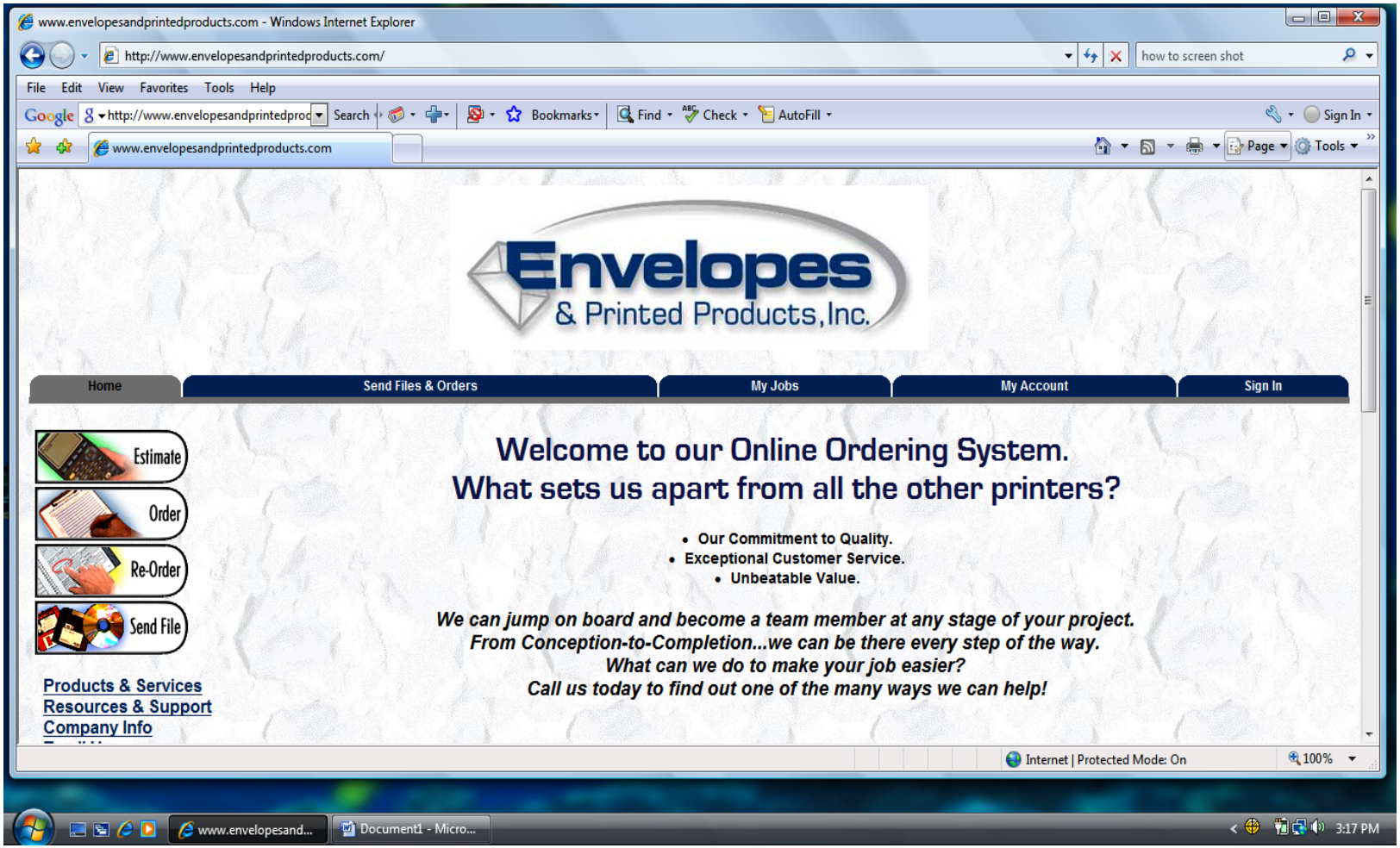
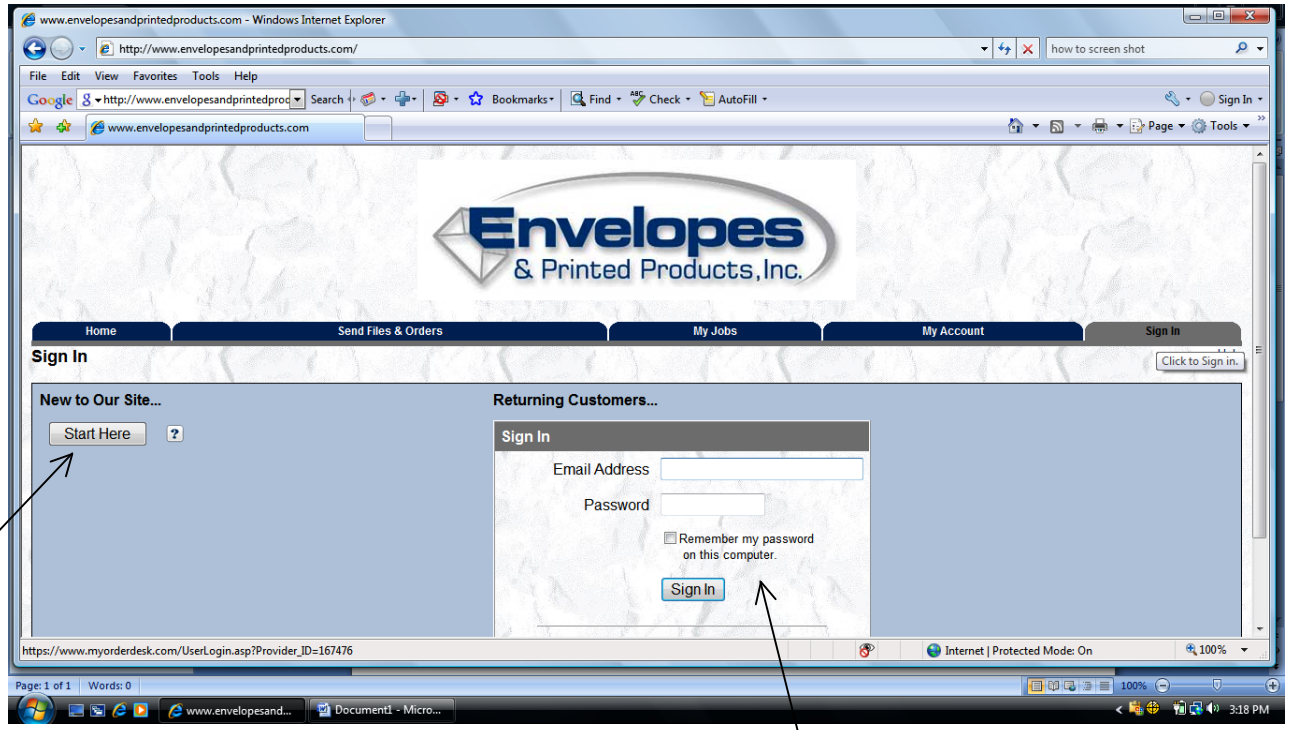


