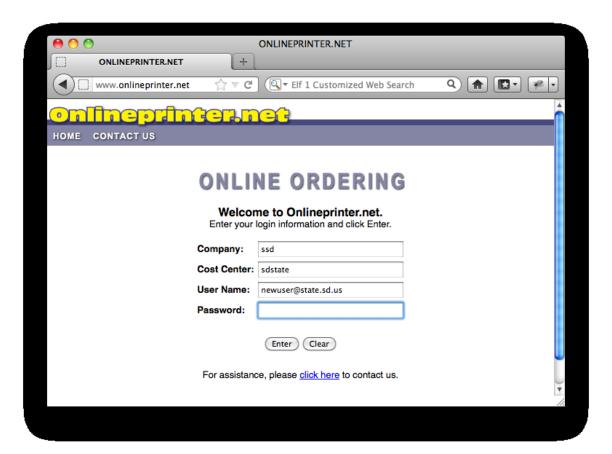Ordering instructions for Business Cards
Go to www.onlineprinter.net

SETTING UP YOUR OWN LOG IN:

For this screen only, enter the information exactly as shown and click on the **"Enter"** button. Once you are past this screen you will set up your own log in. You will then need to enter your information to create a log in.

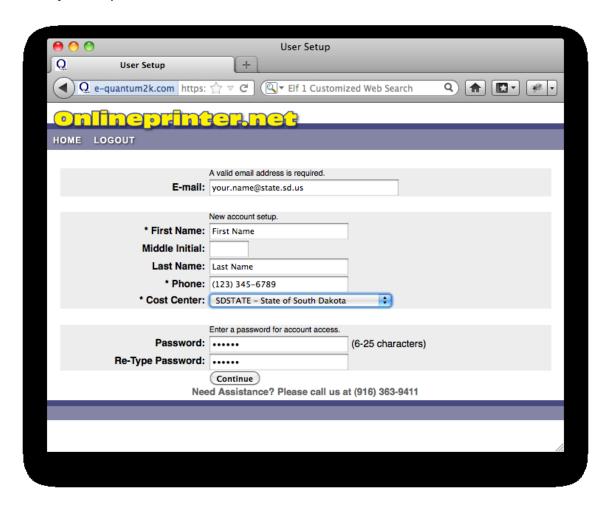|	
Company:	ssd
Cost Center:	sdstate
User Name:	newuser@state.sd.us
Password:	*"leave blank"*

You will then be asked to enter your email address. This email address will be used as your **Username** and to send you order confirmations. Once you have entered your email address, click on the **"Continue"** button.

Fill out all necessary fields with your information.

You also need to select your department from the **Cost Center** drop down menu. If your department is not listed, select the default (SD STATE) or contact us to have your department added.
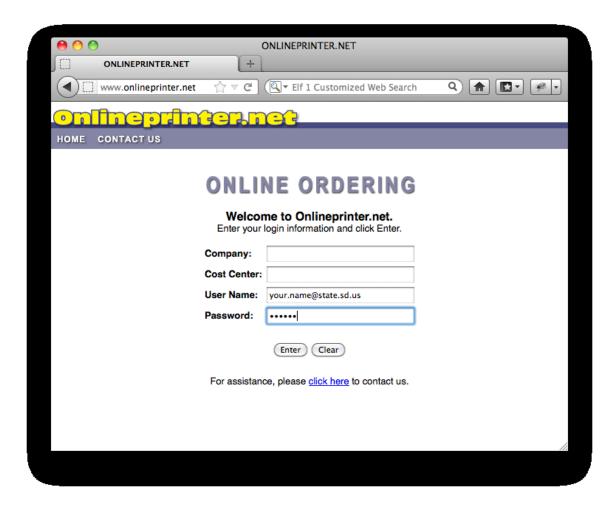

You are now logged in under your own log in. You will use your new log in information each time you enter the site. For your convenience, next time you log in, you will only need to enter your **Username** (email) and **Password**.

