

ORDERING GUIDE



STRESS-FREE ONLINE ORDERING


Each ordering site is created for your specific business.
Please use these instructions as a general guide to navigate the site.

Welcome!

Access to this site will require an email address and password.

Click the “Create an account” button to register, or enter your credentials to log in.

A link is also provided to reset forgotten passwords.



Account Access

[Create an account](#)

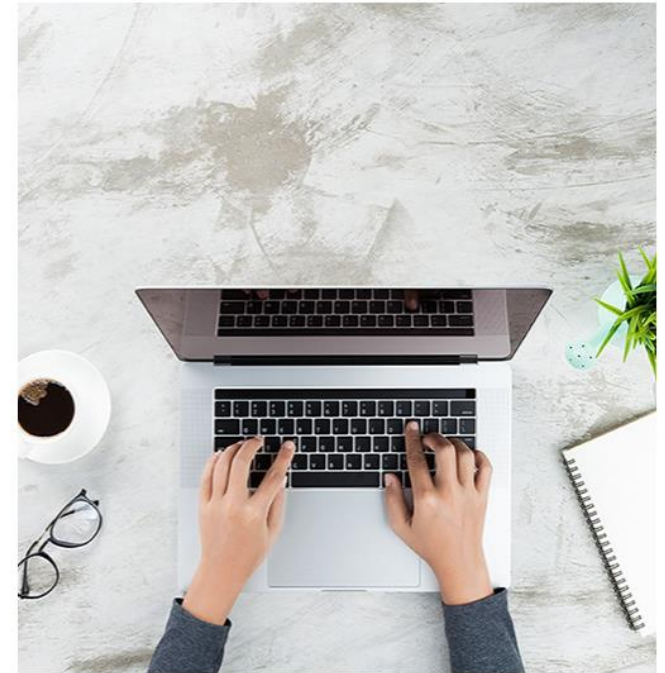
Welcome to the online ordering system developed exclusively for you. Please enter your Email Address and Password to begin ordering.


Email:

Password:

[Log in](#)

[Forgot Your Password?](#)



 Contact us

(123) 456-7890

email@emailaddress.com

 Office Hours

Our office hours are 8 am to 5 pm CST. Once orders are placed online changes will not be allowed, please contact Customer Service if you have questions or concerns before placing your order.

 Quick Links

[Terms Of Use](#)
[Privacy Policy](#)
[Accessibility](#)

Create an Account

To start your self registration, please complete the fields in the form below. Once submitted, further instructions will be sent to the email address provided.

[Registration Instructions PDF](#)

Account Information

Email:

Profile:

First Name:

Last Name:

I am human



Continue with Registration

Cancel



Registration Tips

- Please complete all required fields.
- Once submitted, further instructions will be sent to the email address provided.
- Our Customer Service department is here to assist you. Contact Information will be displayed at the bottom of each page.

Complete Your Registration...

Dear John Sample,

Thank you for requesting access to the online ordering system.

For security purposes, your password must be set upon first login. This link can only be used once and will expire in 24 hours.

[Complete Your Registration](#)

Or copy and paste the following link into your browser

<https://demo2.cqconverge.com/SetPassword.aspx?UserToken=R7pCW4Epo%2fm2soS5jCz3rxSwN8GXv22vQvhjKoEccRxYbnNs%2f9PNT4UKY3LTpITJP%2f0PUuQJoGgHs8Wqoaw%3d%3d>

We're here to help!

If you have any questions about our products or services, please feel free to contact us for assistance.

Customer Service: (123) 456-7890

Email: email@emailaddress.com

New Users

Please complete all required fields to continue.

This page utilizes hCaptcha to ensure human registration.

Once submitted, check your email for the link to complete the registration process and set your password.

