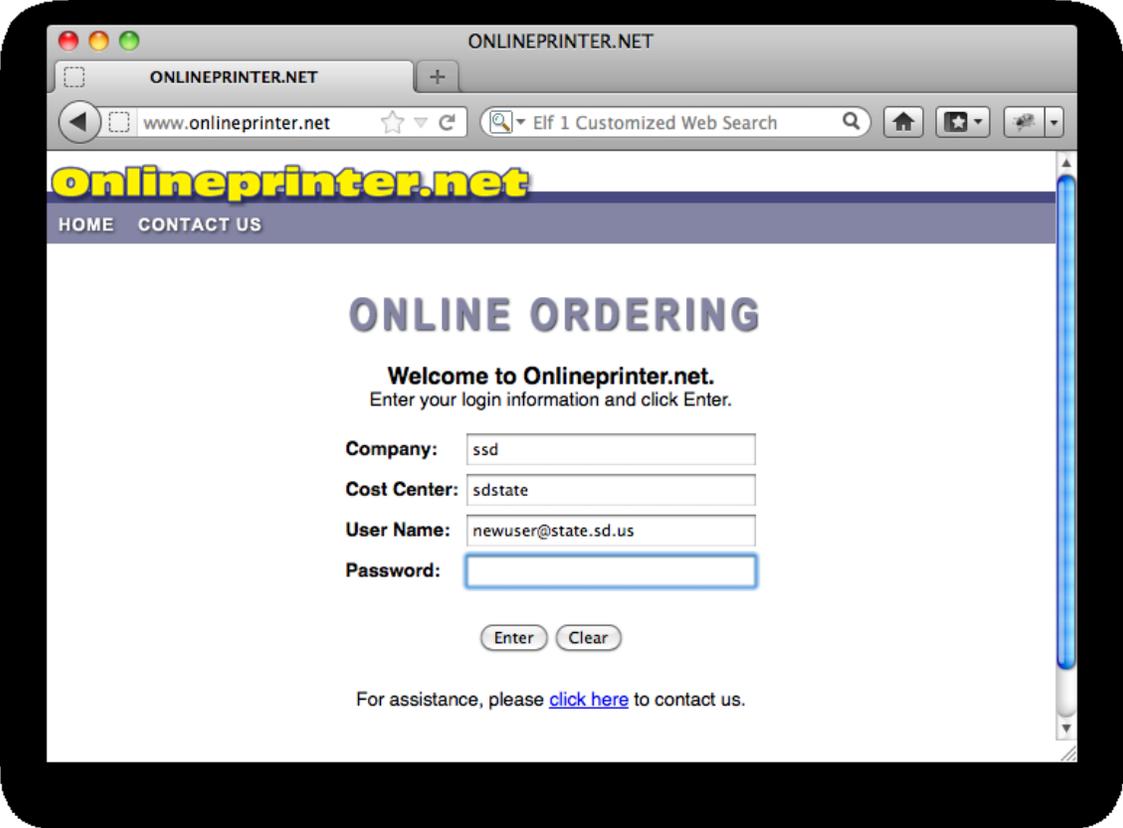


Ordering instructions for Business Cards
Go to www.onlineprinter.net

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.



ONLINEPRINTER.NET

ONLINEPRINTER.NET

www.onlineprinter.net

Elf 1 Customized Web Search

Onlineprinter.net

HOME CONTACT US

ONLINE ORDERING

Welcome to Onlineprinter.net.
Enter your login information and click Enter.

