



TD Brand Assets Portal

This platform is available in English only.

[Get started ->](#)

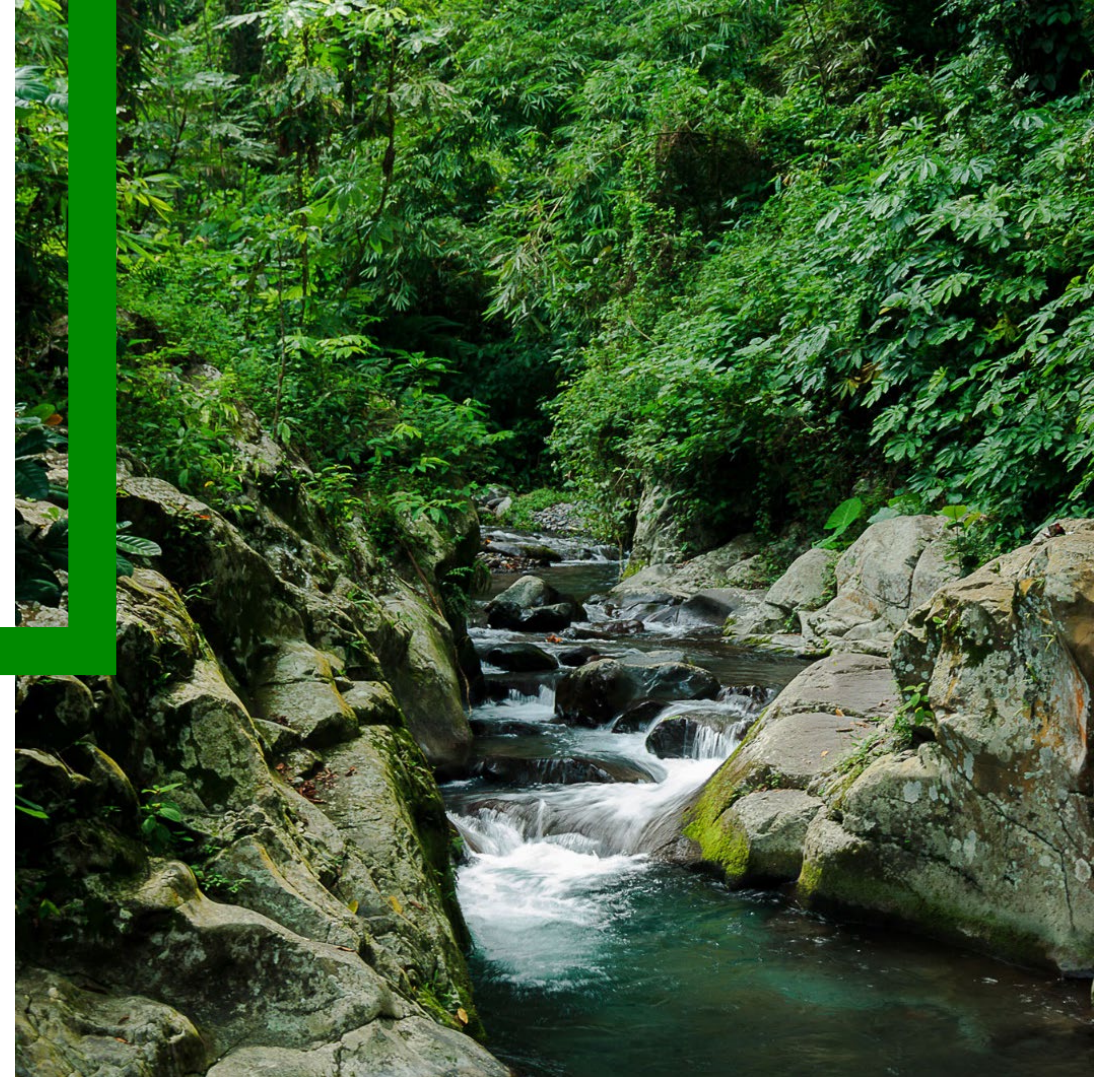


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Access job aid

Select the option that applies to you

And go to the pages indicated.



I. **Canadian employee with a TD.com email** → [See pp 3-5](#)

TDBFG.com domain

II. **U.S. employee with a TD.com email** → [See pp 6-8](#)

BKNG.net domain

III. **TD Securities employee with a TDSecurities.com email** → [See pg 11](#)

TDSecurities.com domain

IV. **TD Insurance employee with a tdinsurance.com email** → [See pg 12](#)

melochemonnex.com domain

V. **No TD email address** → [See pp 13-14](#)

Need help? Or looking for DAM access instead?
Email DAM@TD.com



NOTE: If you have DAM access, simply go to the [DAM Shared Assets folder](#). You do not need Brand Assets Portal access.

WARNING: Access to Brand Assets Portal is revoked if not used for 13 consecutive months.

I. Instructions for Canadian employee with a TD.com email



Access is through a **Service Now request**.

- 1) Go to Add or Remove User Account(s) from an AD Group from the service catalogue in Service Now.

[Continued on next page](#)

The screenshot shows the Service Now portal interface. The breadcrumb trail is: Home > My Help Desk Catalog > System Access > Active Directory > Add or Remove User Account(s) from an AD Group. The service title 'Add or Remove User Account(s) from an AD Group' is circled in green, with a green arrow pointing to it from the text on the left. Below the title, there is a description: 'Use this form to request to add or remove a person's PRIMARY AD Logon ID to security group(s) on the same domain'. A note states: 'This request is used to add or remove a group on a user's primary domain account. Please note: If the primary AD account and group are not on the same domain, or to request to add or remove a group on a Secondary AD account, please use [Add or Remove User Account\(s\) from an AD Group \(SECONDARY Domain\)](#)'. The form includes a 'Requested For' dropdown menu, an 'Employee Transfer' checkbox, and a 'Required information' section with buttons for 'Requested For', 'Effective Date', 'Users to Add to Group(s) Selected', and 'Business Reasons'. On the right side, there is a 'Quantity' dropdown set to 1, an 'Add to Cart' button, and an 'Order Now' button.



NOTE: If you have DAM access, simply go to the [DAM Shared Assets folder](#). You do not need Brand Assets Portal access.

WARNING: Access to Brand Assets Portal is revoked if not used for 13 consecutive months.

Canadian employee with a TD.com email (cont'd)



2) Fill out the form with the following information:

A. Requested For: **Enter your name**



* Indicates required

Requested For

* Requested For

B. Effective Date: **Enter today's date**



* Effective Date

C. Add or Remove Members: **Select "Add"**



* Add or Remove Members

D. AD Domain of Group(s): **Select "TDBFG.com"**



* AD Domain of Group(s) ?

E. AD Group(s): **Enter "MKABP-VIEWER-CA"**



* AD Group(s)

F. Users to Add to Group(s) Selected: **Enter your name**



* Users to Add to Group(s) Selected ?

