

A decorative graphic on the right side of the page featuring three blue circles of varying sizes. Each circle is composed of concentric rings of different shades of blue. Thin blue lines extend from the top-left and top-right corners towards the circles, creating a sense of movement and design.

REMC 12 Printing

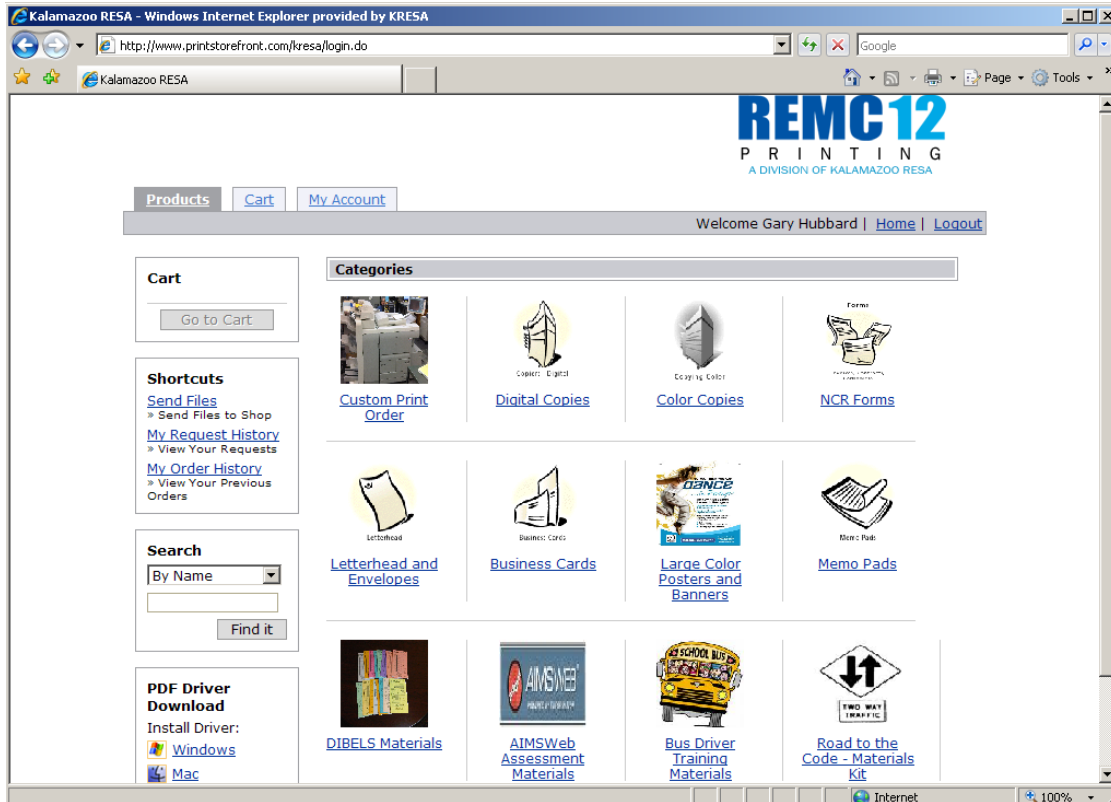
Online Ordering Guide

REMC Printing can handle all of your printing needs, and now more conveniently! Use our website to place your orders, submit files and checkout! It's that simple. This guide will help you get started.

**REMC 12-Kalamazoo RESA, www.printstorefront.com/kresa
11/2009**

Welcome to Web Site Ordering

Welcome to our online Web ordering system. This document covers the basics of placing an order or estimate on our Web site. You will find that using the site is an easy and quick way to order products, send us art files, track your order history, and maintain your online account information. Orders you submit are transmitted directly into our management system and are received immediately. This allows your orders and estimates to be handled accurately and efficiently as they enter the production process.



Supported Browsers

- Internet Explorer 6.0 or 7.0
- Mozilla Firefox 3.0.1
- Safari 3.1.1

Organization of the Site

The site includes three tabs:

Products – Lists the products you can order.

Cart – Shows products you selected and steps you through the checkout process.

My Account – Has the history of your orders and requests, your address book and shipping groups, and your profile. From this tab, you can also send files to REMC Printing.



Details of each tab are provided later in this manual.

Registering on the Site

The first step is to get registered on our Web site with a user name and password. REMC Printing will pre-register you.

Pre-Registration

Pre-registration means that we provide you with an initial user name and password to log into the site. Just send an email to remc12@kresa.org and we will give you the information you need. In your email to us, please give us the following information:

Your First and Last Name

Your School District

Your School Building

Your Phone Number (where you can be reached during the day)

Your Email Address

You will receive an email back from REMC Printing, within a few hours. Simply go to the Web site using the URL we provided you, enter your user name and password, and click **Login**.

For security reasons, you should immediately change your password once you are on the site. You can also change your user name if you want.