Company:

Cost Center:

User Name:

Password:

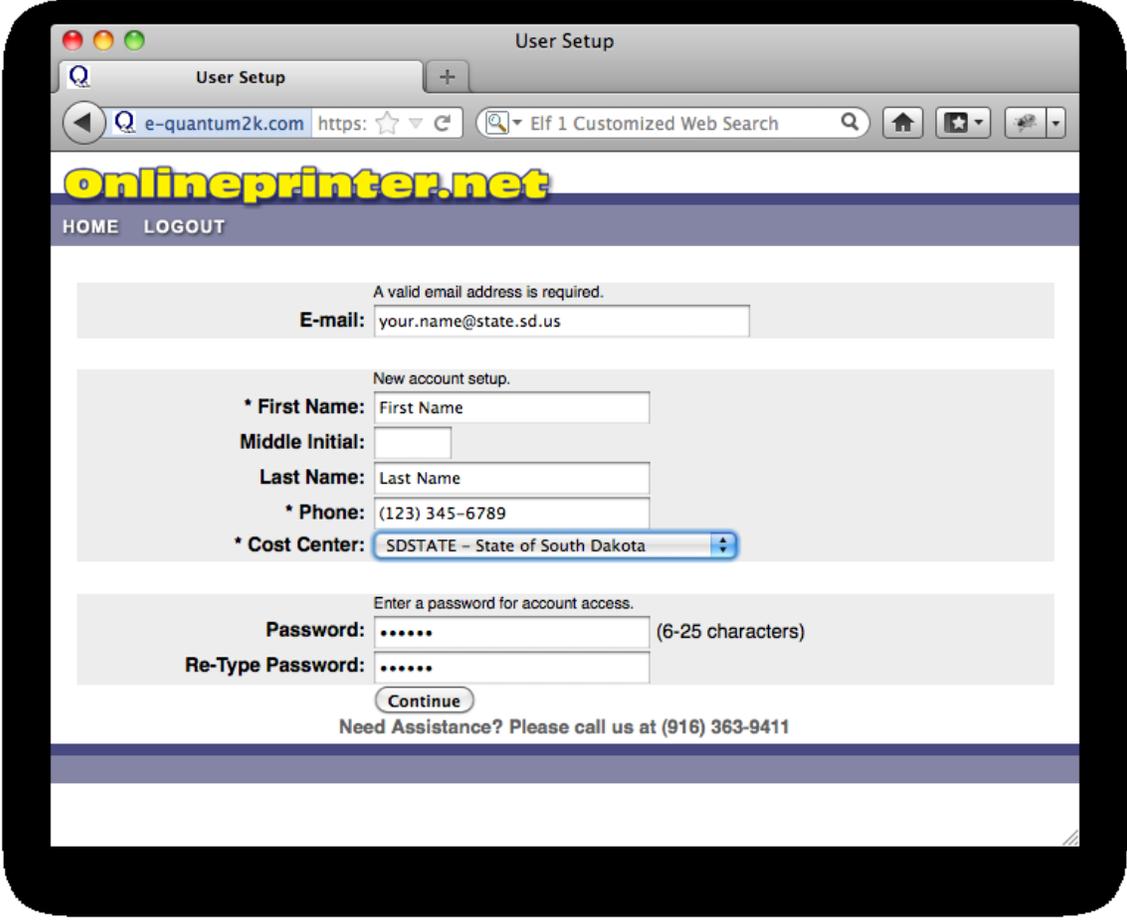
For assistance, please [click here](#) to contact us.

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.