G. Business Reasons: **Provide reason for access**



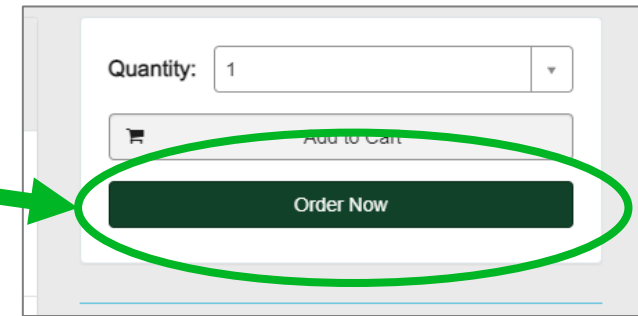
* Business Reasons

[Continued on next page](#)

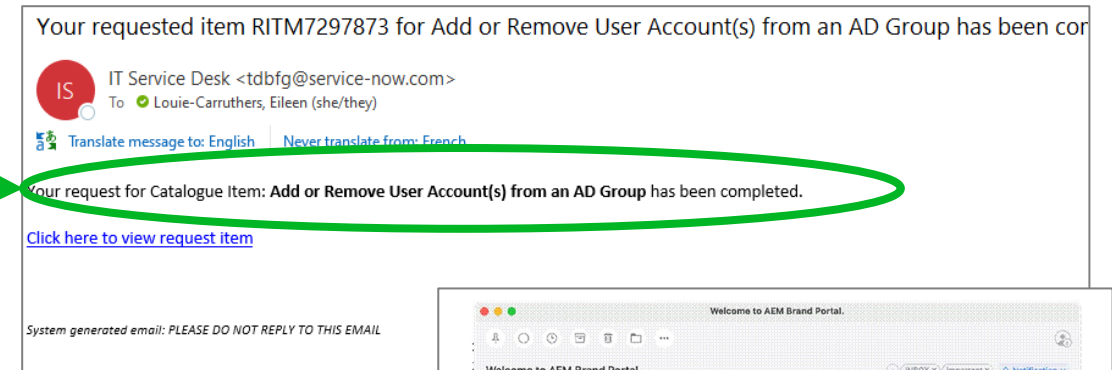
Canadian employee with a TD.com email (cont'd)



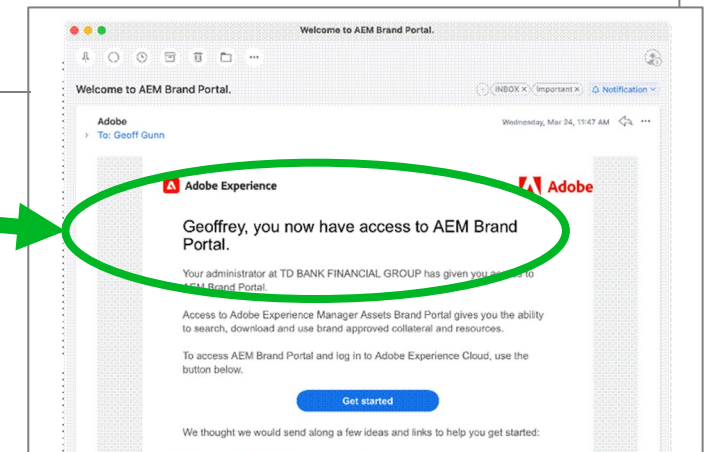
- 3) Select the **Order Now** button.
- 4) Your **manager will need to approve** this Service Now request.



- 5) After your manager approves, you will receive an automated email from IT Service Desk stating the request has been completed.



- 6) After the Service Now request is completed, you will receive an email from message@adobe.com welcoming you to the TD Assets Portal. (Check your junk mail folder.)



If you don't receive this email within 24 hours, contact DAM@td.com.

That's it! You now have access. Have question? Email DAM@TD.com

II. Instructions U.S. Employees with a TD.com email



Access is through a **Service Now request**.

- 1) Go to Add or Remove User Account(s) from an AD Group from the service catalogue in Service Now.

[Continued on next page](#)

The screenshot shows a Service Now catalog page. The breadcrumb trail is: Home > My Help Desk Catalog > System Access > Active Directory > Add or Remove User Account(s) from an AD Group. The main title of the service is 'Add or Remove User Account(s) from an AD Group', which is circled in blue. Below the title, there is a description: 'Use this form to request to add or remove a person's PRIMARY AD Logon ID to security group(s) on the same domain'. A note states: 'This request is used to add or remove a group on a user's primary domain account. Please note: If the primary AD account and group are not on the same domain, or to request to add or remove a group on a Secondary AD account, please use [Add or Remove User Account\(s\) from an AD Group \(SECONDARY Domain\)](#)'. The form includes a 'Requested For' field with a dropdown menu, a checkbox for 'Employee Transfer', and a 'Required information' section with buttons for 'Requested For', 'Effective Date', 'Users to Add to Group(s) Selected', and 'Business Reasons'. On the right side, there is a 'Quantity' dropdown set to 1, an 'Add to Cart' button, and an 'Order Now' button.



NOTE: If you have DAM access, simply go to the DAM Shared Assets folder. You do not need Brand Assets Portal access.

WARNING: Access to Brand Assets Portal is revoked if not used for 13 consecutive months.

U.S. Employees with a TD.com email (cont'd)



2. Fill out the form with the following information:

A. Requested For: **Enter your name**

B. Effective Date: **Enter today's date**

C. Add or Remove Members: **Select "Add"**

D. AD Domain of Group(s): **Select "BKNG.net"**

E. AD Group(s): **Enter "MKABP-VIEWER-US"**

F. Users to Add to Group(s) Selected: **Enter your name**

G. Business Reasons: **Provide reason for access**

* Indicates required

Requested For

* Requested For

A

* Effective Date

YYYY-MM-DD

* Add or Remove Members

Add

* AD Domain of Group(s) ?

BKNG.net

* AD Group(s)

✕ MKABP-VIEWER-US

* Users to Add to Group(s) Selected ?

* Business Reasons

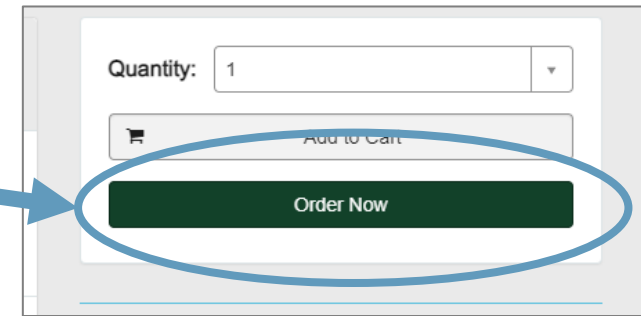
G

[Continued on next page](#)

