses, which can be useful for sending gifts or receiving an order at your office.

Your addresses are listed below.

Be sure to update your personal information if it has changed.

**AUSTIN CONFERENCE CENTER**

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Fagron Sterile Services  
123 Lincoln Way  
Austin TX 78701  
US  
9168781234

[Edit](#) [Delete](#)

[Add a new address](#)

[← Back to Your Account](#) [Home](#)

Add new addresses as you need them. The “Address Label” is what you will see in the drop-down menu during the checkout process.

### YOUR ADDRESSES

To add a new address, please fill out the form below.

\*Required field

Address Label \*

Name

Address Classification

Company \*

Address \*

Address (Line 2)

City \*

State/Province \*

Zip/Postal Code \*

Country \*

Phone \*

[Save](#)

## Privacy Policy

Here you will find The Sourcing Group's privacy policy.

### PRIVACY POLICY NOTICE

Effective: June 30, 2023

This document applies to all of The Sourcing Group ("TSG") and its wholly owned subsidiaries D/B/A CarpeDiem Inc., Amplifii, SI Solutions, Greg Hough, and Brand Alliance. We place a high priority on maintaining the privacy and confidentiality of our customer's personal information. In order to provide our services to you, we may collect, use and transfer personal information. This notice intends to help you understand our commitment to protecting this information at all times. We are providing this information to describe the data that we may process, and the situations where we may disclose that information to another party. Any questions or comments may be addressed to any member of our senior leadership team at 646-572-7520.

## Frequently Asked Questions - FAQs

If you do not find an answer here contact [NHStoreHelp@thesourcinggroup.com](mailto:NHStoreHelp@thesourcinggroup.com).

**FAQs** 

- How do I place my order? +
- How do I see my shopping cart? +
- How do I manage the addresses for shipping and billing? +
- How can I confirm that my order was placed? +
- What are the shipping fees? +
- What if I need to make changes to my order? +
- When will I get my order? +
- My question wasn't in the FAQs. Who should I contact? +
- How can I contact Customer Support? +

## Customer Service

**Customer Service** 

### We're Here to Help!

If you have questions or need assistance with your order, please call or email our Customer Service team.

**Customer Service Hours:** Monday – Friday, 9:00 AM – 4:30 PM PT

We strive to respond to all inquiries within 24 hours. Messages received on Friday may not be addressed until the following business day. If you reach our voicemail, please leave a message, and we will return your call as soon as possible.

**925-475-5510**  
[NHStoreHelp@thesourcinggroup.com](mailto:NHStoreHelp@thesourcinggroup.com)



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