Welcome to Envelopes & Printed Products, Inc.

Online Ordering Website

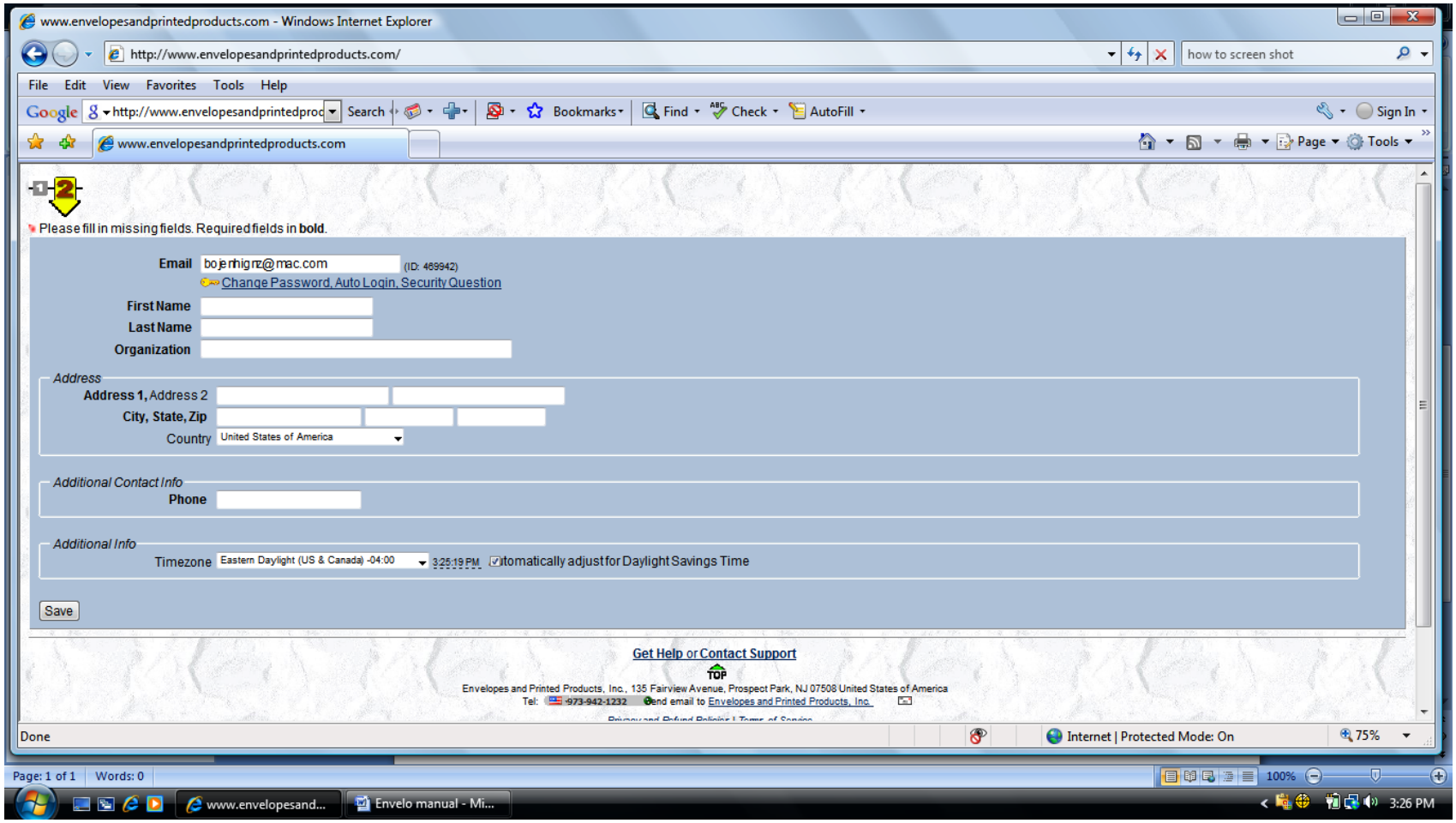
The first thing you will be asked to do is to: enter your email address and to create a password. When you have finished, click on the SIGN IN button.