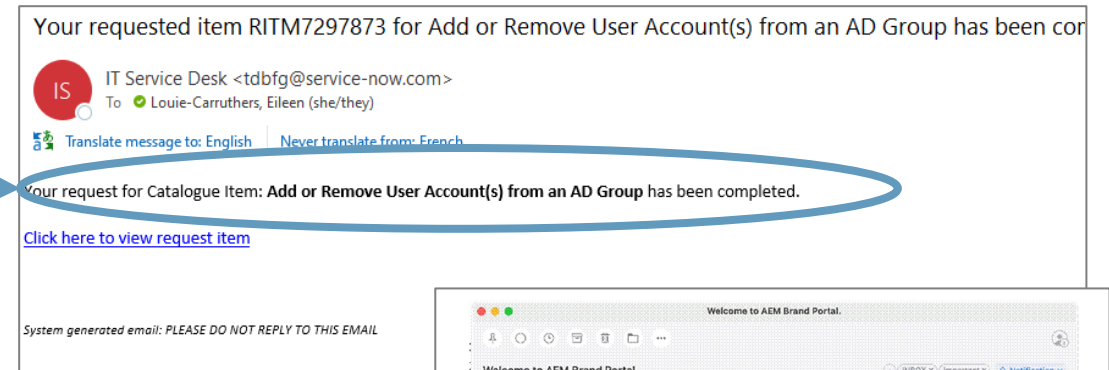
U.S. Employees with a TD.com email (cont'd)



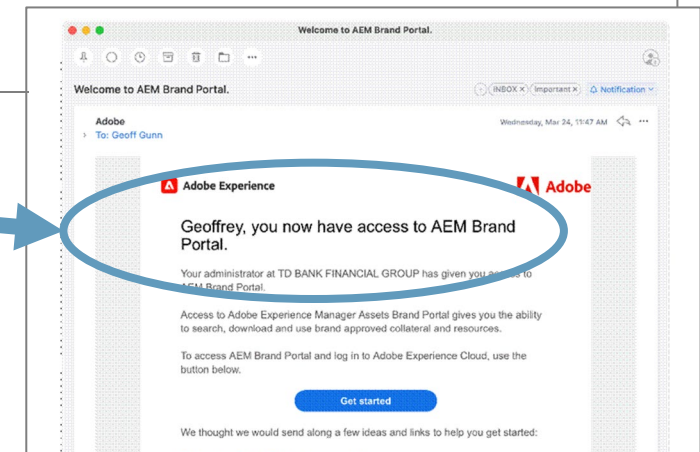
- 3) Select the **Order Now** button.
- 4) Your **manager will need to approve** this Service Now request.



- 5) After your manager approves, you will receive an automated email from IT Service Desk stating the request has been completed.



- 6) After the Service Now request is completed, you will receive an email from message@adobe.com welcoming you to the TD Assets Portal. (Check your junk mail folder.)



If you don't receive this email within 24 hours, contact DAM@td.com.

That's it! You now have access. Have question? Email DAM@TD.com

III. Instructions for employees with TDSecurities.com email



Send the following details to DAM@td.com:

- Email subject line: **Asset Portal — TD Securities access**
- ACFID* (aka your login ID):
- Email address*:

*If request is for multiple users, provide for each user.



NOTE: If you have DAM access, simply go to the [DAM Shared Assets folder](#). You do not need Brand Assets Portal access.

WARNING: Access to Brand Assets Portal is revoked if not used for 13 consecutive months.

IV. Instructions for employees with TDInsurance.com email



Send the following details to DAM@td.com:

- Email subject line: **Asset Portal — TD Insurance access**
- ACFID* (aka your login ID):
- Email address*:

*If request is for multiple users, provide for each user.



NOTE: If you have DAM access, simply go to the [DAM Shared Assets folder](#). You do not need Brand Assets Portal access.

WARNING: Access to Brand Assets Portal is revoked if not used for 13 consecutive months.

V. Instructions for no TD email



1. Send the following details to DAM@td.com:
 - Email subject line: **Asset Portal — External User access**
 - User name:
 - Email address:
 - Company/Agency Name:
 - TD Contact name (who you work with)*:

* A TD contact is required. The TD employee name is needed for our records and to vouch for you.

2. Alternately (and more efficiently), have your TD contact email DAM@td.com with the information above. This will allow us to process your request faster.

[Continued on next page](#)



NOTE: If you have DAM access, simply go to the [DAM Shared Assets folder](#). You do not need Brand Assets Portal access.

WARNING: Access to Brand Assets Portal is revoked if not used for 13 consecutive months.

No TD email (cont'd)

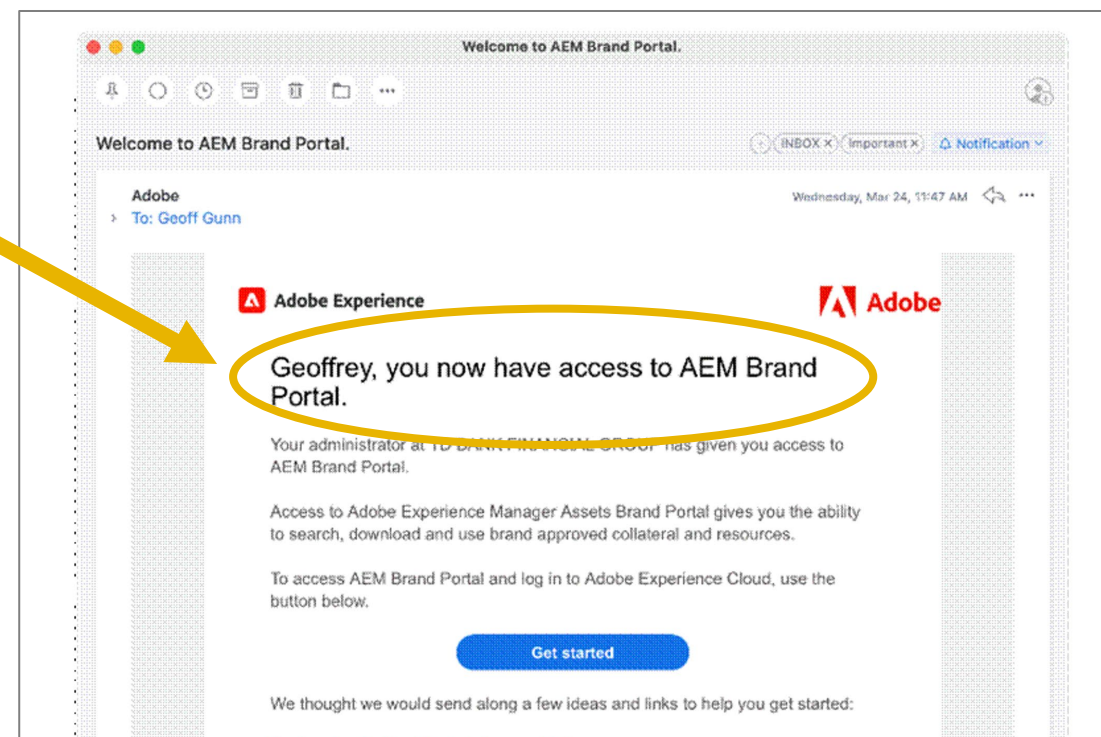


- 3) After the Service Now request is completed, you will receive an email from message@adobe.com welcoming you to the TD Assets Portal. (Check your junk mail folder.)

If you don't receive this email within 24 hours, contact DAM@td.

