

Quick Reference Guide for Online Ordering

LOG IN

- **YOUR USERNAME IS YOUR EMAIL ADDRESS**
- **Your Password is your first and last initial and the last 3 digits of your account number.**
- The system will ask you to change your password the **FIRST TIME** you log in.
- If you have any questions or don't know this information please call us or click "Forgot Password".

CLICK

- **START AN ORDER**

CLICK

- **CLICK ON THE CAMPAIGN TYPE YOU WANT TO ORDER AND SELECT THE DATES YOU WISH TO ORDER FOR:**
 1. Campaign Print (National Marketing Campaign Options)
 2. Grand Opening and New Stores (New Stores and New Ownership)
 3. i-7 Remodel (Store Remodels)

SELECT

- **SELECT THE PRODUCT FORMAT YOU WANT TO ORDER AND "ADD TO CART"**
- You choose the product such as OSI at this step.
- The artwork is just an example. You will make your artwork choices after you select the format.

CHOOSE

- **CHOOSE YOUR FRONT CREATIVE**
 - a. Select from the choices listed to move to the next step.
 - b. If you don't see the choice you want, you can maximize other options to see other choices.

CHOOSE

- **CHOOSE YOUR BACK CREATIVE (IF APPLICABLE – BOUNCEBACKS DON'T HAVE A BACK SIDE)**
 - a. Select from the choices listed to move to the next step.
 - b. If you don't see the choice you want, you can maximize other options to see other choices.

SELECT

- **SELECT YOUR ADDRESS PANEL AND COUPONS**
 - a. Clicking on the gray areas with red dotted outlines will prompt you to select the address panel or coupons that you want.
 - b. For addresses, you don't need to do anything but click on the address panel you want.
 - c. If you don't have an address panel setup please call us so we can add one for you, but you don't have to select anything to continue.
 - d. For coupons, you can choose a coupon group to narrow down the available choices.

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SELECT

- **SELECT PRICING AND DESCRIPTIONS**

- a. Clicking on the gray areas with red dotted outlines will prompt you to either select the descriptions you want, or type in the pricing you want.
- b. You don't need to enter the dollar sign, just enter the price.

NEXT

- **NEXT YOU WILL BE TAKEN TO YOUR SHOPPING CART**

ADD

- **YOU NEED TO ADD A DELIVERY LOCATION BY CLICKING:
"SELECT A SHIPPING ADDRESS"**

- a. Select the location you want on the left (scroll down if you see lots of locations).
- b. If you don't see the address you need, you can add a new one on the right.
- c. Repeat for each location.
- d. If you have ordered online before then clicking "Copy Previous" will allow you to copy the address and quantities from the previous order.

NEXT

- **NEXT ADD THE QUANTITY BY CLICKING:
"ADD QUANTITY/IN HOME DATE"**

- a. Enter the quantity you wish to order.
- b. Select the In Home Date for that specific quantity.
- c. Click Save/Update. Repeat for each In Home Date.
- d. **In Home Date is the date of mailing.**

FINALLY

- **REMEMBER:**

- **IF YOU LEAVE YOUR CART YOU WON'T LOSE YOUR ORDER**
- **THE PASSWORD IS > lowercase < LETTERS**
- **THE SITE WILL ONLY ASK YOU TO CHANGE YOUR PASSWORD IF IT IS YOUR FIRST TIME LOGGING IN**
- **MAKE SURE TO NOTE DIFFERENCE BETWEEN CAMPAIGN PRINT, PRINT ON DEMAND, AND GRAND OPENING**