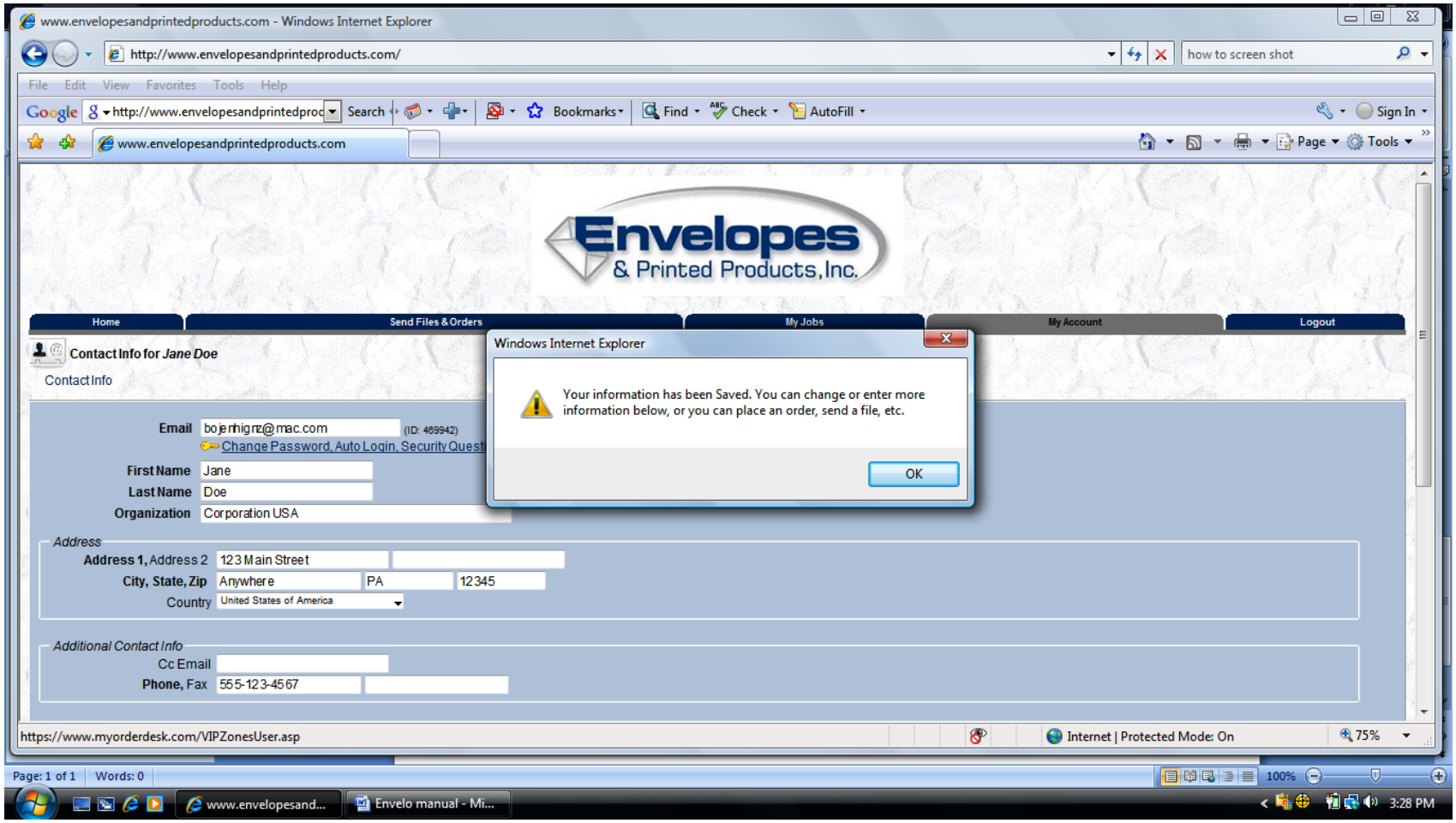
First-time users will need to click here to get started. If you are ready now, you can click on the following link:
http://www.EnvelopesandPrintedProducts.com/?L=L&P=167476&G=123475