That's it! You now have access.

Have question? Email DAM@TD.com





Basic user guide

Introduction

The **TD DAM** houses *thousands* of assets you can view, download, and use for your projects.

It's easy to *search and filter* – you no longer have to waste precious time getting lost in multiple folders.

There are **Royalty Free, Rights Managed, and TD Brand** assets at your disposal.

Follow this quick guide on how to get started today!



Search for assets...



shutterstock

Royalty Free

gettyimages

Royalty Free



TD Brand Assets



TD North America Photography Library (Rights Managed)



Find what you need, fast!



Download and use

Access the Shared Assets in the Brand Assets Portal

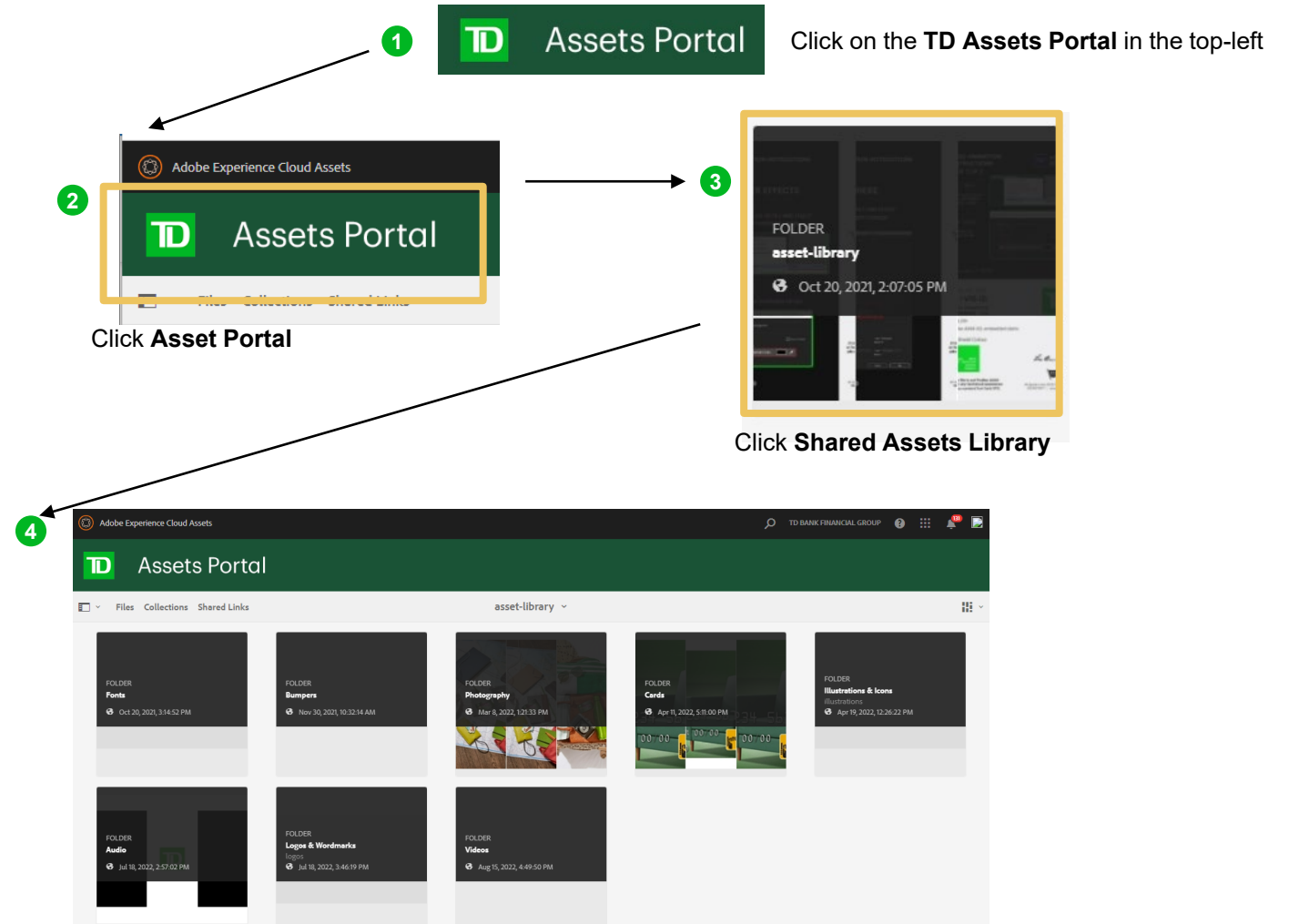
Click Here to access the Brand/Asset Portal's Shared Assets Library

Quick Links

Bookmark these links for future reference:

- [TD North American Photography Collection](#) 💡
- [TD Illustrations & Icons](#)
- [Royalty Free Stock](#)
- [TD Logos & Wordmarks](#)

If you get lost, just follow these steps to get back to the Shared Assets folder:




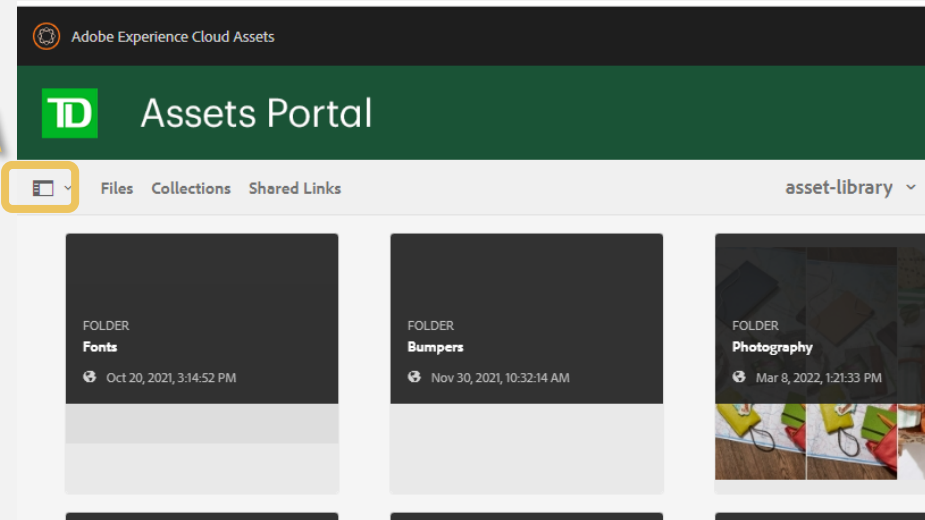
And you're back!


Searching and filtering

It's easy to search and filter to find the assets you need.