[Products](#) [Cart \(1\)](#) **My Account**

Welcome Anna Smith | [Home](#) | [Logout](#)

My Account

- [Request History](#)
- [Order History](#)
- [Address Book](#)
- [Shipping Groups](#)
- [My Profile](#)
- [Send Files](#)

My Profile

Contact Information

Salutation: First Name: Last Name:

Job Title: Email:

Address: City:

State: Zip Code:

Country: Telephone:

Fax Number:

Account Information

Account # 12

EFI

One U'Hare Center

Rosemont, IL 60018-4288

Telephone 847-692-6000

Fax Number 847-692-6500

Login Information

Login Name:

Login Password: Re-enter password:

To change your password and user name

- 1 Once you are logged in, click **My Account**.
- 2 Click **My Profile**.
- 3 Under **Login Information**, enter a different password in the **Login Password** field and then enter it again in the **Re-enter Password** field.
- 4 (Optional) Enter a different user name in the **Login Name** field.
- 5 Click **Save Changes**.

Products Tab

About the Products Tab

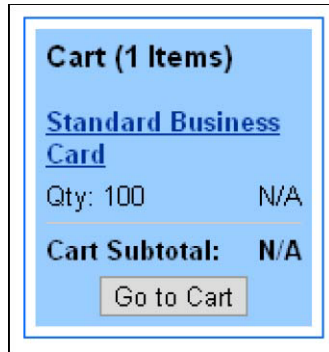
The **Products** tab includes the product catalog from which you order products, as well as several features on the left side of the tab as shown below.

The screenshot shows the left sidebar of the Products Tab. At the top are two tabs: **Products** (active) and [Cart \(1\)](#). Below the tabs are four main sections:

- Cart (1 Items)**: Contains a link to [Standard Business Card](#), shows 'Qty: 100' and 'N/A', a **Cart Subtotal: N/A**, and a [Go to Cart](#) button. A callout points to this section: "The 'mini-cart' summarizes the contents of the shopping cart."
- Shortcuts**: Contains links to [Send Files](#) (with sub-link » Send Files to Shop), [My Request History](#) (with sub-link » View Your Requests), and [My Order History](#) (with sub-link » View Your Previous Orders). A callout points to this section: "Shortcuts make it easy to send files to REMC Printing and look at your request and order history."
- Search**: Includes a dropdown menu set to 'By Name', a search input field, and a [Find it](#) button. A callout points to this section: "You can search for products by name or number."
- PDF Driver Download**: Includes the text 'Install Driver:', links to [Windows](#) and [Mac](#), and a [» Help](#) link. A callout points to this section: "You can download a driver that allows order-initiation from your document application."

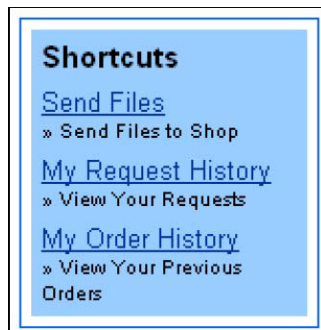
Mini-cart

The mini-cart on the left side of the **Products** tab summarizes the current contents of the shopping cart. The mini-cart shows the names of the products, their quantities and prices, and the cart subtotal. Click **Go to Cart** to go to the cart and start the checkout process.



Shortcuts

The **Shortcuts** area includes links to frequently-used features on the site.



Click **Send Files** to send a file directly to REMC Printing. (**Send Files** is also available on the **My Account** tab.)

Click **My Request History** to look at your current requests.

Click **My Order History** to look at your orders.

Search

You can search for products by name or number.



- 1 Under **Search**, select **By Name** or **By Number**.
- 2 Enter all or part of the product name or number.
3. Click **Find it**.

All the matching products are displayed under **Products** on the right side of the page.

PDF Driver Download

The PrintMessenger PDF driver lets you initiate a print order submission directly from your document-creation application by printing a document to a special printer driver. This driver converts the document into PDF format. Once the PDF conversion has occurred, you can then attach the PDF to individual items in the shopping cart or can send the PDF to us unattached.



Note A link for installing the driver is also in the welcome e-mail you receive when you are registered on the site.

Installing the PDF driver

1. Click either **Windows** or **Mac** depending on your system.
2. Click **Install** and follow the prompts to install the driver.

Once the installation is complete, you can select the PrintMessenger PDF Driver in the standard print dialog box. The PDF Driver carries the name of the site portal.

Using the PDF driver

Using the PrintMessenger PDF driver is as simple as printing from a word processing application. Open your document, select to print the document, and choose the printer that carries the name of the site portal. (This is the PrintMessenger PDF Driver.)