The next time you sign in, you will simply add your email address and password.

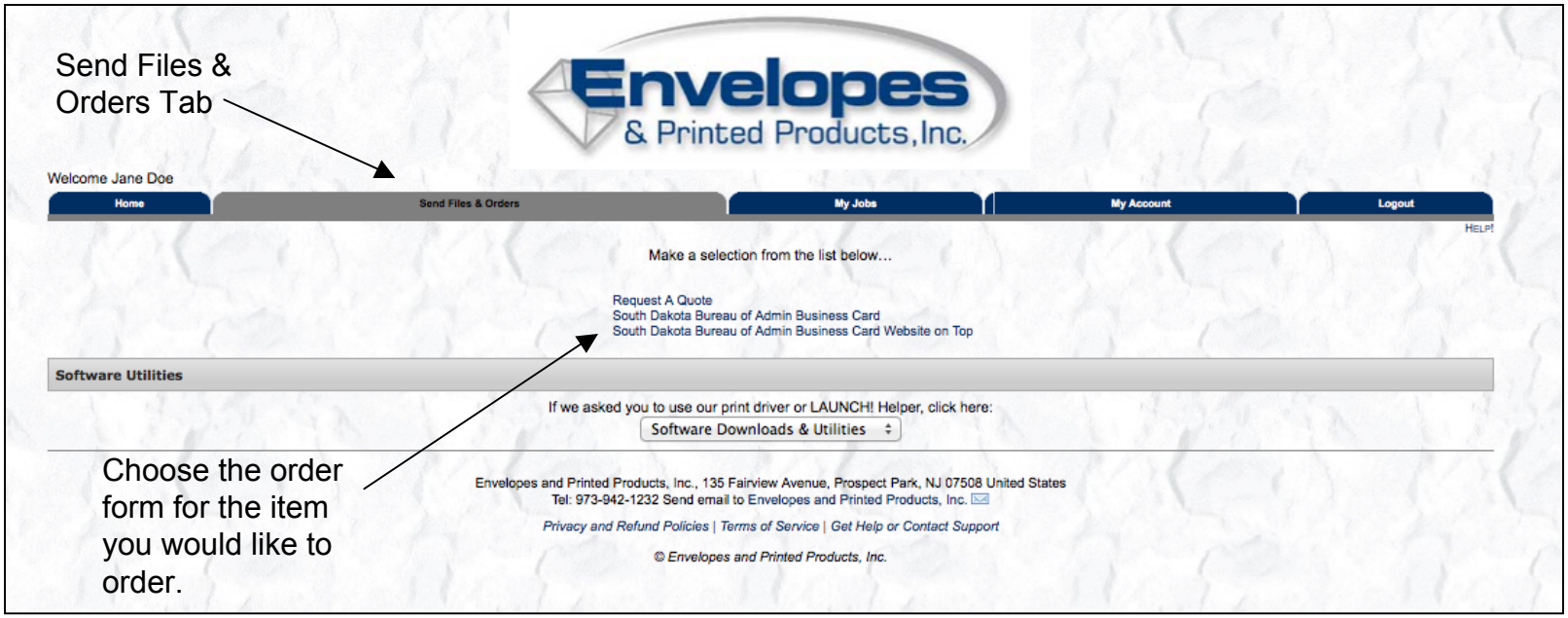
Next, you will be directed to the My Contact Information screen**.**
This page contains your name, password, email address and other contact information.
3When you sign in, this information is automatically attached to any job or file you send us to save you time. Required information is BOLD.
These items must be filled in before you can place an order, send a file, or use the other pages.