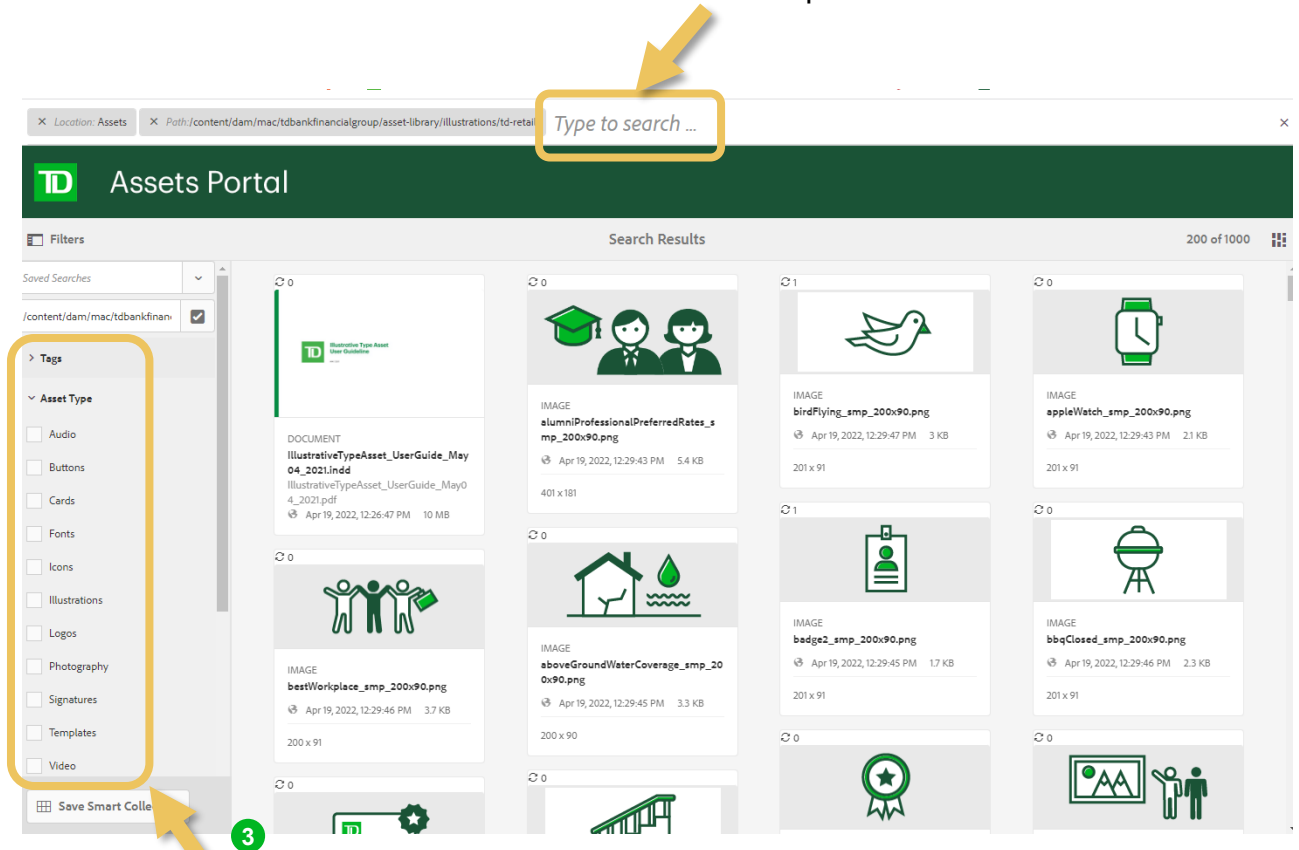
Follow these steps to help refine your search:

- 1 First, click on the  button. Select **Filter**.



 **IMPORTANT** The filter will apply to the folder you're currently in.

- 2 Enter **keywords** in the top bar



Apply filters to refine your search results (example: Asset Type – Illustrations)

Search tips

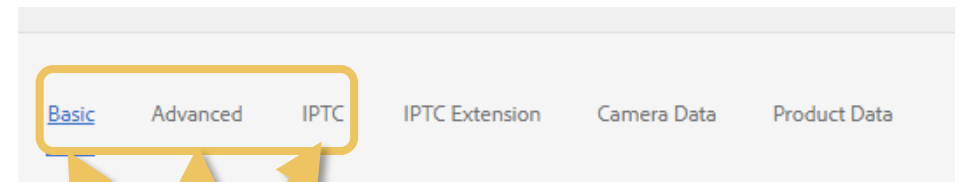
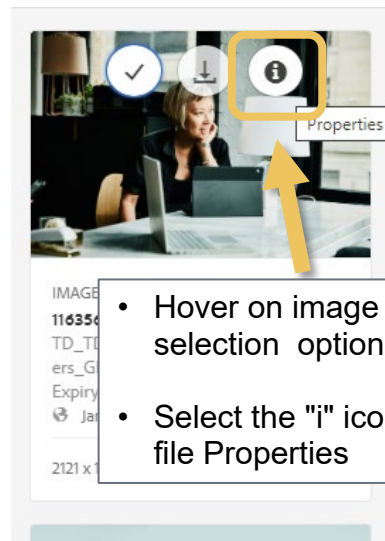


Search terms

- Start with **general/broad terms**
 - e.g. try "building" or "architecture" instead of "branch"
- Use **synonyms / similar terms**
 - a thesaurus can be super helpful!
 - e.g. try "capital", "wealth", or "debt" instead of "credit"
- Use **related or associated terms**
 - e.g.
 - try "payment" or "bill" instead of "credit"
 - try "holiday", "snow", "gift", "tree" or "star" instead of "Christmas"

Check file properties

- For any result that are vaguely close to what you need, try checking image properties for other keyword or search terms ideas to try



Look at the following properties for keyword ideas:

- **Basic** tab: check Description field (select & highlight the line, moving towards the right in order to read the text that runs off the field)
- **Advanced** tab: check for "Search promote" words added
- **IPTC** tab: check for "Keywords" added

Downloading assets

Single Assets

- 1 Click on the thumbnail of the asset you wish to download
- 2 Click “**Download**” at the top of the page
- 3 Optional: Rename the asset upon saving
- 4 Click “**Download**”

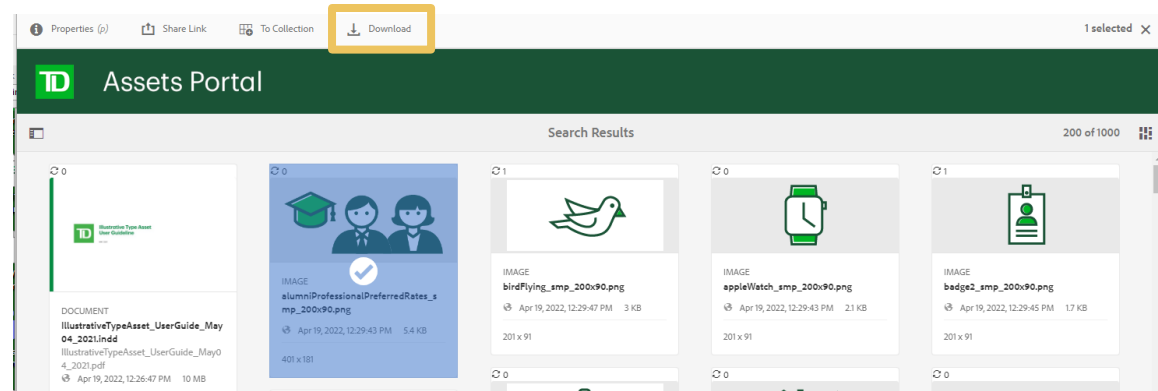
Note: The asset will be downloaded as a zip file