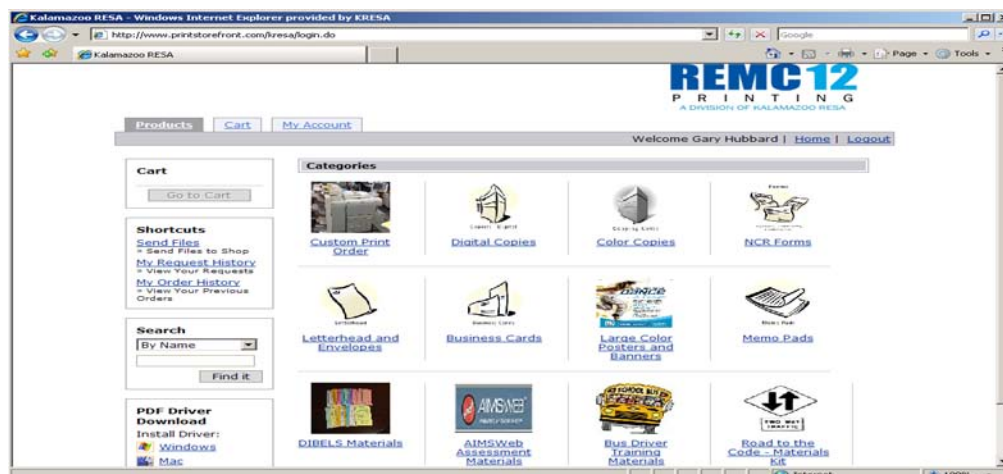
After you select the PDF driver as your printer, the EFI PrintMessenger window opens. After conversion is complete, you can preview the file. Once you approve it, you can upload the file to the site.

Ordering Products

The product catalog typically contains several categories, each of which can contain multiple categories and products. Once you select a product, you can specify a quantity, and attach files to the product. Depending on the product you selected, you may also need to customize the product and/or provide production details. You can then add the product to the shopping cart.

The following illustrates the steps involved in placing a first-time order for color posters.

1. Click the **Products** tab to display a catalog similar to that shown below.



2. Click on **Large Color Posters and Banners**.

Tip If you know part of the name or number of the item you want, you can use the search feature. This category has three products:

Heavyweight Satin Paper 18x24, Heavyweight Satin Paper 24x36 and Banner Heavyweight Satin Paper 5ft.

3. Click one of the products , for example, **Heavyweight Satin Paper 18x24**. The product details are displayed.

The simplest products are ordered in a single step; more complicated products require some production details (such as a color choice); and the most complicated products require customization. Fill out the appropriate Production Details.

4. (Optional) Attach files to your product if necessary. (You can also attach files during the checkout process.)
5. Click **Add to Cart**. You can now examine the contents of the cart, make any necessary changes, and proceed with checkout.

Cart Tab

About the Cart Tab

The **Cart** tab displays all of the products you selected for your order and steps you through the checkout process.

Checkout Process

Checkout is typically a five-step process (as shown at the top of the figure below). You can, however, use “express checkout” to omit the shipping step if you are shipping to the default company address and using the default shipping method (the first one in the list).

During checkout you are given numerous opportunities to review and adjust your order before submitting it to us.

To Checkout

1. When you are ready to check out, either click the **Cart** tab or click **Go to Cart** in the mini-cart on the **Products** tab. The cart opens giving you the opportunity to provide some additional information and change your order.

The screenshot displays the 'Cart (2)' tab in a web application. At the top, there are navigation tabs for 'Products', 'Cart (2)', and 'My Account'. Below these, a progress bar shows five steps: 1 Shopping Cart (active), 2 Shipping, 3 Order Summary, 4 Payment, and 5 Confirmation. A yellow warning box states: 'You have selected 2 of 2 item(s) in your cart for checkout.' The main section is titled 'Products for Order' and contains a form for 'Name this Order:' and 'Order Due Date:'. Below this, a product entry for 'Short Sleeve T Shirts' is shown with a quantity of 5, a unit price of N/A, and an item total of \$90.63. A 'Job Name' field is set to 'Short Sleeve T Shirts'. An 'Attach File(s): Upload File' link is present. A summary line states: 'Total does not include applicable shipping and taxes. Total: \$90.63'. The 'Products for Estimate' section is also visible, showing a product entry for 'Standard Business Card' with a quantity of 250 and a 'Requires Estimate' status. At the bottom, there are buttons for 'Continue Shopping', 'Empty Cart', 'Update', 'Express Checkout', and 'Checkout'.

Products | **Cart (2)** | My Account

Cart | Welcome Anna Smith | [Home](#) | [Logout](#)

1 Shopping Cart | 2 Shipping | 3 Order Summary | 4 Payment | 5 Confirmation

You have selected 2 of 2 item(s) in your cart for checkout.

Products for Order

Name this Order: Order Due Date:

☒ Short Sleeve T Shirts [Remove](#) * Job Name: Short Sleeve T Shirts

Attach File(s): [Upload File](#) 5 @ \$90.63

* Quantity: 5
Unit Price: N/A
Item Total: \$90.63

Total does not include applicable shipping and taxes. **Total: \$90.63**

Products for Estimate

Name this Estimate: Estimate Due Date: Delivery Due Date:

☒ Standard Business Card [Remove](#) * Job Name: Standard Business Card

Attach File(s): [Upload File](#) * Quantity: 250
Requires Estimate

[Continue Shopping](#) [Empty Cart](#) [Update](#) [Express Checkout](#) [Checkout](#)

2. Under **Products for Order**:

- Review the products you placed in the cart.
- In the **Name this Order** field, enter a description of the order to identify it. (This may be required on the site. Even if it is not required, a name helps you identify the order in order history.)
- In the **Order Due Date** field, change the due date if necessary. (Depending on how the site is configured, you may not be able to change this date.)
- If necessary, change the quantity for a product, remove the product from the cart (by clicking **Remove** next to the product name), or attach one or more files to the product. If you change a quantity, click **Update** at the bottom of the page. You can also click the name of the product to see more details about it and to make changes. After you make the changes, click **Update Cart** to return to the cart.