After you have filled in all of the required contact information and clicked the SAVE button, you will see the message below alerting you that your contact information has been saved.
You are now ready to place your first order, send us a file or request a quote!
You can edit your contact information at any time by clicking on the My Account tab.



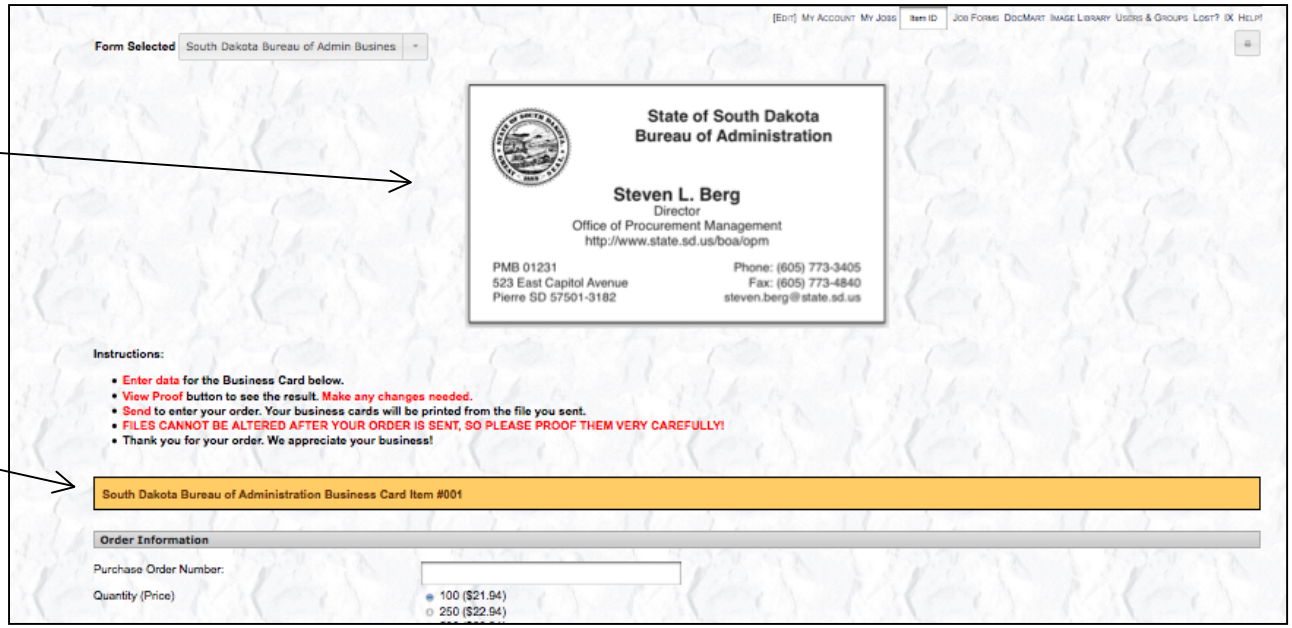
To place an order simply click on the *Send Files & Orders* **Tab. Next, you will see all of the job forms that you have access to. Simply click on the item that you would like to order**. *ie. South Dakota Bureau of Admin Business Card.*