Multiple Assets

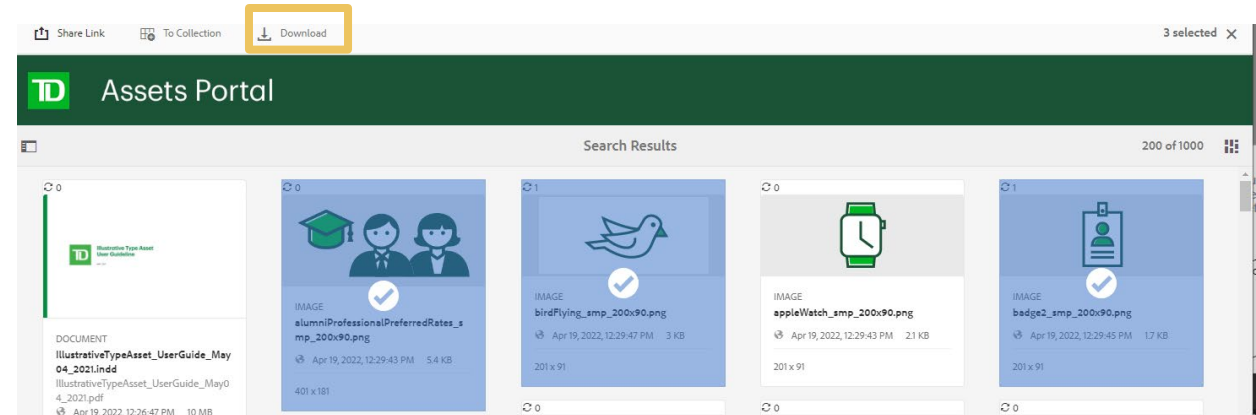
- 1 Click on the thumbnail of all the assets you wish to download
- 2 Click “**Download**” at the top of the page
- 3 Optional: Rename the assets upon saving
- 4 Click “**Download**”

Note: The assets will be downloaded as separate zip files

1 Single Assets



2 Multiple Assets



The Non-Rights Managed assets will be downloaded without a watermark

Saving search terms

Save search terms can be saved and edited using the "Smart Collection" feature

- 1 Enter search term in the top bar
- 2 Click "Save to Smart Collection" at the bottom of the Filter side bar
- 3 Enter your search term name
- 4 Click "Save"

Public vs. Private
If you *check* "Public", then everyone can use.
If you leave "Public" *unchecked*, then it will be available to you only.

The screenshot shows the TD Assets Portal interface. At the top, the search bar contains the term "bank". Below the search bar, the "Filters" sidebar is visible on the left, and the "Search Results" area displays several image thumbnails. A yellow box highlights the "Save Smart Collection" button at the bottom of the filter sidebar. A yellow arrow points to the "Save" button in the "Save" dialog box, which is open in the bottom right corner. The dialog box contains a "Name" field with the text "Test collection", a "Public" checkbox, and "Save" and "Cancel" buttons.

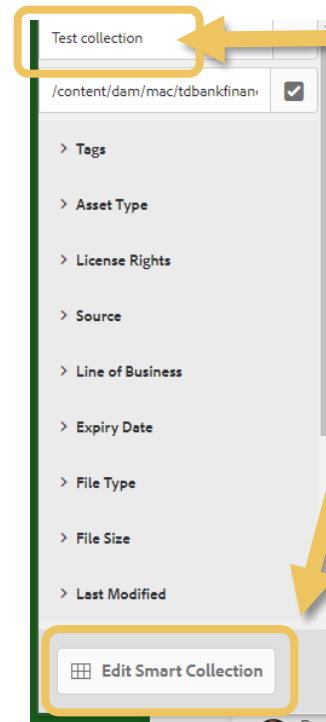
- 1 Enter your search term
- 2 Click "Save to Smart Collection"
- 3 Enter your search term name
- 4 Click "Save"



To use a saved search term, enter the term in the "Saved Searches" field at the top of the Filter side bar.

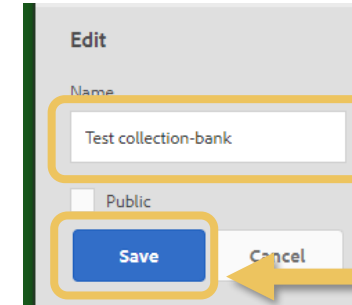
Editing a saved search terms

- 1 Enter saved search term in the "Saved Searches" field, at the top of the Filter side bar
- 2 Click "Edit Smart Collection" at the bottom of the Filter side bar
- 3 Change the existing search term name
- 4 Click "Save"
- 5 Click "Overwrite" to save your changes
- 6 Or select "Save As" checkbox and then "Save" button to save the change as a new search term



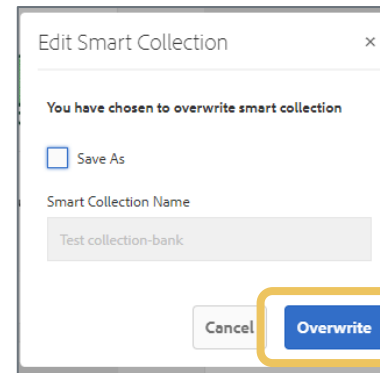
1 Enter your saved search term

2 Click "Edit Smart Collection"

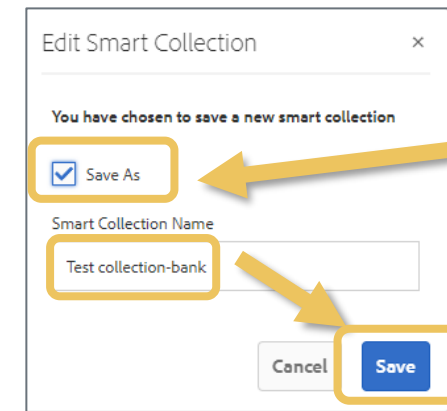


3 Change existing search term

4 Click "Save"



5 Click "Overwrite" to save changes



6 Or select "Save as" and "Save" to save as new search term



To delete a saved term, click the trash can icon next to the term. It will appear as you type in "Saved Searches" field.

