This is the initial login page. If you don’t have a username and password, please contact us to get one set up. If you do have a username and password but don't remember what they are, click the “Forgot Your User Name or Password?” link and you can have that information emailed to you.
You can click “Track Jobs” on the top menu, then “Approval” on the left menu to access the Approval screen. Here you will see a list of jobs that are waiting for approval. For each, you can click the checkbox (between the yellow note icon and the thumbnail) to select it, then click either the Approve or Reject button above. Clicking on the thumbnail will allow you to see a better preview of each item.
You will be asked to review the shipping information for each order. You can change this information if you wish.
You will be asked to review the billing information for the order. You can change the billing address and FOAPAL if required. Before continuing, you will have to check the box in the lower left corner acknowledging our Terms and Conditions. These basically state that the on-screen proof is the only proof provided and that the FOAPAL selected here is the one the order will be charged to and we may not be able to change it later.
The final screen is the Confirmation screen. Shown here is the one that the person placing the original order would see, but the one that appears during the approval process is identical except for the Track Jobs menu on the left. Once this screen appears, the person who ordered the job will receive an email informing them that the approval has taken place, and the order itself will go to Print and Mail Services for production.