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.
This is the template selection screen. There are two sections: “My Templates” contains department-specific templates, usually a pre-made letterhead or envelope, along with any completed templates that you may have saved. “Shared Templates” contains generic business card, letterhead and envelope templates that require you to enter the data that will appear on the item.
Here, a business card template has been selected. The data for the card is entered on the left. Fields that are mandatory or must be changed from the defaults are marked with a red asterisk. The warning symbol next to the “Position/Title” field means it must be changed before you can continue to the next step. The live preview on the right indicates with an arrow the field you’re currently editing and updates as data is entered.
Any non-mandatory fields that are unnecessary should be cleared. This will remove them from the card. For telephone numbers, clearing a number removes its caption from the card. The captions are only samples and can be changed if needed. Please pay attention to the instructions on telephone numbers to avoid overlapping lines.
Once you've entered all the data, the next step is to review the on-screen proof. **This is the only proof that is provided and is exactly what we send to the printer so it's critical that everything looks correct here.** For a closer look, you can click on the PDF Preview button (the second-last button above the preview, between the magnifying glass and the refresh button).
Here’s the PDF preview screen. **This PDF is exactly what we send to the printer, so if it looks wrong on the screen, it’s going to look wrong when it comes out of the printer!** To proceed, you must check the box in the lower left that acknowledges that you’ve reviewed the proof. You can then click Add to Cart to add this item to your Shopping Cart and proceed to the Checkout later, or you can click Add to Cart & Order and proceed directly to the Checkout.
In the Shopping Cart, for each item you can choose Save For Later (moving it from the Cart to Saved Jobs, which you can find by clicking Track Jobs at the top) or Delete. If you wish to proceed with the order, you must choose a quantity from the drop-down list and click the Get Quote button to receive the total price. The Proceed to Checkout button will then appear. You must check the acknowledgement of the Terms and Conditions in the lower left to proceed.
The first step in the Checkout is to choose whether you will pick up the order yourself or have us deliver it. If you want us to deliver it, you can change the delivery address here. You can also choose to have the order split and delivered to multiple addresses.
If your order requires approval by another person, the next step is to request the approval. You'll see the email addresses of any require approvers in the “Level 1 Approvers” box, and you can add a comment for them in the “Add Comments” box.
The second-last step is to review the billing details. Here you can choose a FOAPAL that the order will be billed to. If the FOAPAL you need is not in the system, DON'T PROCEED WITH THE ORDER. Contact Print and Mail Services and we will add the FOAPAL to your account. Once again, you must check the box to acknowledge our Terms and Conditions. In a nutshell, they say that what you see is what you get and that the FOAPAL must be correct!
Finally, you will see the Confirmation page. This is a summary of the items in your order, the billing and shipping information, and the price. Until you reach this page, your order is not complete! 