 Contact us

(123) 456-7890

 Office Hours

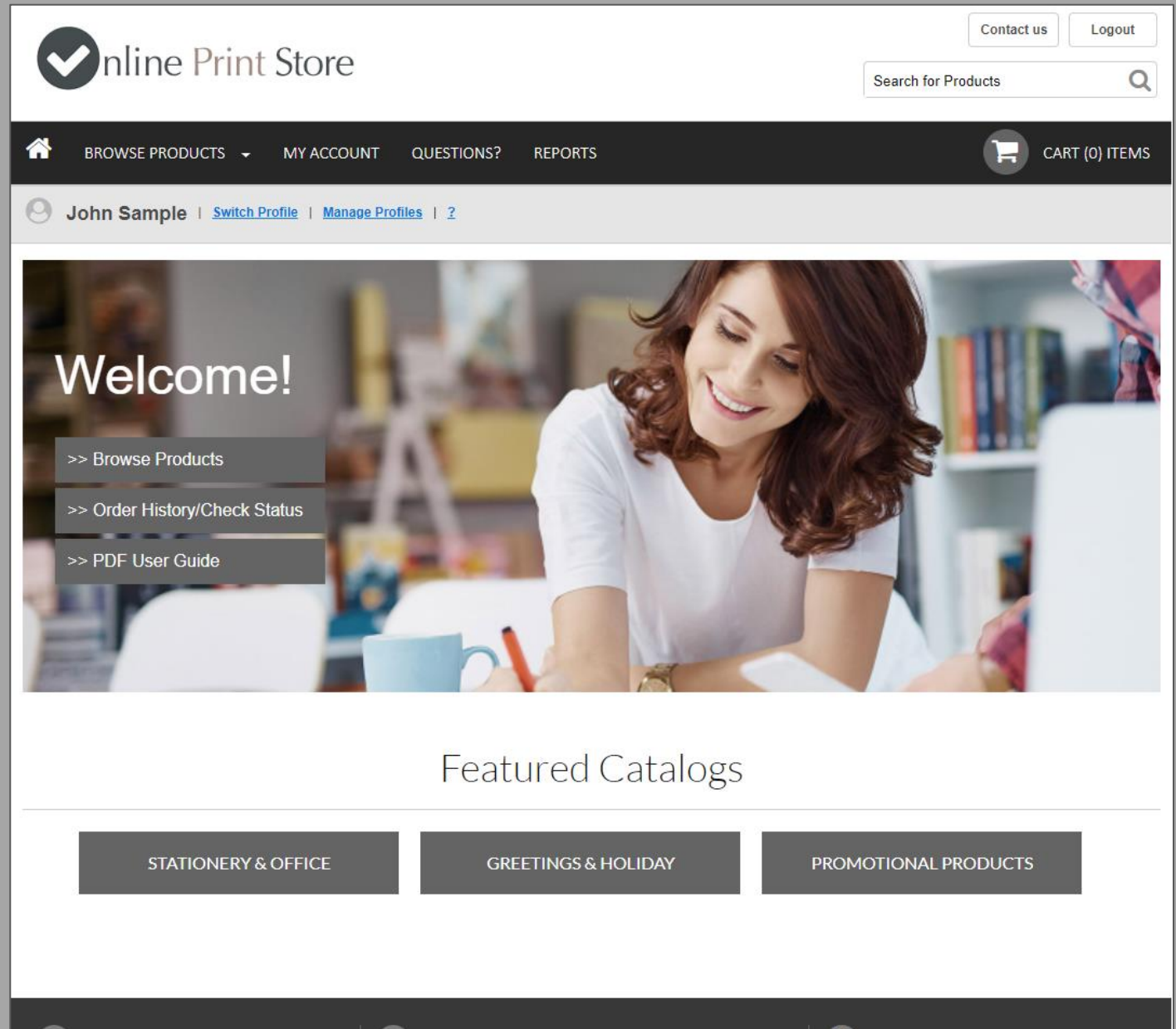
Our office hours are 8 am to 5 pm
placed online changes will not be a

Home Page

The navigation bar at the top of the screen will always be visible and offer a quick way to switch between pages.