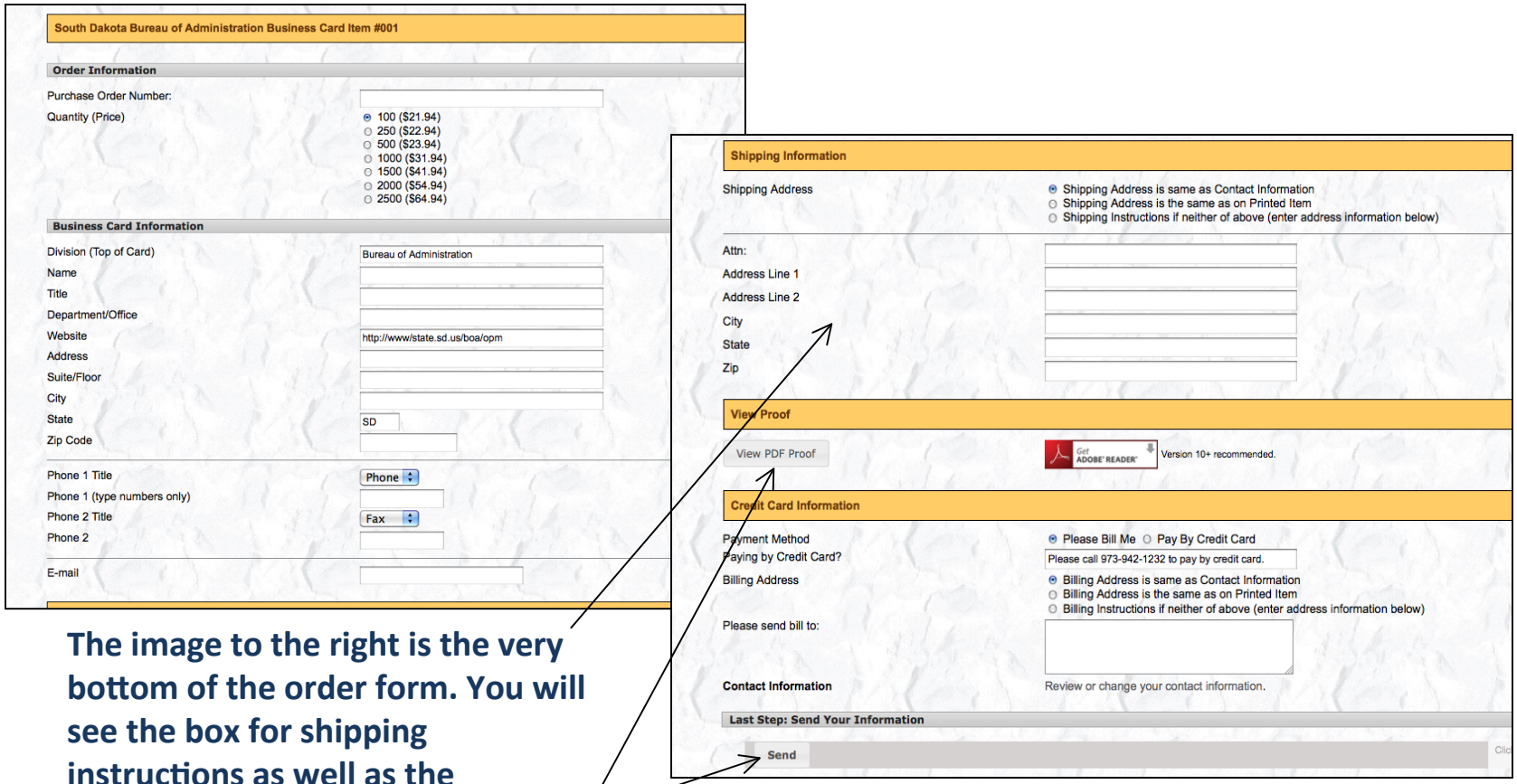
This is a sample form for Regular Business Cards**.**
There are instructions at the top of each form explaining how to send an order.
For your convenience, there is an image and a brief description of the item at the top of the order form. Simply fill in the information needed to complete your order.
Click on the PROOF button to see a live proof of your file.

Image of item this order form is for.

Brief description of item.