3. Under **Products for Estimate**, review the products for which you want a quote.

- In the **Name this Estimate** field, enter a description of the estimate. (This may be required on the site. Even if it is not required, a name helps you identify the RFQ in request history.)
- (Optional) Enter dates in the **Estimate Due Date** and **Delivery Due Date** fields.
- If necessary, change the quantity for a product, remove the product from the cart (by clicking **Remove** next to the product name), or attach one or more files to the product. You can also click the name of the product to see more details about it and to make changes. After you make the changes, click **Update Cart** to return to the cart.

4. If you want to add more products to your cart, click **Continue Shopping**. Otherwise, if you are ready to continue with checkout, click **Checkout** to proceed to the Shipping page (where you can manage recipients) or click **Express Checkout** to skip the delivery step and go to the Order Summary page. You should click **Express Checkout** only if you are shipping to the default company address and using the default shipping method (the first one in the list).

Note To clear the shopping cart completely, click **Empty Cart** at the bottom of the page.

5. On the Shipping page, review the summary of the products that make up the order and select the recipient for the order. You can also select the shipping method and provide any special shipping instructions.

1 Shopping Cart

2 Shipping

3 Order Summary

4 Payment

5 Confirmation

Products for Order [Edit Order](#)

Order Name:

Order Due Date:

Product	Job Name	Quantity	Unit Price	Item Total	PDF Preview
Short Sleeve T Shirts	Short Sleeve T Shirts	5	N/A	\$90.63	


Total does not include applicable shipping and taxes. **Total: \$90.63**

Products for Estimate [Edit Estimate](#)

Estimate Name:

Estimate Due Date:

Delivery Due Date:

Product	Job Name	Quantity	Unit Price	Item Total	PDF Preview
Standard Business Card	Standard Business Card	250	Requires Estimate	-	

Recipients

Manage Recipient(s)

Add Recipient(s)

Delete All Recipients

Jane Doe

1 My Lane

Boston, MA - 02111

United States

Product	Job Name	Quantity
Short Sleeve T Shirts	Short Sleeve T Shirts	5
Standard Business Card	Standard Business Card	250

Shipping Method

Overnight

Shipping Instructions:

Continue Shopping

Empty Cart

Update

Next

a. Under **Products for Order** and/or **Products for Estimate**, review the contents of the order or estimate. If necessary, click **Edit Order** or **Edit Estimate** to make changes to the products that make up the order or estimate.

b. By default, the company address is displayed under **Recipients**. If you do not want to ship the order to this address, click **Remove** and click **OK** to remove the recipient. Then click **Add Recipient(s)** to select or provide another address.

6. If you just have one recipient, select a **Shipping Method** and optionally enter any **Shipping Instructions**.

7. Click **Next** to proceed to the Order Summary page. This shows the products that make up the order and/or estimate and the recipient(s) of the products.

1 Shopping Cart2 Shipping3 Order Summary4 Payment5 Confirmation

Products for OrderEdit Order


Order Name:Order Due Date:

Product	Job Name	Quantity	Unit Price	Item Total	PDF Preview
Short Sleeve T Shirts	Short Sleeve T Shirts	5	N/A	\$90.63	

Total does not include applicable shipping and taxes. Total: \$90.63

Products for EstimateEdit Estimate

Estimate Name:Estimate Due Date:Delivery Due Date:


Product	Job Name	Quantity	Unit Price	Item Total	PDF Preview
Standard Business Card	Standard Business Card	250	Requires Estimate	-	

RecipientsEdit Recipients

Jane Doe

Jane Doe
1 My Lane
Boston, MA - 02111
United States

Shipping Method: Overnight

Product	Job Name	Quantity	Unit Price	PDF Preview
Short Sleeve T Shirts	Short Sleeve T Shirts	5	N/A	
Standard Business Card	Standard Business Card	250	Requires Estimate	

Continue ShoppingEmpty CartNext

a. Review the information under **Products for Order** and/or **Products for Estimate**. If necessary, click **Edit Order** or **Edit Estimate**.

b. Review the recipients. If you need to make any changes, click **Edit Recipients**.

c. If the **PDF Preview** column includes a PDF icon, click it to view the PDF.

d. Click **Next** to continue to the Payment page.

8. Provide payment information.

1 Shopping Cart2 Shipping3 Order Summary4 Payment5 Confirmation

Payment Details

Payment Details

Payment Method:Charge to Account

Billing Address:Company Address

Edit Address

Anna Smith
One O'Hare Center
6250 River Road Ste 1000
Rosemont, IL - 60018-4288

Add Address

Continue ShoppingSubmit


a. In the **Payment Method** field, select your payment method. If you select **Purchase Order**, you must provide a purchase order number.

b. By default, your district's billing address is selected. If necessary, select a different address in the **Billing Address** field, click **Edit Address** to change the selected address, or click **Add Address** to create a different billing address.

c. Click **Submit** to submit your order. A confirmation page opens that you can print for your records. Besides reviewing the order or RFQ, you can:

- Click **Print Now** to print a copy of the order or RFQ.
- Click **View Request History** or **View Order History** to see all your requests or orders

Thank You!
Your payment was successful. View your order details below.