The main content section of the Home Page provides quick links to common areas. You can go directly to browsing for products, or view order status.

Contact information will appear in the footer section of each screen.



Catalog

The enhanced product catalog will save time by reducing clicks to navigate through products and categories.

Features include:

- List/thumbail Views
- View Larger Images
- Select Items Per Page
- Favorite Lists

Click 'Select Options' below the item you would like to order.

The screenshot displays the 'Online Print Store' website interface. At the top, there is a navigation bar with a home icon, 'BROWSE PRODUCTS', 'MY ACCOUNT', and 'QUESTIONS?'. On the right, there are 'Contact us' and 'Logout' buttons, and a search bar labeled 'Search for Products'. Below the navigation bar, the user's name 'John Sample' is shown with links for 'Switch Profile', 'Manage Profiles', and a notification icon. The main content area features a 'Browse Products' section with a 'Folders' sub-tab and a '50 Items Per Page' dropdown menu. Six product thumbnails are displayed in a grid, each with a magnifying glass icon in the top-left corner and a 'Select Options' button below it. The products are:

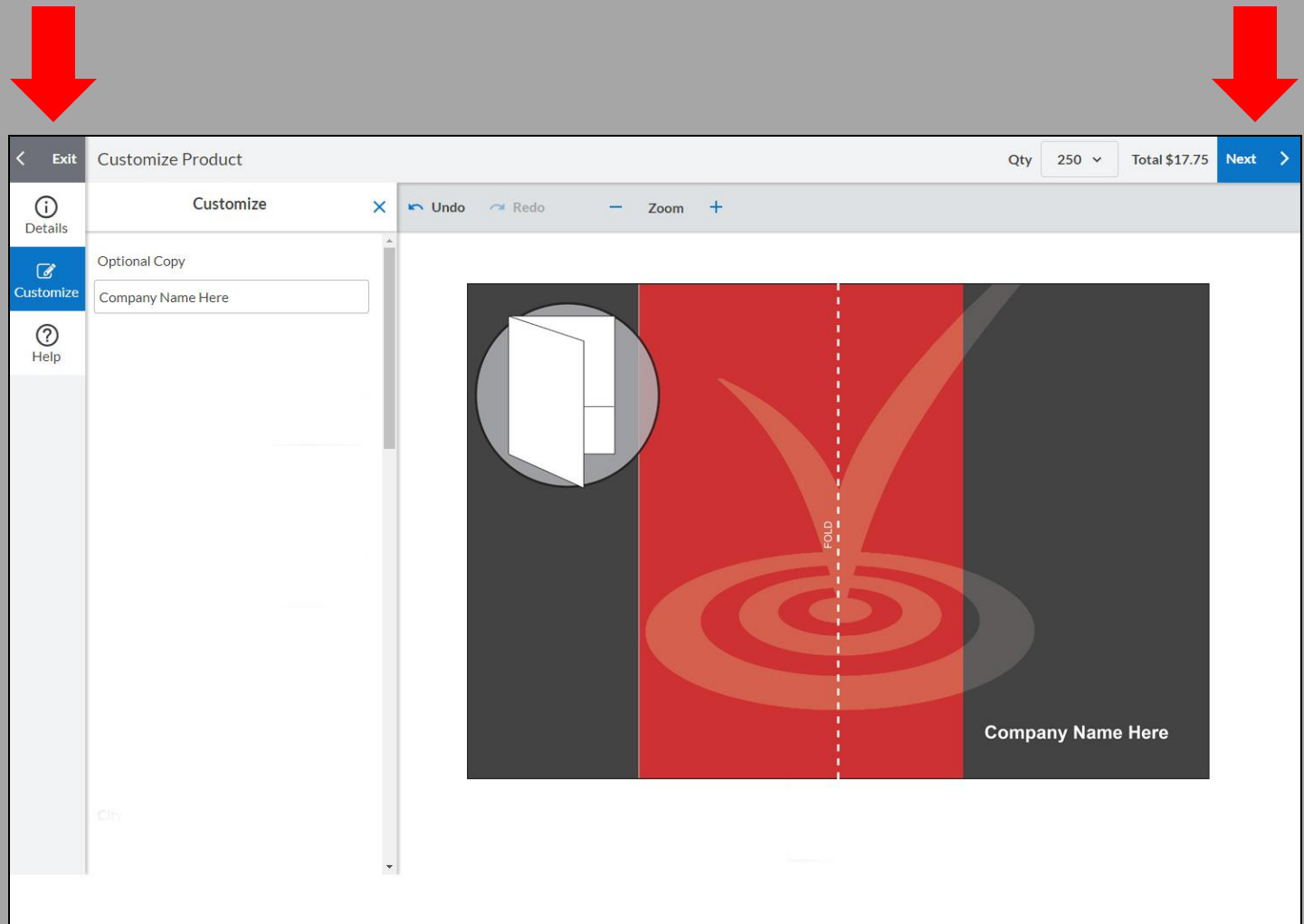
- F01**: Folders - Savings & Loan. Thumbnail shows a blue folder with a piggy bank icon.
- F02**: Folders - Think Outside. Thumbnail shows a red folder with a globe icon and the text 'THINK OUTSIDE'.
- F03**: Folders - Storage Solutions. Thumbnail shows a blue folder with a storage box icon.
- Thumbnail 4: Shows a red folder with a globe icon and a red checkmark.
- Thumbnail 5: Shows a green folder with a sun and stars icon.
- Thumbnail 6: Shows a black folder with a printer icon and a color calibration chart.

