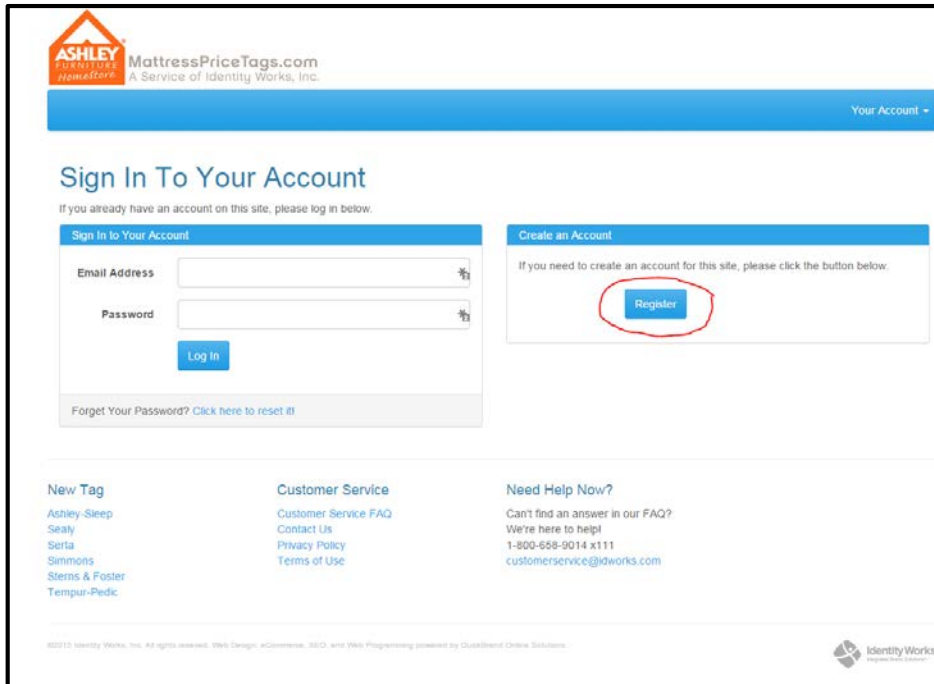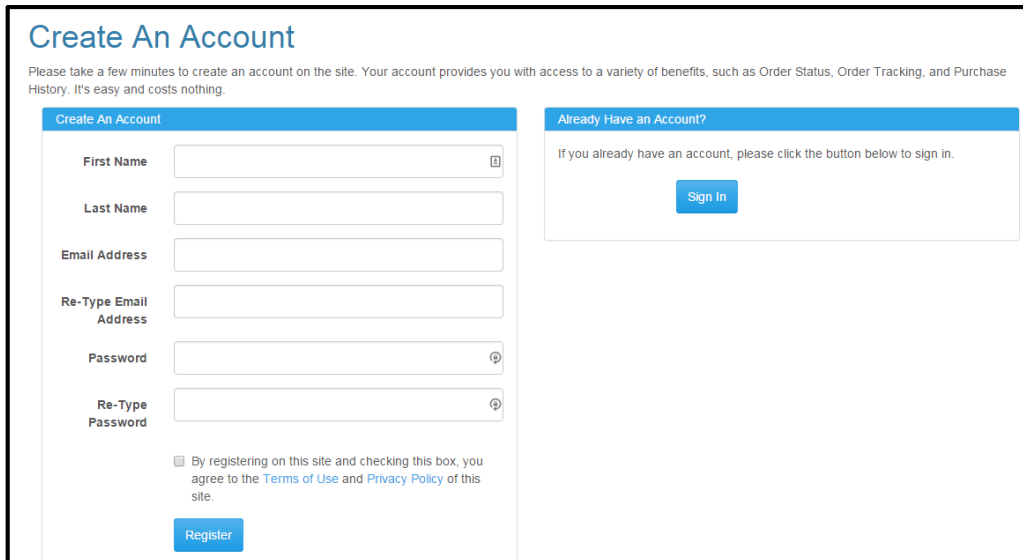1. Navigate to mattresspricetags.com
2. If this is the first time visiting the site, click on "Register" under Create an Account

3. Fill out the information needed to create an account. Be sure to use your AFHS email address.

4. After you have an account, sign in.

Sign In To Your Account

If you already have an account on this site, please log in below.

Sign In to Your Account	Create an Account
Email Address [ ]	If you need to create an account for this site, please click the button below.
Password [ ]	**Register**
Log In	

Forget Your Password? Click here to reset it!

5. Once you are signed in, you will land on the Home Page. From here, you can do multiple things. Each item will have its own section later in this document.
   a. Create a tag from scratch
   b. Update an existing mattress price tag
   c. Reprint an existing mattress price tag
   d. Update your account and log out

MattressPriceTags.com
A Service of Identity Works, Inc.