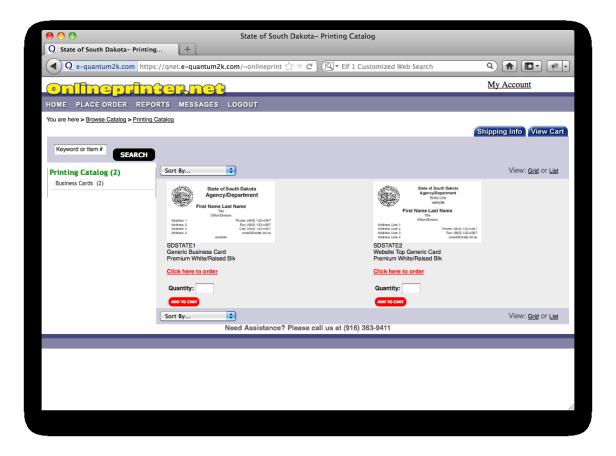Now you can go to **Ordering Business Cards** in the next section.

ORDERING BUSINESS CARDS:

You are now ready to place orders for business cards. If you are not already logged in, go to www.onlineprinter.net and enter your email in the **Username** field and put in the **password** you created. You do not need to fill in the **Company** and **Cost Center** fields again.
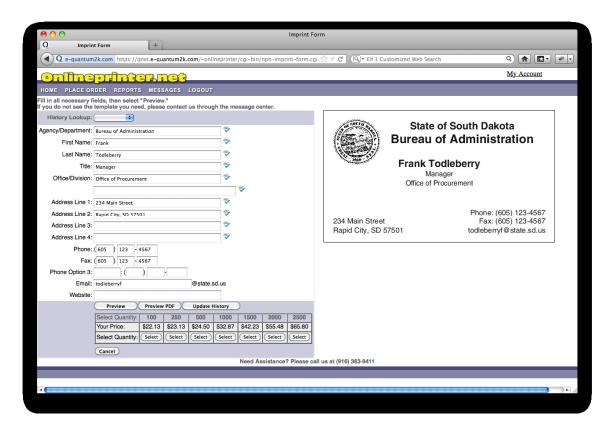

Once you have logged in the templates will appear.

Next, click on the template that fits your card best. If you do not see the correct template or need revisions, please contact us at (916) 363-9411.
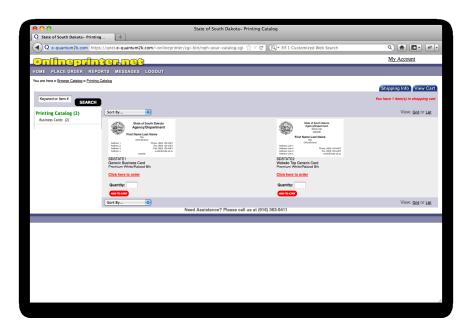
Now you will input the information into the card template. Input all the needed information and select **"Preview."** You must preview your order before you will be able to move forward. If you make any changes after you have previewed your card, you must select preview again.

Your information will preview on the screen. Once you have your card ready, select the **"Quantity"** you need and your order will be added to your cart.
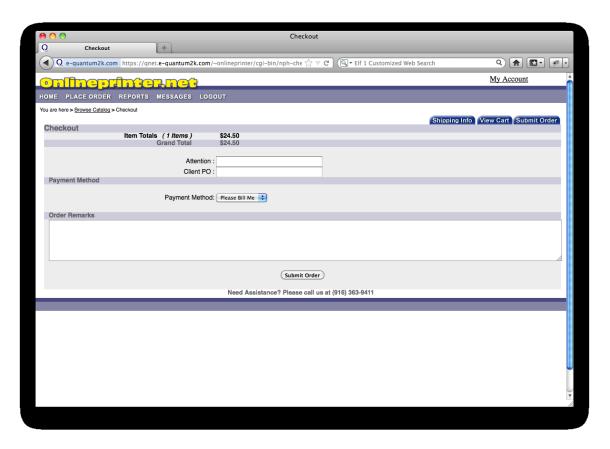
Your order is now added to the "Shopping Cart." You can enter another order, or begin the checkout process. To begin the checkout process you need to verify your shipping information before you submit your order.

To verify the shipping information, click on the **"Shipping Info"** tab in the upper right corner. Choose the default shipping address or select **"Custom"** and enter another address. Once your shipping information has been entered, select the **"View Cart"** tab in the upper right.

You can review the information entered one last time before you submit your order or you can remove your order from the shopping cart. To submit your order, select the **"Checkout"** tab in the upper right corner. Now you can enter a purchase order if needed. Then select your payment information and fill it out all necessary fields. All that's left is to select **"Submit."**

Congratulations!! Your order is complete. If you have any questions or need assistance, please call us at (916) 363-9411.