Personalize

This screen includes personalization prompts with instant proofing. Simply enter the text in the prompt. When you tab away from the field the proof will refresh to show your changes.

Note: If you would like to create a proof to send for approval before completing your order, please use the hold and recall option from the basket page.

Once satisfied with the appearance of the proof, click “Next” in the upper right of the screen.



Approval

This screen includes options for selecting quantity and sending an Email Proof.

If you would like to edit the item click “Back” in the upper left of your screen.

Depending on your product type additional options may display such as finishing type or paper selections.

Click on the checkbox to accept your artwork, then click the “Approve” button to continue.



Product Summary

Folders - Pinpoint Accuracy **\$17.75**
SKU: FO4

Total \$17.75

Select desired quantity from grid below.

Qty	Price	
250	\$17.75	\$0.07/ea
500	\$28.80	\$0.06/ea
1000	\$52.60	\$0.05/ea
1250	\$64.93	\$0.05/ea
1500	\$76.42	\$0.05/ea
2000	\$100.20	\$0.05/ea

Approval

I have verified the proof to be correct and approve the order for printing. I understand that once the checkout process is completed, no changes can be made.

Email Proof View PDF Proof

I accept & approve my artwork.

Approve

View Cart

The checkout process has been combined to a single screen to reduce clicks.

From the cart page you can review a preview of your proof, select shipping methods and quantities, or make edits to personalization by clicking the pencil/edit icon.

You can also select to “Hold This Order” if you would like to complete checkout at a later date. (Note the hold option is not available on all sites.)