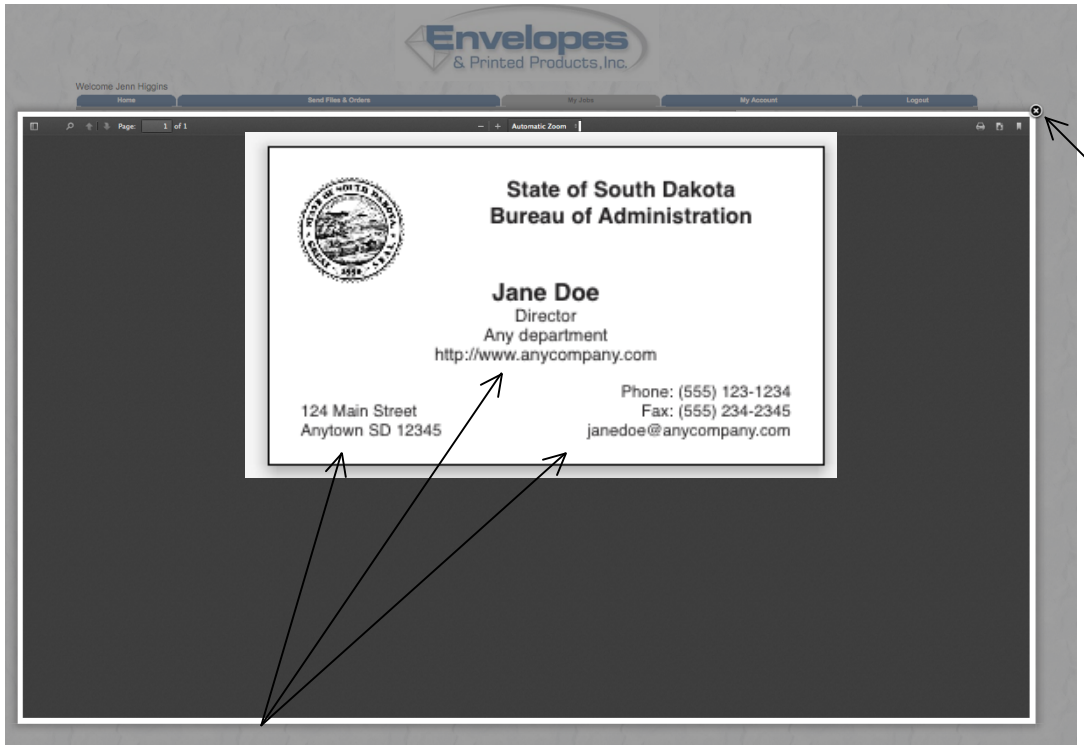


Here is the bottom half of the order form. This is where you will enter all of the information that you would like to include on your card, etc. You may also leave some of the fields blank- for example if you do not have a fax number or an email address. All of your other information will adjust to fill in the gaps. You can see all the fields are clearly labeled so you know exactly what information goes where. Any time you want to see what your order will look like, simply click on the VIEW PROOF **button-you will get an updated proof instantly.**



The image to the right is the very bottom of the order form. You will see the box for shipping instructions as well as the VIEW PROOF **and** SEND **buttons.**

Here is a sample of a proof of a business card.
To close the proof and return to your order form, just click on the red X located at the top right corner of the proof window. Then you can either make changes to the existing order form or click SEND **to send your order to Envelopes & Printed Products.**

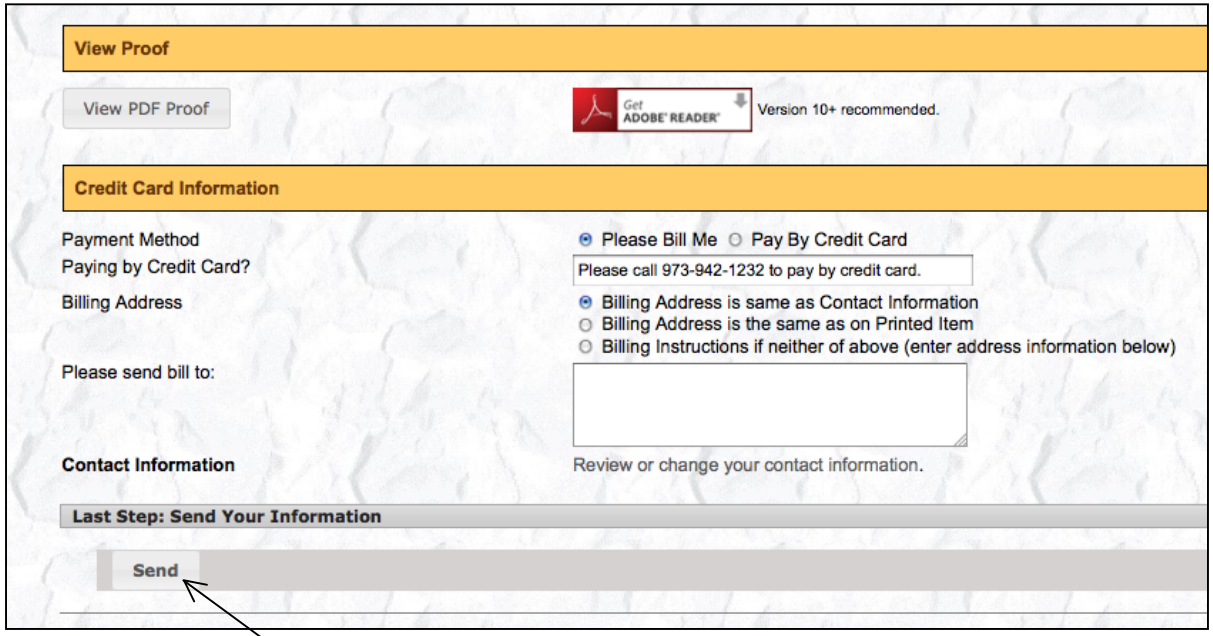


Click to close proof window and return to order form.