Order and Estimate Successfully Submitted!
Print this page for your records.

Print Now!

Submitted on: July 2, 2009 11:10:26 AM EDT
Your Web Order Number: 12549
Your Web Estimate Number: 12550

View Request History

You may also receive an e-mail that your order is awaiting approval or that your estimate was received.

Attaching Files to a Product

You can attach files to individual products while on the Shopping Cart page during checkout. Once a file is attached to one product, you can click **Select from attached file(s)** if you want to use the same file with another product.

To attach a file to a product

1. Click **Upload File**. The Attach File window opens.

Attach File

File Name: **-Upload a new file-**
Select File

Comments: (256 Character max)

2. Click **Browse** to locate and select the file you want to attach.
3. In the **Comments** field, enter any notes about the file.
4. Click **Upload**. A message confirms the file was uploaded.
5. Click **Upload Another** if you want to upload additional files or click **Done**.

E-Mail Notification

After you submit an order or request for quote, you will get an e-mail notification that we received the order or RFQ. The type of e-mail you receive depends on what you submitted. The sections that follow explain the most common e-mails that are sent.

Order acceptance

If you submitted an order that included a product with pricing displayed on the site, you receive an order acceptance e-mail since you agreed to the pricing during the checkout process. The top part of the e-mail provides information about the shipping date and delivery method, and includes the document and web reference numbers, the name of the organization, and shipping address(es).

Subject: Order Acceptance - thank you.

Thank you for your order. We have started the process to complete your project by 6/2/09, your shipping date. We will be utilizing Overnight for handling the delivery.

For your reference the document number is 1137 and the web reference number is 12396.

Organization: EFI

Shipping Address:
1 My Street
My Town, VT 05001
United States

The bottom part of the order acceptance e-mail shows any customer notes and the details of the order.

Customer Notes: Express order; must go out today.		
Comments: Ship To: 1 My Street		
My Town VT 05001		
QUANTITY	DESCRIPTION	PRICE

2500	Letterhead [Letterhead], 8.5 x 11 White	\$188.67
	24# Classic text, printed 1 color front	
	Environmental Fee	\$0.46
	SUBTOTAL	\$189.13
	TAX	\$14.61
	TOTAL	\$203.74

Estimate placed

When you submit a request for a quote, an e-mail informs you that the RFQ was received.

Thank you for your estimate request. We are pleased to provide you the details of the estimate placed :		
Ship via: Customer Pickup		
Ship to:		
Susan Jones		
1 My Street		
My City NY 11111 United States		
Bill to:		
Susan Jones		
1 My Street		
My City NY 11111 United States		
Estimate Id: 12437		
Estimate Name:		
Estimate Expiration Date: N/A		
QUANTITY	PRODUCT	PRICE

12	Business Calendars-Business Calendars	NA
SubTotal:		NA

Estimate from

After we generate a quote for you, an e-mail informs you. The bottom part of the e-mail includes the quote and links you can click to accept or reject the quote.

Web Reference #: 12437

Document #: 73

Date: May 28, 2009

Due Date:

QUANTITY	DESCRIPTION	PRICE
12	Business Calendars [Calendars], 8.5 x 11	195.55
	White 80# Scott Text Gloss, 12 sheets,	
	digitally printed on 1 side	
6	Scan - 3 x 5 photo	
12	1/4 comb binding 0.25	
1	Sq.ft. Lamination	
12	Laminate 8.5 x 11	
	Environmental Fee	0.49
SUBTOTAL		196.04
TAX		15.15
TOTAL		211.19

To accept this estimate and place an order, please click:

<https://qa.printstorefront.com/anna/college/walkinLogin.do?tid=2933"e=accept>

To reject this estimate, please click:

<https://qa.printstorefront.com/anna/college/walkinLogin.do?tid=2933"e=reject>

My Account Tab

About the My Account Tab

The **My Account** tab gives you access to your request and order history, address book and shipping groups, and your personal profile. From this tab you can also send files to REMC12 Printing.

The screenshot shows a web browser window titled "Kalamazoo RESA - Windows Internet Explorer provided by KRESA". The address bar shows the URL "http://www.printstorefront.com/kresa/estimates.do". The page features the REMC12 PRINTING logo, which is a division of Kalamazoo RESA. Navigation tabs include "Products", "Cart (2)", and "My Account". A welcome message reads "Welcome Test Guy | [Home](#) | [Logout](#)".

On the left, a "My Account" sidebar lists links: Request History, [Order History](#), [Address Book](#), [Shipping Groups](#), [My Profile](#), and [Send Files](#).