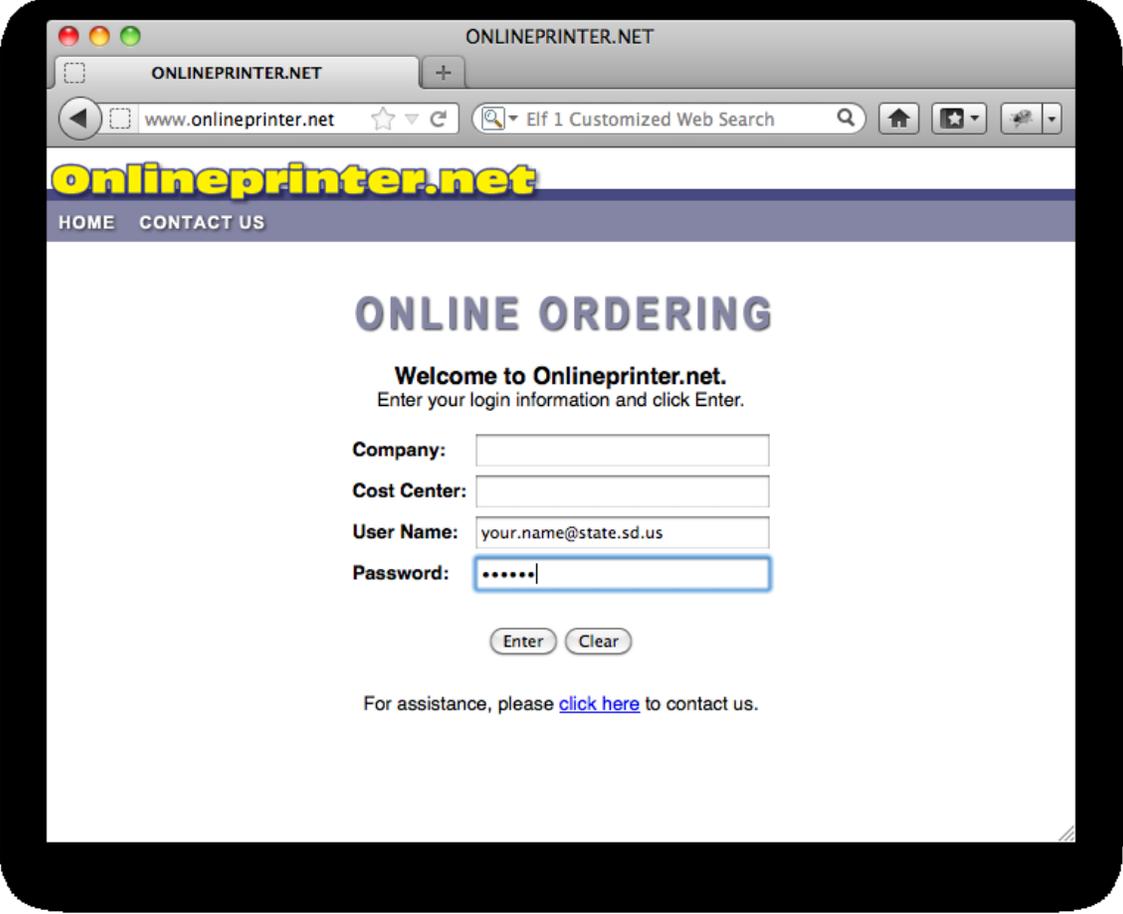
The screenshot shows a web browser window titled "User Setup" on the website "onlineprinter.net". The browser address bar shows "https://e-quantum2k.com". The page has a navigation bar with "HOME" and "LOGOUT" links. The main content area contains a form for account setup. At the top, there is a message: "A valid email address is required." Below this is an "E-mail:" field with the placeholder text "your.name@state.sd.us". The next section is titled "New account setup." and contains several fields: "* First Name:" with a text input field containing "First Name"; "Middle Initial:" with a text input field; "Last Name:" with a text input field containing "Last Name"; "* Phone:" with a text input field containing "(123) 345-6789"; and "* Cost Center:" with a dropdown menu showing "SDSTATE - State of South Dakota". Below these fields is a section for password creation: "Enter a password for account access." with "Password:" and "Re-Type Password:" fields, both containing six dots. To the right of the password fields is the text "(6-25 characters)". At the bottom of the form is a "Continue" button. Below the form is a footer that says "Need Assistance? Please call us at (916) 363-9411".