D.

New Tag ▾   **Create a new Tag from scratch**   Update your Account or Log Out   Your Account ▾

A.

Instructions

If you'd like to make a new Mattress Price Tag, please select the appropriate mattress vendor from the categories above. You will then be guided through the process of generating the price tag.

B.   **Update an exsisting tag by enentering the code in the box below**

Update an Existing Mattress Price Tag

If you have an existing tag that you'd like to update, please enter the Unique Mattress Code below. This code can be found in the lower right hand corner of the your tag.

Mattress Code [   ]

**Update Tag**

C.   **Reprint an exsisting tag by enentering the code in the box below**

Reprint an Existing Mattress Price Tag

If you have an existing tag that you'd like to reprint, please enter the Unique Mattress Code below. This code can be found in the lower right hand corner of the your tag.

Mattress Code [   ]

Reprint Tag

New Tag	Customer Service	Need Help Now?
Ashley-Sleep	Customer Service FAQ	Can't find an answer in our FAQ?
Sealy	Contact Us	We're here to help!
Serta	Privacy Policy	1-800-658-9014 x111
Simmons	Terms of Use	customerservice@idworks.com
Sterns & Foster		
Tempur-Pedic		

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Creating a New Tag

1. Click on the New Tag button in the top navigation to view the dropdown menu. Choose the brand of mattress that you want to create a tag for.
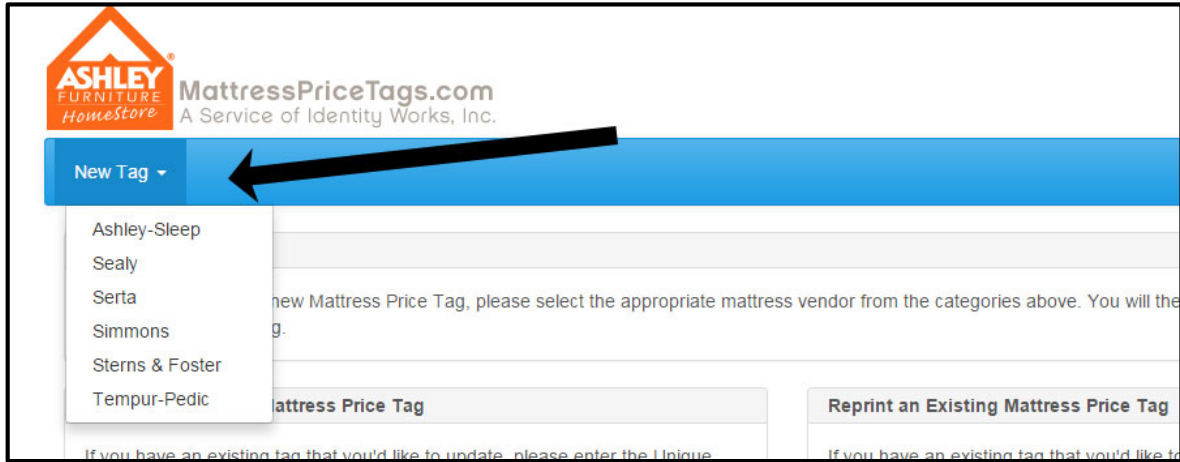
2. Once you have selected the brand, you will get the "Create Tag" page. From here, you can select your mattress from the dropdown menu.
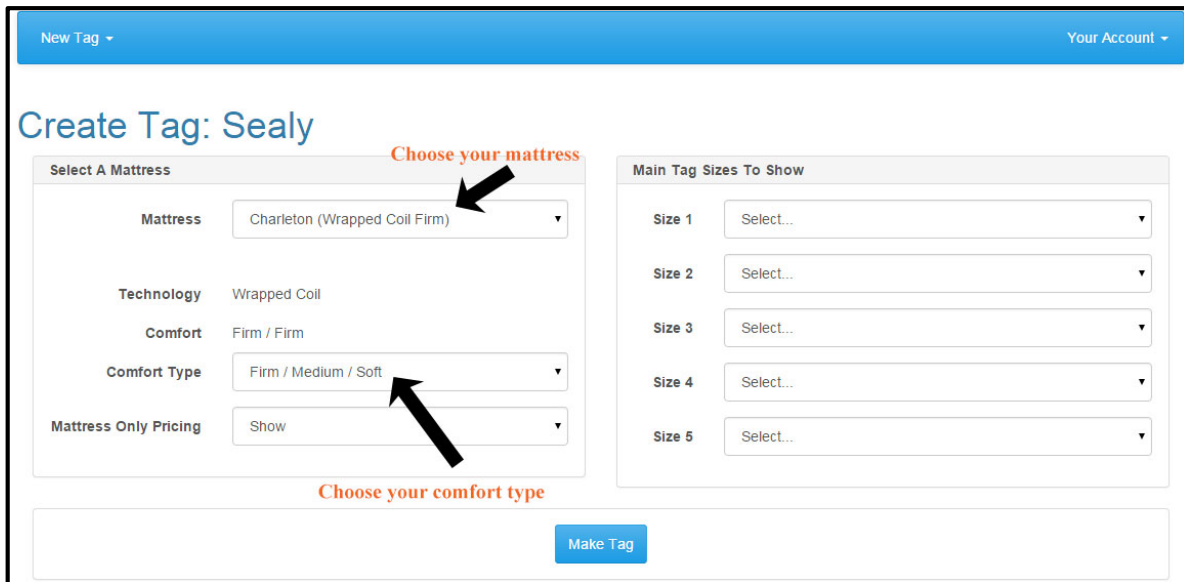
3. You can also choose your comfort type description. Choose from:
   a. Firm/Medium/Soft
   b. Firm/Plush/Ultra Plush