Grouping assets using Collection

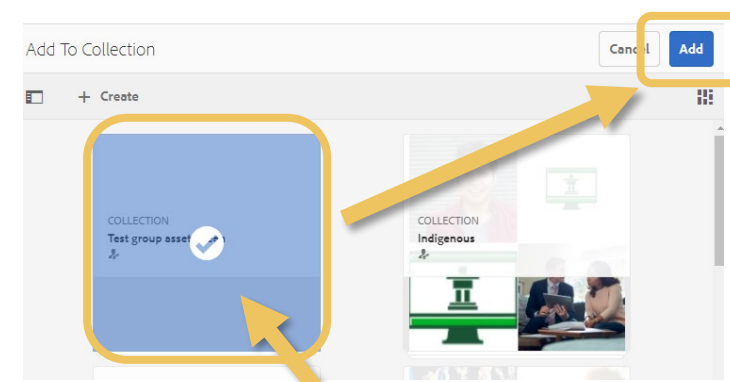
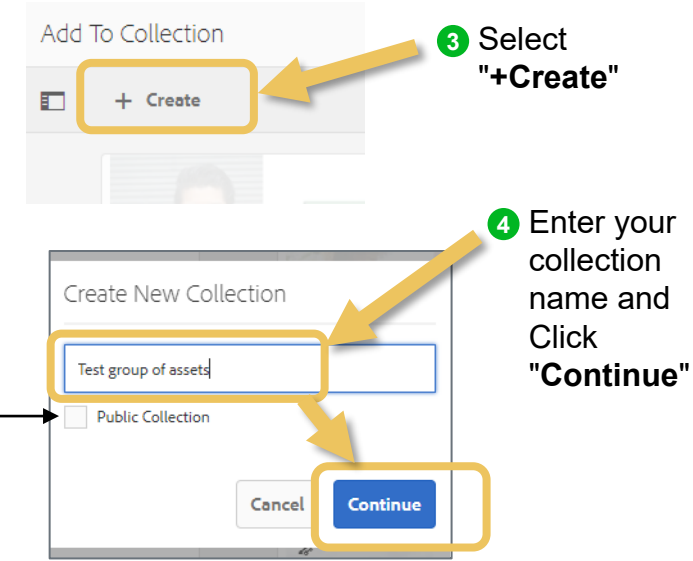
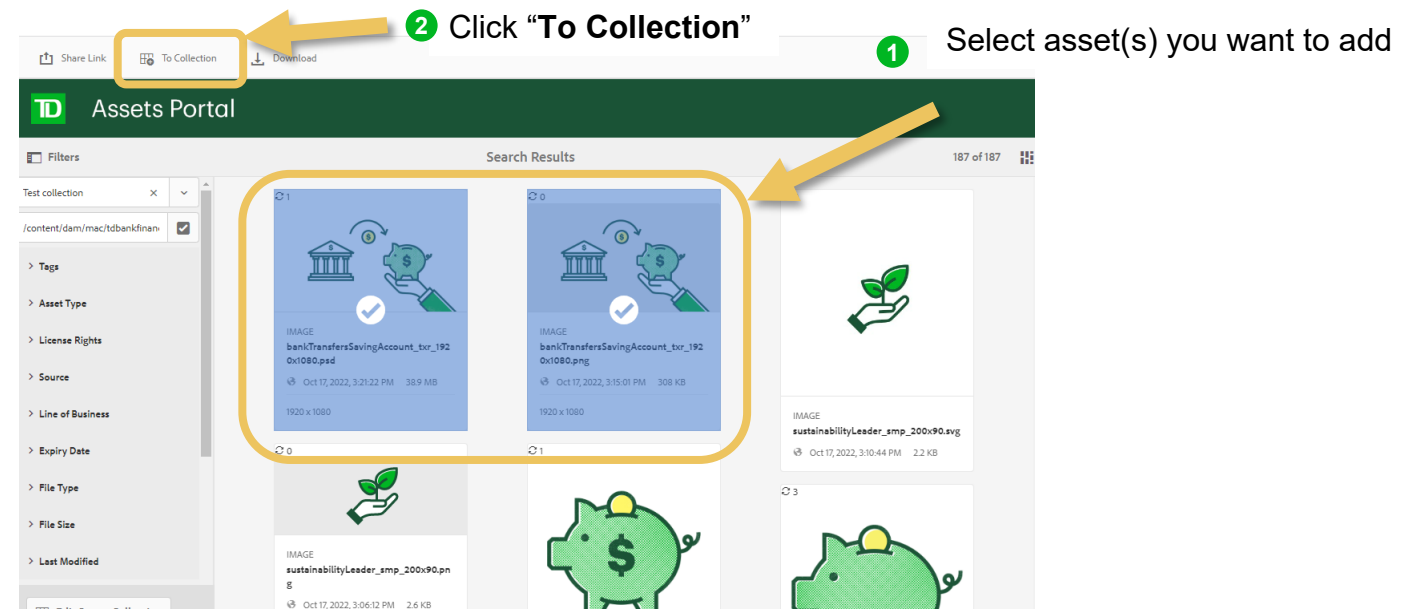
Grouping asset using the "Collection" feature allows you to go back to selected group of assets later and share your selected set of assets with others

- 1 Select the assets you wish to add
- 2 Click "To Collection" in the top of the page
- 3 Select "+Create" at the top left of the window
- 4 Enter the name of your new collection and click "Continue"
- 5 Select your new collection and click "Add" to add you selected assets

Public vs. Private Collections

If you *check* "Public", then everyone can view your collection (e.g. share with your team).

If you leave "Public" *unchecked*, then only you can view the collection.

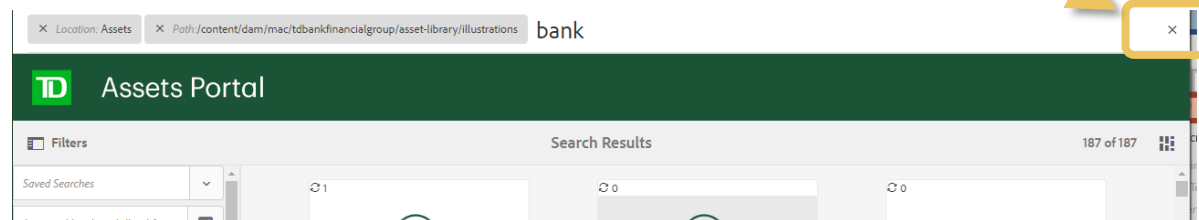


To add assets to an existing Collection, simply follow steps 1 and 5 above.

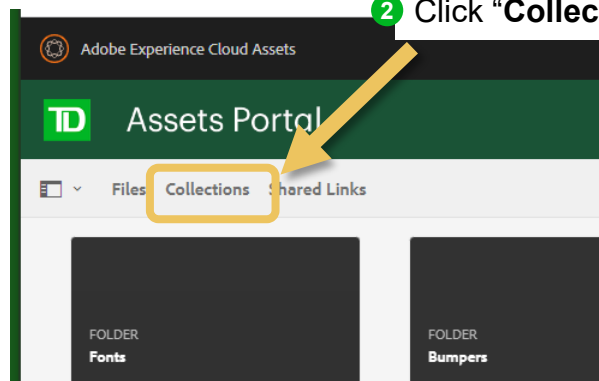
Viewing a Collection

- 1 If in Filter view, close out of the Filter view by clicking the "x" in the top right corner of the top bar
- 2 Go to "Collections" in the top of the page
- 3 Click the Collection name you want to view
- 4 To go back to searching assets, go to "Files" at the top of the page and click into the "Asset Library" (open the Filter side bar to search, see [page 4](#))