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:

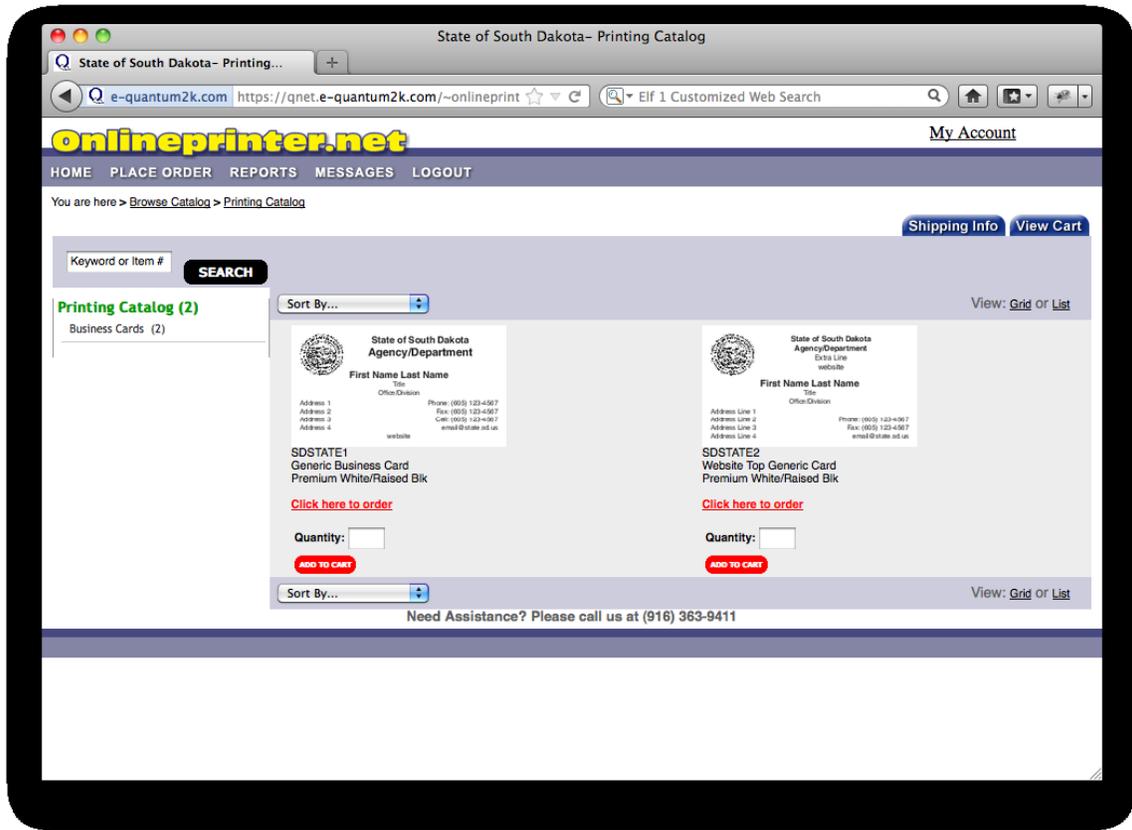
You are now ready to place orders for business cards. If you are not already logged in, go to www.onlineprinter.net and enter your email in the **Username** field and put in the **password** you created. You do not need to fill in the **Company** and **Cost Center** fields again.



The image shows a screenshot of a web browser window displaying the login page for onlineprinter.net. The browser's address bar shows the URL www.onlineprinter.net. The page features a navigation menu with 'HOME' and 'CONTACT US' links. The main heading is 'ONLINE ORDERING', followed by a welcome message: 'Welcome to Onlineprinter.net. Enter your login information and click Enter.' Below this, there are four input fields: 'Company:', 'Cost Center:', 'User Name:' (with the placeholder text 'your.name@state.sd.us'), and 'Password:' (with masked characters '*****'). At the bottom of the form are two buttons: 'Enter' and 'Clear'. A footer note states: 'For assistance, please [click here](#) to contact us.'

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.

The screenshot shows a web browser window with the URL <https://qnet.e-quantum2k.com/~onlineprinter/cgi-bin/nph-imprint-form.cgi>. The page title is "Imprint Form". The website logo is "onlineprinter.net" and there is a "My Account" link. The navigation menu includes HOME, PLACE ORDER, REPORTS, MESSAGES, and LOGOUT. A message states: "Fill in all necessary fields, then select 'Preview.' If you do not see the template you need, please contact us through the message center." There is a "History Lookup:" dropdown menu.