The main content area displays a table of requests:

Request #	Name	Total	Due	Status	
▶ 189936	brian	\$65.00	11/3/09	REQUESTED	-
▶ 187402	N/A	\$0.0	10/16/09	REQUESTED	-
▶ 187399	N/A	\$195.60	10/16/09	REQUESTED	-
▶ 186649	N/A	\$44.45	10/13/09	REQUESTED	-
▶ 186598	N/A	\$0.0	10/13/09	REQUESTED	-
▶ 186586	N/A	\$0.0	unknown	REQUESTED	-
▶ 186578	DIBELS	\$0.0	10/13/09	REQUESTED	-

Below the table is a search bar with a "Search" button and a "Clear Search" link.

At the bottom, there are links for "Contact Us" and "Help", followed by copyright information: "Copyright © 1995-2009 Electronics for Imaging, Inc. Site supports IE 7, Firefox 3.0.1 and Safari 3.2.1".

Request History

Use the Request History page to review your requests (RFQs) and to accept or decline quotes.

1. Click the **My Account** tab and click **Request History**. The Request History page opens.

Click to see products that make up the request.

My Account

- Request History
- [Order History](#)
- [Address Book](#)
- [Shipping Groups](#)
- [My Profile](#)
- [Send Files](#)

1-10 [Next >](#)

Request #	Name	Total	Due	Status	
▶ 12550	N/A	\$0.0	unknown	REQUESTED	-
▶ 12549	N/A	\$90.63	unknown	PENDING APPROVAL	-
▶ 12531	N/A	\$97.89	7/4/09	ESTIMATE ACCEPTED	-
▶ 12529	Brochures	\$2,333.54	unknown	ESTIMATED	-
▶ 12505	Merchandise	\$437.40	6/3/09	ESTIMATED	-
▶ 12439	Letterhead	\$188.67	6/4/09	PENDING APPROVAL	-
▶ 12438	N/A	\$247.79	6/4/09	DISAPPROVED	Reorder
▶ 12437	N/A	\$211.19	unknown	ESTIMATED	-
▼ 12436	Letterhead	\$188.67	6/4/09	APPROVED	-
Name		Description	Quantity	Subtotal	
Letterhead		24# Classic Laid text/rWhite	2500	188.67	
▶ 12434	N/A	\$24.34	unknown	ESTIMATED	-

1-10 [Next >](#)

Search [Clear Search](#)

Keyword:

Request #: to

Request Date: to (mm/dd/yyyy)

Status:

2. The site displays 10 requests at a time. Use **Next** and **Prev** to scroll through a long list.

3. To search for a particular request, click the right arrow to the left of **Search** at the bottom of the page. Enter your search criteria and click **Search**. For example, you can search by **Status** or enter part or all of the order name in the **Keyword** field.

Tip: Click **Clear Search** to display all the requests again.

4. To see a summary of the products that make up the request, click the right arrow to the left of the request number.

5. To see the details of a particular request, click its name.

6. If the request has a status of ESTIMATED, click the right arrow to the left of the request number so you can accept or reject the quote.

- To accept the quote, select **Approve this Estimate and Checkout** and then click **Approve**.
- To reject the quote, select **Decline this Estimate**, optionally enter an explanation of your rejection, and then click **Decline**.

7. If the request has a status of DISAPPROVED, click **Reorder** to resubmit the RFQ.

Order History

Use the Order History page to review your orders.

Click to search by specific criteria.

My Account

- [Request History](#)
- Order History
- [Address Book](#)
- [Shipping Groups](#)
- [My Profile](#)
- [Send Files](#)

Order #	Order Name	Total	Due	Order Status	Job Status
▶ 12506	Manuals	\$19,873.45	6/3/09	ACCEPTED	Reorder
▶ 12396	N/A	\$203.74	6/3/09	ACCEPTED	Reorder
▶ Search					Clear Search

1. Click the **My Account** tab and click **Order History**.
 2. The site displays 10 orders at a time. Use **Next** and **Prev** to scroll through a long list.
 3. To search for a particular order, click the right arrow to the left of **Search** at the bottom of the page. Enter your search criteria and click **Search**. For example, you can search by **Status** or enter part or all of the order name in the **Keyword** field.
- Tip:** Click **Clear Search** to display all the orders again.
4. To see a summary of the products that make up the order, click the right arrow to the left of the order number.
 5. To re-order, click **Reorder**. The shopping cart opens so you can check out. (You can also re-order while viewing the order details.)
 6. To see the details of a particular order, click its name.

Viewing Order or Request Details

When you are looking at your order or request history, you can click the name of an order or request to see the details of that request. For example, you can review the payment details, products that make up the order or request, recipient information, and history. If a PDF was attached to a product, you can open it by clicking the PDF icon in the **PDF Preview** column. In addition, you can re-order items.

1. On the Order History or Request History page, click the name of the order or request you want to review.

Click to see details

▶ 12436
[Letterhead](#)
\$188.67
6/4/09
APPROVED

2. Review the information on the page. If more information is available about a product, you can click the right arrow to the left of its name.

