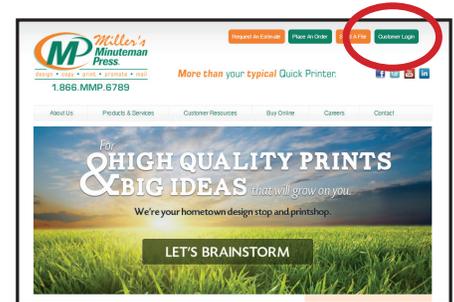


South Dakota State Government

How to order business cards through the online portal

Start by filling out the user registration form and emailing it in. You will receive a response confirming your account.

Next, log in to the website at WWW.MILLERSMMP.COM using the username and password you provided. You can log in by clicking the “Customer Login” button at the top right of the home page.



Ordering Business Cards

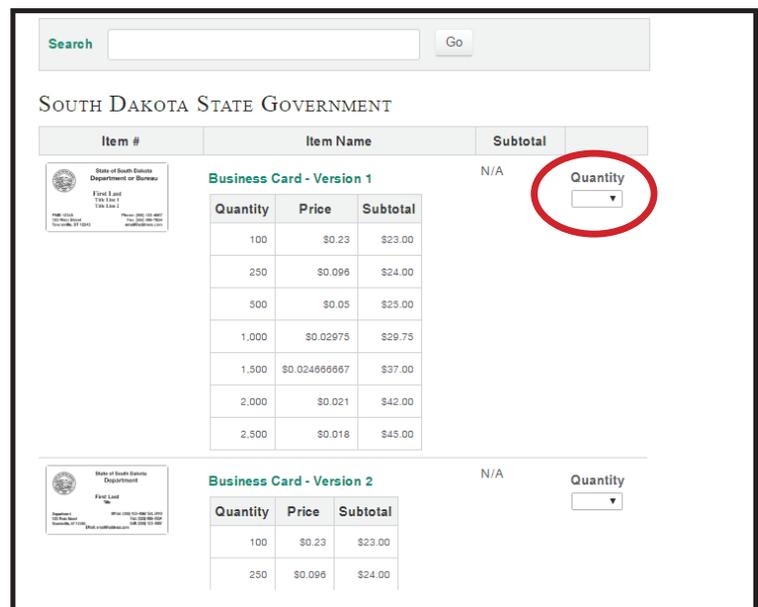
- Once you've logged in, click on the “Document Library” link on the left under the Customer Portal header.

- Choose a quantity from the pulldown menu, then click continue at the bottom of the page.

- Enter the information for the business card. Once you're finished, click preview to see an online proof of your card.

- If everything looks correct, you may add the item to your order. Otherwise, click modify to return to the order form and make any changes.

- Repeat the steps for any additional cards you want to add to your order



Completing Your Order

When you've finished adding your business cards to your shopping cart, you can check out by filling out your shipping and billing information. Include any additional information in the “Additional Comments” box. Click Submit Request to finish your order.

*Please note that items will not be saved in your cart if you log out or close the page. You will need to re-enter the card's information if you leave the page half-way through ordering.

For support with online ordering, please contact:
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