The form fields are as follows:

- Agency/Department: Bureau of Administration
- First Name: Frank
- Last Name: Todleberry
- Title: Manager
- Office/Division: Office of Procurement
- Address Line 1: 234 Main Street
- Address Line 2: Rapid City, SD 57501
- Address Line 3: (empty)
- Address Line 4: (empty)
- Phone: (605) 123 - 4567
- Fax: (605) 123 - 4567
- Phone Option 3: (empty)
- Email: todleberryf@state.sd.us
- Website: (empty)

On the right side, there is a preview of a business card for the State of South Dakota Bureau of Administration, featuring the state seal and the following information:

**State of South Dakota
Bureau of Administration**
Frank Todleberry
Manager
Office of Procurement

234 Main Street
Rapid City, SD 57501

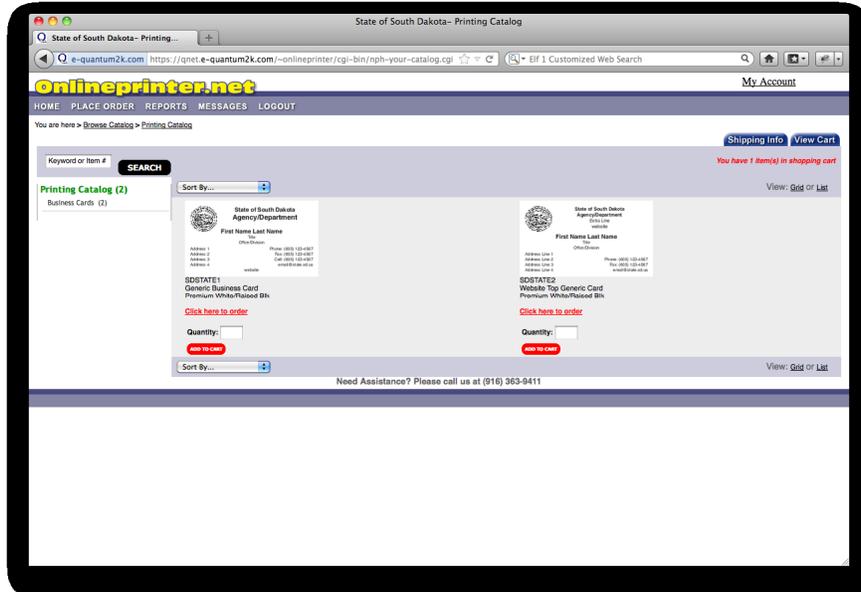
Phone: (605) 123-4567
Fax: (605) 123-4567
todleberryf@state.sd.us

At the bottom, there are buttons for "Preview", "Preview PDF", and "Update History". Below these is a table for quantity selection:

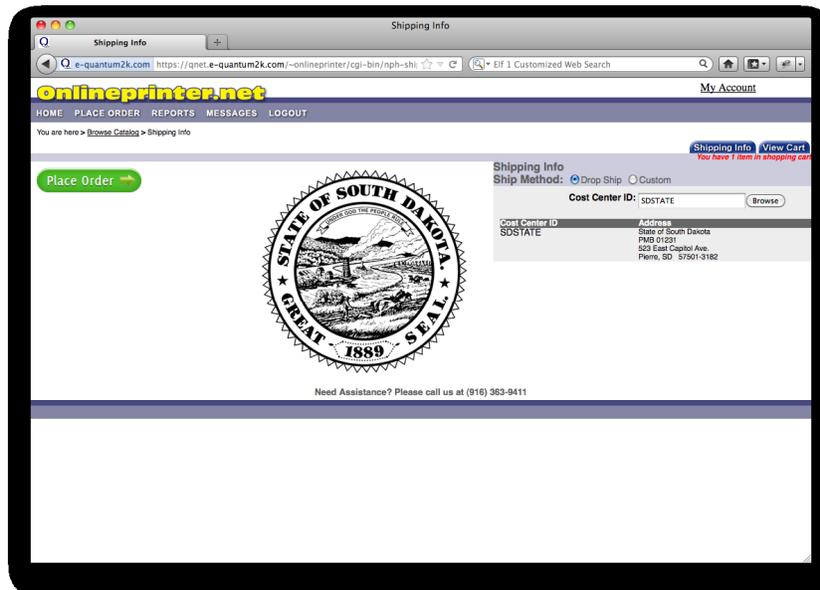
Select Quantity:	100	250	500	1000	1500	2000	2500
Your Price:	\$22.13	\$23.13	\$24.50	\$32.87	\$42.23	\$55.48	\$65.80
Select Quantity:	Select						