[View My Requests](#) [View My Orders](#) [Print Order](#)

Submitted on: May 28, 2009 12:50:59 PM EDT
Your Web Order Number: 12436
Status: APPROVED

Payment Details

Payment Details

Payment Method: PO Number
PO Number: 2121

Billing Address: Anna Smith
1 My Street
My City, NY 11111

Products for Order

Order Name: Letterhead Requested Due Date: 6/4/09

<input type="checkbox"/>	Product	Job Name	Quantity	Unit Price	Item Total	PDF Preview
<input type="checkbox"/>	Letterhead	Letterhead	2500	\$188.67	\$188.67	

Total does not include applicable shipping and taxes. **Total:** \$188.67

Recipients

Anna Smith
Anna Smith
1 My Street
My City
NY - 11111
United States
Shipping Method: 3-5 Day

Product	Product Name:	Quantity	PDF Preview
Letterhead	Letterhead	2500	

History

Date	Action	Action By
05/28/2009	Pending Approval	Anna Smith
05/28/2009	Order Approved	Susan Jones
06/03/2009	Prepress	Printer

[View My Requests](#) [View My Orders](#) [Print Order](#)

3. If you want to reorder a product, select it under **Products for Order** (by selecting its check box) and then click **Reorder**. The shopping cart opens, and you can proceed with checkout.
4. To print the order, click **Print Order**.
5. To return to your request or order history, click **View My Requests** or **View My Orders**.

Re-Ordering

If you ordered something before, you can re-order it from your order history. In addition, if an order or request was disapproved, you can try re-ordering it.

1. On the Order History or Request History page, click **Reorder** next to the order you want to place again. Alternatively, when viewing the order details, under **Products for Order**, select the check box of the product you want to order and click **Re-Order**. The shopping cart opens so you can check out.
2. Provide a name for the order or estimate, enter your dates, specify the quantity, and attach files if necessary. If you change the quantity, be sure to click **Update**.
3. Click **Checkout** to continue with the checkout process as usual or click **Continue Shopping**.

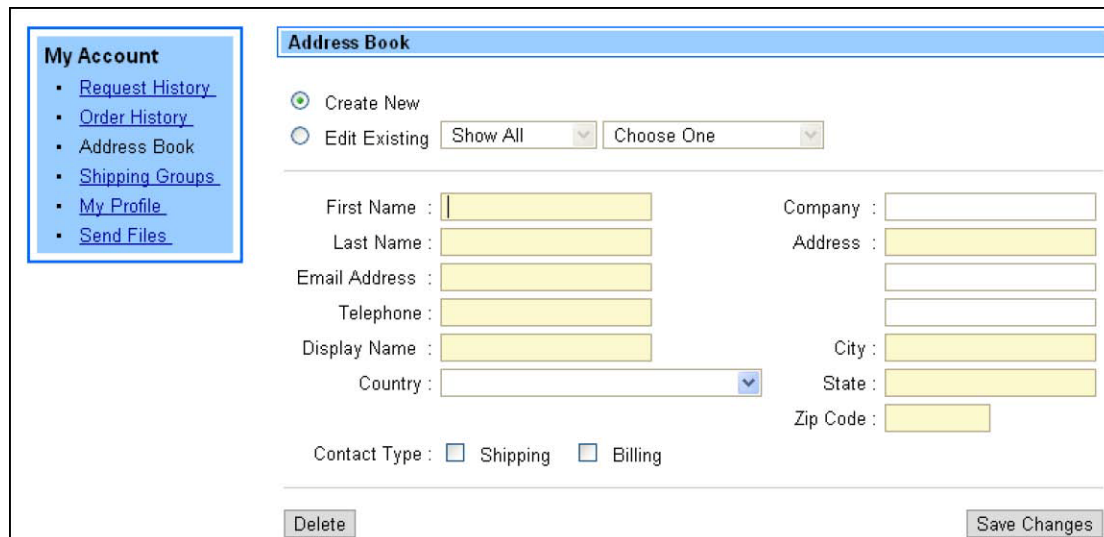
Address Book

Your address book contains all the billing and shipping addresses you use. You manage the address book by adding, editing, and deleting addresses.

Adding Addresses

You can add shipping and billing addresses from the Address Book page on the site. (You can also add these addresses during checkout.)

1. Click the **My Account** tab and click **Address Book**. The Address Book page opens.



The screenshot shows the 'Address Book' page. On the left is a 'My Account' sidebar with links: Request History, Order History, Address Book, Shipping Groups, My Profile, and Send Files. The main area is titled 'Address Book' and contains a 'Create New' form. The form has two radio buttons: 'Create New' (selected) and 'Edit Existing'. Below the radio buttons are two dropdown menus: 'Show All' and 'Choose One'. The form fields are: First Name, Last Name, Email Address, Telephone, Display Name, Country (dropdown), Company, Address (multiple lines), City, State, and Zip Code. At the bottom, there are checkboxes for 'Shipping' and 'Billing' under the label 'Contact Type'. At the very bottom are 'Delete' and 'Save Changes' buttons.

2. Select **Create New**.
3. Enter all the required fields (indicated by shading).
4. For **Contact Type**, select the **Shipping** and/or **Billing** check boxes to indicate if this is a shipping and/or billing address.
5. Click **Save Changes**.