The screenshot shows the 'Online Print Store' website. At the top right, there are 'Contact us' and 'Logout' buttons, and a search bar with the text 'Search for Products'. Below this is a dark navigation bar with links for 'BROWSE PRODUCTS', 'MY ACCOUNT', 'QUESTIONS?', and 'REPORTS', along with a shopping cart icon labeled 'CART (1) ITEMS'. A user profile bar shows 'John Sample' with links to 'Switch Profile', 'Manage Profiles', and a help icon. The main heading is 'Shopping Cart & Checkout' with a 'Continue Shopping' button. The cart item is 'FO4 - FOLDERS - PINPOINT ACCURACY' with a 'Remove' button. It shows 'COMPANY NAME HERE' as a placeholder, 'QUANTITY SELECTED: 50', and a price of '\$12.50'. Under 'In-House Production Time', 'Standard 3 Days' is selected, and 'Rush 48 Hours - \$50.00' is an option. The 'Shipping Method' is 'UPS Ground' and the 'Estimate Delivery' is '5/12/2022'. At the bottom left, there is a 'Cart Options: Hold This Order' button. At the bottom right, the 'Cart Total: \$12.50' is displayed. A footer note says 'Need help finding additional items? Click Here to let us know (Clicking this link will not interrupt your order)'.

Checkout

The cart page also contains the Shipping and Requester information.

Important: You must fill out all required fields and save each section individually.

Final Step:

To complete your order check the box to agree that your information is correct, and click "Place Order".

Ready to Checkout

How do I check the status of my order?

Once the initial order confirmation is received, registered users have the option of logging into the site at any time to check order status using the Order History/Status Tab.

Shipping Details:

Company:	Company Name
Contact Name:	John Sample
Street Address:	1234 Street Address
Suite, Floor, Bldg.:	
City:	City Name
State:	MN
Postal Code:	10001
Country:	US

Cart items have been updated to show estimated delivery dates.

[Edit](#)

Will I receive a copy of my receipt?

Once your order has been placed you will receive an email order confirmation. You will also receive a notification email once your order has shipped.

Requester:

[Add New Requester](#)

Requester Display Name:	John Sample
Submitter Name:	John Sample
Submitter Phone:	800-247-2751
Cost Center:	1234

[Edit](#)

Cart Total:	\$12.50
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Completing your Order:

Final Approval: I agree that all information is correct and proofs are approved and ready to be processed. I understand that due to the speed of electronic processing changes or cancellations are not allowed once this order is placed in production.

I have read the information stated above and approve this order.

[Place Order](#)

Confirmation

Once the order is placed, you will see a “Thank You” screen which includes the order confirmation number.

In most cases you will also receive an email confirmation which contains all of the order details.

Note: Your company may have different options, such as punching out to a different application for checkout.

The screenshot displays the Online Print Store website interface. At the top, there is a navigation bar with a home icon, 'BROWSE PRODUCTS', 'MY ACCOUNT', 'QUESTIONS?', and 'REPORTS'. On the right, there are 'Contact us' and 'Logout' buttons, and a search bar for products. Below the navigation bar, the user is identified as 'John Sample' with links to 'Switch Profile', 'Manage Profiles', and a help icon. The main content area features a large dark banner with a checkmark icon and the text 'Thank you, the order has been sent!'. Below this, the 'Order Number: 32899588' is prominently displayed, with a subtext 'Created on 5/9/2022 CT'. A 'Frequently' section is partially visible. An inset window shows an email confirmation titled 'Thanks For Your Order!'. The email content includes 'Online Order Confirmation' with the date and time '5/9/2022 8:28:23 AM CT', a thank you message, and a blue button for 'Online Order Tracking'. Below the email preview, the order details are shown: 'Order Number: 32899588 - Test'. A table lists the order items with columns for Sample, Item Details, Qty., Shipping Selection, and Price. The table shows one item: 'FO4 Folders - Pinpoint Accuracy Company Name Here' with a quantity of 50 and a price of \$12.50. The shipping selection is 'UPS Ground'. A 'Cart Total' of \$12.50 is also shown. Below the table, there are sections for 'Shipping' and 'Requester' information. The 'Requester' section includes fields for Company Name, Contact Name, Street Address, Suite, Floor, Bldg., City, State, Postal Code, and Country, along with Submitter Name, Submitter Phone, and Cost Center. The 'Shipping' section is currently empty. At the bottom of the email preview, there is a note: 'If you have any questions about this order or the products/services you've purchased, please feel free to:'. The website footer contains a 'Contact us' button and 'Office Hours' information.