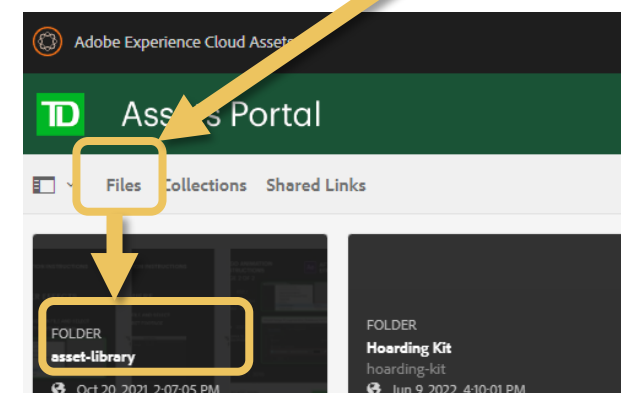
1 Close out of the Filter view



2 Click "Collection"



4 Click "Files"



TD North America Photo Library

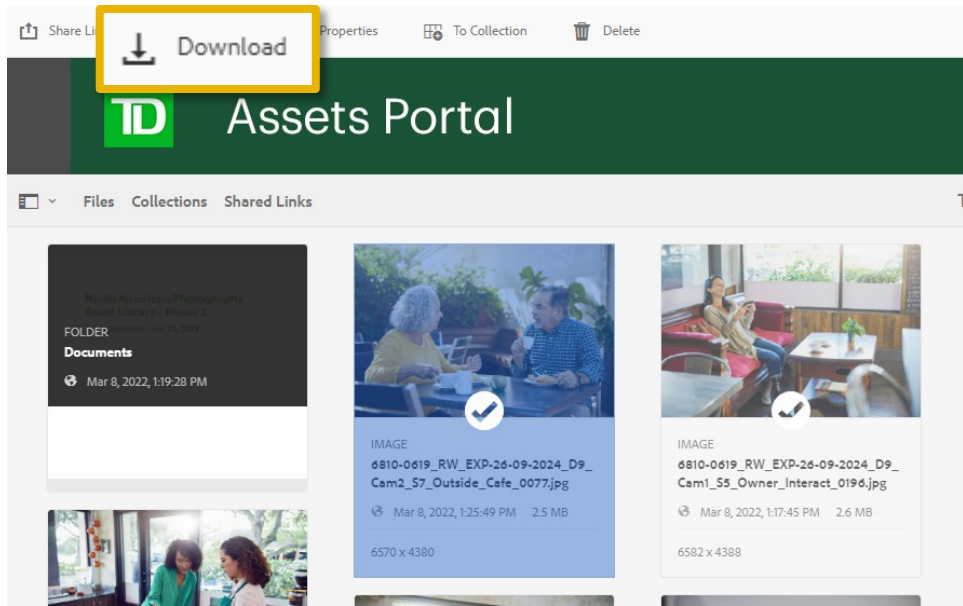
We have hundreds of custom photos that highlight the diversity of our brand!

How can we use these photos?

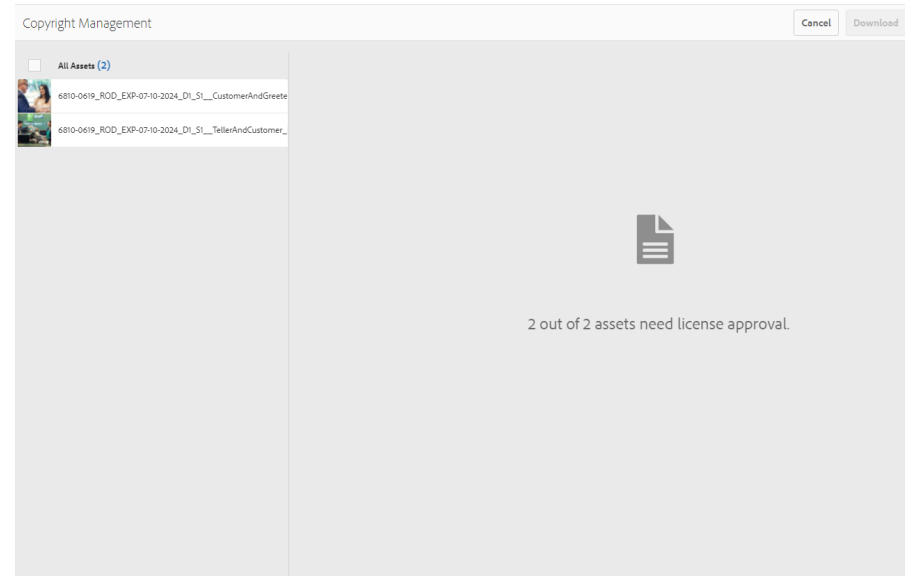
- For external campaigns and client facing collateral only.
- These images can be used until 2024, for all media and territories excluding broadcast.
- Some images highlight a specific region and branding (e.g. TD Bank US), so use your judgement before using a photo.



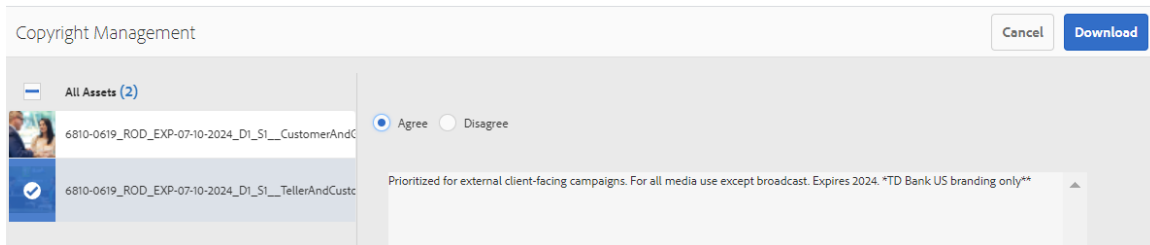
Step 1: Select Photo(s) to download



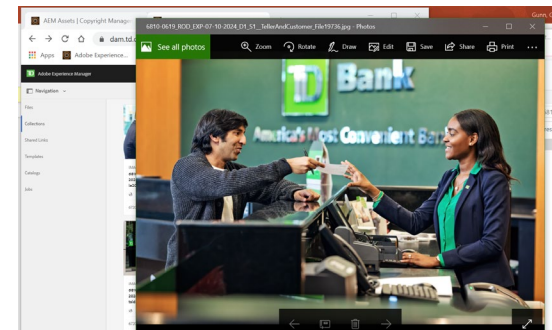
Step 2: Automatically redirected to a License Page



Step 3: Read and agree to the license/usage terms.



Step 4: If "Agree" is checked, the unwatermarked photo is downloaded.





Contact, training and office hours

- Need help? Contact DAM@TD.com
- Training and office hours
 - We hold monthly training sessions and office hours every 3rd Thursday @2pm
 - To join, add this meeting invite to your calendar:
[DAM Education Session and Office Hours.ics](#)
 - Click the link to download.ics file
 - Open the downloaded file
 - Select "accept" or "accept tentatively" to add the series to your calendar



*External users

Email DAM@td.com for the training and office hours meeting invite