4. You can also decide to show or not show the mattress only pricing in this area.

5. Choose the sizes you want to show. You can show up to 5 sizes:
    a. Twin
    b. Twin XL
    c. Full
    d. Full XL
    e. Queen
    f. Split Queen
    g. King
    h. Split King
    i. Cal King
    j. Split Cal King

6. Next decide the Main Tag Columns to Show. You can choose up to four columns to show. You do not need to fill out all four. These will be the options that you can put prices to later in the tag. You can also add column text notes. These notes will show on the Grid Tag only.

7. The Upper Right Highlight Area: This will be a square at the top right of the page. You can change what is highlighted on each Tag. You can highlight the following:
   a. Not Shown (nothing will be highlighted then)
   b. Comfort (Firm/Medium etc)
   c. Technology (Wrapped Coil, Innerspring, etc)
   d. Specified Below in Pricing/Financing Area – this will be covered later.

8. Display Options: This section allows you to choose what tags to print and what is highlighted. For Simple, Grid, and Half Page Tags to work correctly, you will need to input more data such as prices.
   a. Simple Tag (No Specs): You can choose to highlight any one size (twin, full, etc) and any one column that you chose in number six (the different set options). Note: Pricing must be put in for the tag to show up like the sample below.

Simple Tag (No Specs) Sample

b. Simple Tag (With Specs): You can choose to highlight any one size (twin, full, etc) and any one column that you chose in number six (the different set options). Note: Pricing must be put in for the tag to show up like the sample below.

Simple Tag (With Specs) Sample

c. Grid Tag: This option you can either print or not. Note: Pricing must be put in for the tag to show up like the sample below.

Grid Tag Sample

d. Spec Tag: This option you can either print or not.

Spec Tag Sample

e. Comfort and Technology Tag: This option you can either print or not.

Comfort and Technology Tag Sample
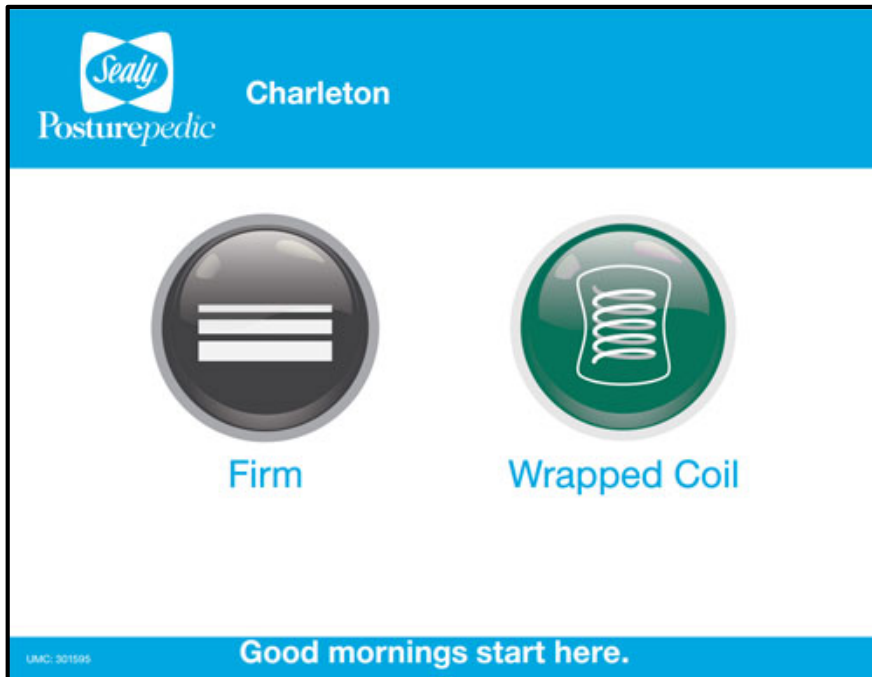
f. Half Page Tag: You can choose to highlight any one size (twin, full, etc) and any one column that you chose in number six (the different set options). Note: Pricing must be put in for the tag to show up like the sample below.