Thank you, the order has been sent!

Order Number: 32899588
Created on 5/9/2022 CT

Checking Order Status

Click the link below to view your order history. A link to Order History will also be found in the top menu of the site.

[Order History/Check Status](#)

Thanks For Your Order!

Online Order Confirmation
5/9/2022 8:28:23 AM CT

Thank you for using our online ordering system. This email contains important details regarding your recent purchase, please retain a copy of this email for future reference.

[Online Order Tracking](#)

Order Number: 32899588 - Test

Sample	Item Details	Qty.	Shipping Selection	Price
View	FO4 Folders - Pinpoint Accuracy Company Name Here	50	UPS Ground	\$12.50
Cart Total:				\$12.50

Shipping

Requester

Company: Company Name
Contact Name: John Sample
Street Address: 1234 Street Address
Suite, Floor, Bldg.:
City: City Name
State: MN
Postal Code: 10001
Country: US

Submitter Name: John Sample
Submitter Phone: 800-247-2751
Cost Center: 1234

If you have any questions about this order or the products/services you've purchased, please feel free to:


Order Status

The Order History section is available under My Account in the main menu.

The list will be sorted with most recent orders showing first. Click on the confirmation number of the order to see more details.

A history search is also available.

Contact us Logout



BROWSE PRODUCTS MY ACCOUNT QUESTIONS? REPORTS CART (0) ITEMS

John Sample | [Switch Profile](#) | [Manage Profiles](#) | [?](#)

Order History & Check Status

 25 Orders Per Page

** = Pending Approval*

Date	Confirmation	Ordered By	Items	Items/Main Line	Cart	Status
5/9/2022	32899588	John Sample	1	Company Name Here	\$12.50	
2/28/2020	27476740	John Sample	2	BR110 Season Greetings to you	\$61.50	
2/28/2020	27476701	John Sample	4	John Sample 1234 Street Address, Suite 123 New Location 1234 Street Address	\$15.50	

Contact us

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email@emailaddress.com

Office Hours

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Quick Links

- [FAQ](#)
- [PDF Instructions](#)
- [Terms Of Use](#)
- [Privacy Policy](#)

My Account

Click on “My Account” from the main navigation bar.

Store imprint information and save keystrokes, especially useful for those with multiple users.

Click on the +Add New to create an additional profile of Stored Text.