Viewing and editing addresses

You can review and edit shipping and billing addresses in your address book. (You can also edit these addresses from the shopping cart.)

1. Click the **My Account** tab and click **Address Book**. The Address Book page opens.
2. Select **Edit Existing**.
3. Select **Show All**, **Shipping Only**, or **Billing Only**.
4. Select an address.
5. Make any necessary changes.
6. Click **Save Changes**.

My Profile

Use the My Profile page to update your contact and login information. (You cannot change the account information.)

1. Click the **My Account** tab and click **My Profile**.

[Products](#) [Cart \(1\)](#) [My Account](#)

Welcome Anna Smith | [Home](#) | [Logout](#)

My Account

- [Request History](#)
- [Order History](#)
- [Address Book](#)
- [Shipping Groups](#)
- My Profile**
- [Send Files](#)

My Profile

Contact Information

Salutation:	Ms. ▾	
First Name:	Anna	Last Name: Smith
Job Title:		Email: anna.smith@mycompany.com
Address:		City:
State:		Zip Code:
Country:	▾	Telephone: 111-111-1111
Fax Number:		

Account Information

Account # 12
EFI
One O'Hare Center
Rosemont, IL 60018-4288
Telephone: 847-692-6000
Fax Number: 847-692-6560

Login Information

Login Name:	annas	
Login Password:	••••	Re-enter password: ••••

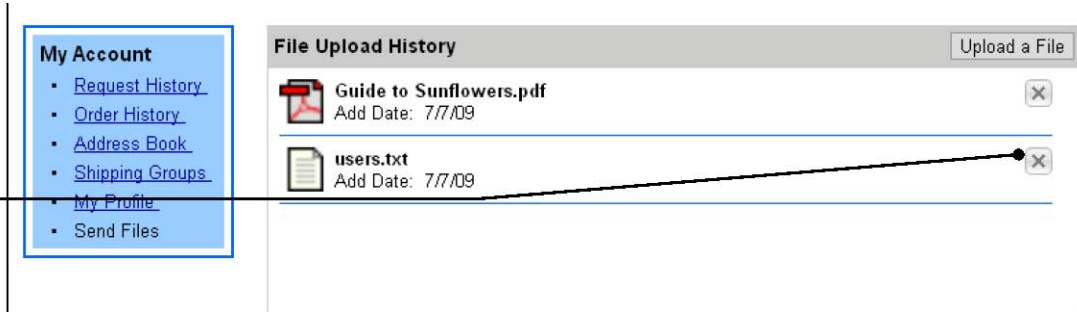
Save Changes

2. Make any necessary changes under **Contact Information** and **Login Information**.
3. Click **Save Changes**. A message confirms that your profile was updated.

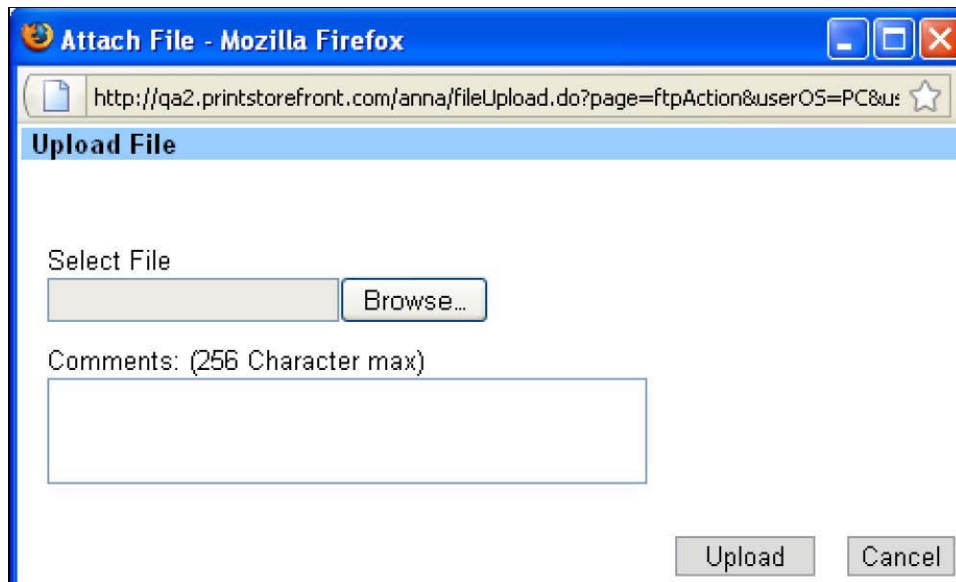
Send Files

You can upload files to the site that are not associated with orders. REMC 12 Printing can access those files.

1. Click the **My Account** tab and click **Send Files**. If you already uploaded some files, they are listed under **File Upload History**.



2. Click **Upload a File**. The Attach File window opens.



3. Click **Browse** to locate and select the file you want to upload
4. (Optional) In the **Comments** field, enter any notes about the file you are uploading.
5. Click **Upload**. A message informs you that the file was uploaded. An e-mail is also sent to your site administrator.
6. To send another file to the site, click **Upload Another** and repeat steps 3 through 5. If you have no more files to send, click **Done**.