There is also a "Cancel" button and a footer that says "Need Assistance? Please call us at (916) 363-9411".

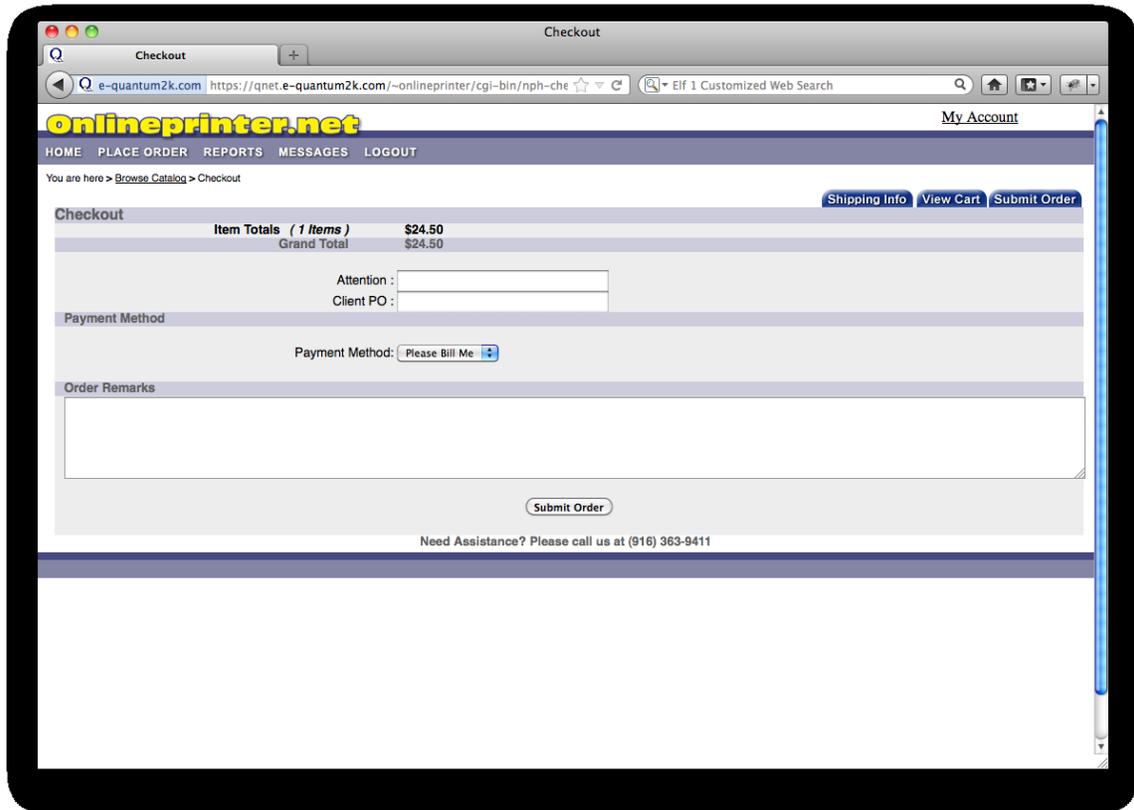
Your order is now added to the “Shopping Cart.” You can enter another order, or begin the checkout process. To begin the checkout process you need to verify your shipping information before you submit your order.



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.