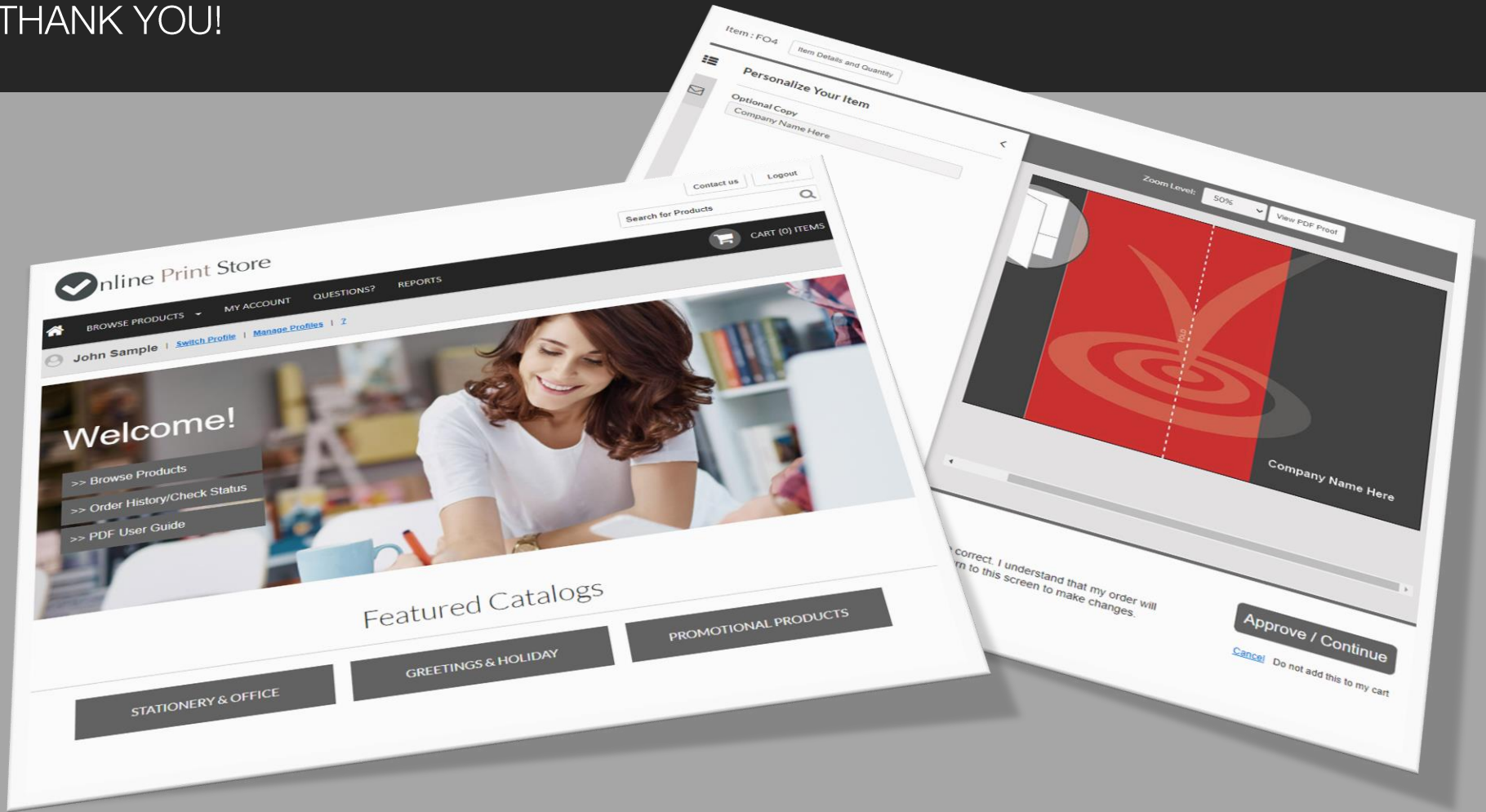
Additional tabs are provided to update Shipping and Requester data that has been saved during checkout.

The screenshot shows the 'Manage My Account' page of the Online Print Store. At the top, there is a navigation bar with 'BROWSE PRODUCTS', 'MY ACCOUNT', 'QUESTIONS?', and 'REPORTS'. A search bar is located on the right. Below the navigation bar, the user's name 'John Sample' is displayed with links for 'Switch Profile', 'Manage Profiles', and a help icon. A 'Change Password' button is visible in the top right corner of the account management area. The main content area has two tabs: 'Stored Text Profiles' (selected) and 'Requester Information'. Under the 'Stored Text Profiles' tab, there is a search input field with the placeholder 'Type name to search here' and a '+ Add New' button. Below this is a table with the following data:

Name	Profile Options	Copy / Remove
<input checked="" type="checkbox"/> John Sample Last Logged in 2022-05-09 07:08 AM CT	Stored Text Prompts Image Library	

At the bottom of the page, there is a footer with three sections: 'Contact us' with the phone number (123) 456-7890, 'Office Hours' with the text 'Our office hours are 8 am to 5 pm CST. Once orders are', and 'Quick Links' with a link to 'FAQ'.

THANK YOU!



Please contact us if you have additional questions or need assistance while placing your order. Company contact information is located at the top and bottom of each screen.