Half Page Tag Sample

9. Mattress Only Pricing: In this section, you can input the following information for each size you selected earlier in the process (twin, full, queen, etc). This information will show on and tags that involve pricing (simples, grid, and half) if it is entered and if Mattress Pricing is selected to show in number 4.
   a. SKU
   b. Regular Price (NO dollar sign needed)
   c. Sale Price (NO dollar sign needed)

10. Pricing/Financing Area: In this section, you can input pricing information. The columns will change based on what Main Columns you chose in Number 6 above.
   a. SKU
   b. Regular Price (NO dollar sign needed)
   c. Sale Price (NO dollar sign needed)
   d. Term drop down – you can choose how many months the financing is or you can choose not financed
   e. Payment: this can be calculated
   f. Highlight drop down: You can choose one of the sets to be featured in the Upper Right Highlight Area (from number 7). The regular price, sale price, or financing can be highlighted.

11. To calculate Payment: Once all of your SKUs, regular price, sale price, and terms are inputted, you can calculate payments using either regular price or sale price. Click either button and the payment amounts will automatically populate. Note: you have to have the price inputted and term selected for this option to work.

12. Your tags are now ready to be made. There are two Make Tag buttons, one at the top of the screen, and one right above the Pricing/Financing Area.
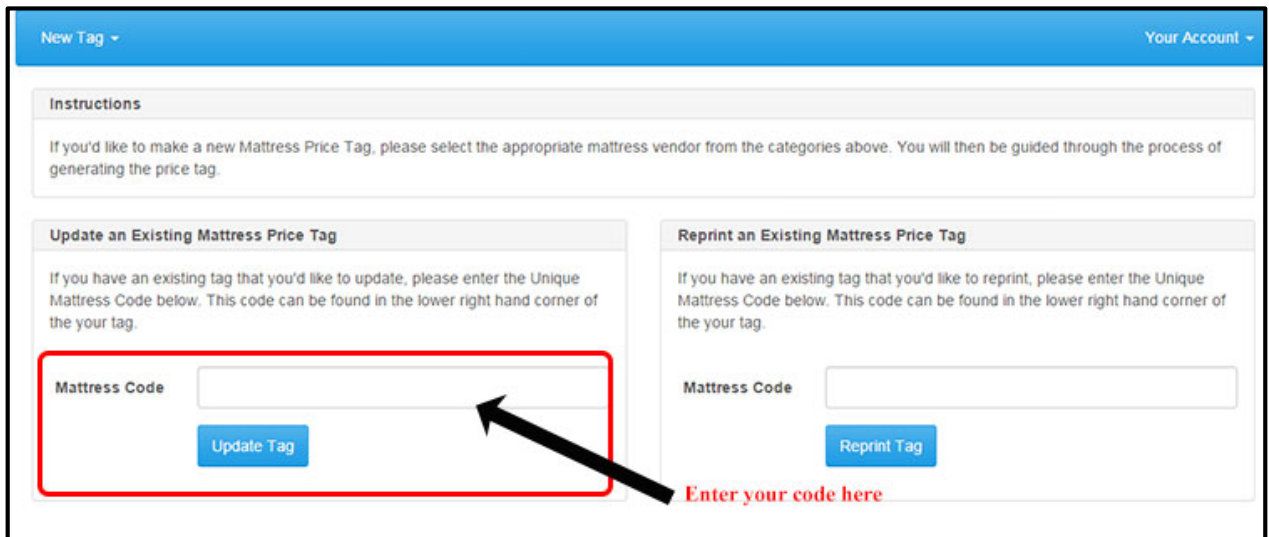

13. Your tags will now open in a new tab/window for you to print.

Update an Existing Mattress Price Tag

1. If you have an existing tag that you'd like to update, find your Unique Mattress Code. This code can be found in the lower right hand corner of your tag.

2. Enter your code on the homepage of mattresspricetags.com

3. Make any modifications that are needed on your tag and then hit the Make Tag button

Reprinting an Existing Mattress Tag

1. If you have an existing tag that you'd like to update, find your Unique Mattress Code. This code can be found in the lower right hand corner of your tag.

2. Enter your Code in the box and then hit Reprint Tag. A new window/tab will open for you to reprint it.