Double check that all of your information is correct. If you have an error, simply return to the form by clicking on the X at the top of box the proof is contained in and make your changes on the order form. Hit the proof button again to double check that the new information is correct.

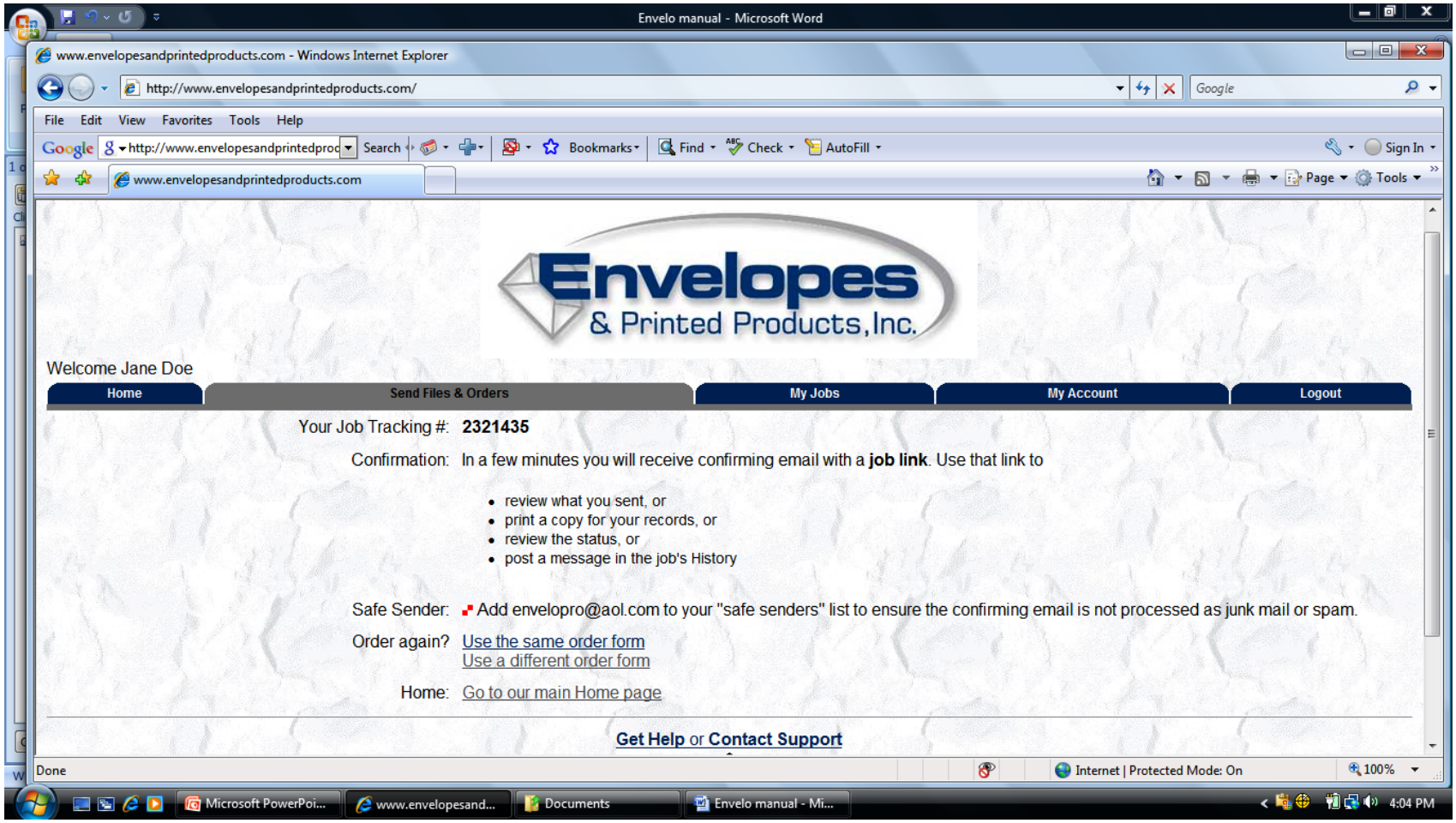
When your order form is filled out and you have no more changes to make, click the SEND button **at the very bottom of the form.**

Please make sure that you have proofed your file carefully, once your file is sent changes cannot be made. We will print your job from the file that you send us.

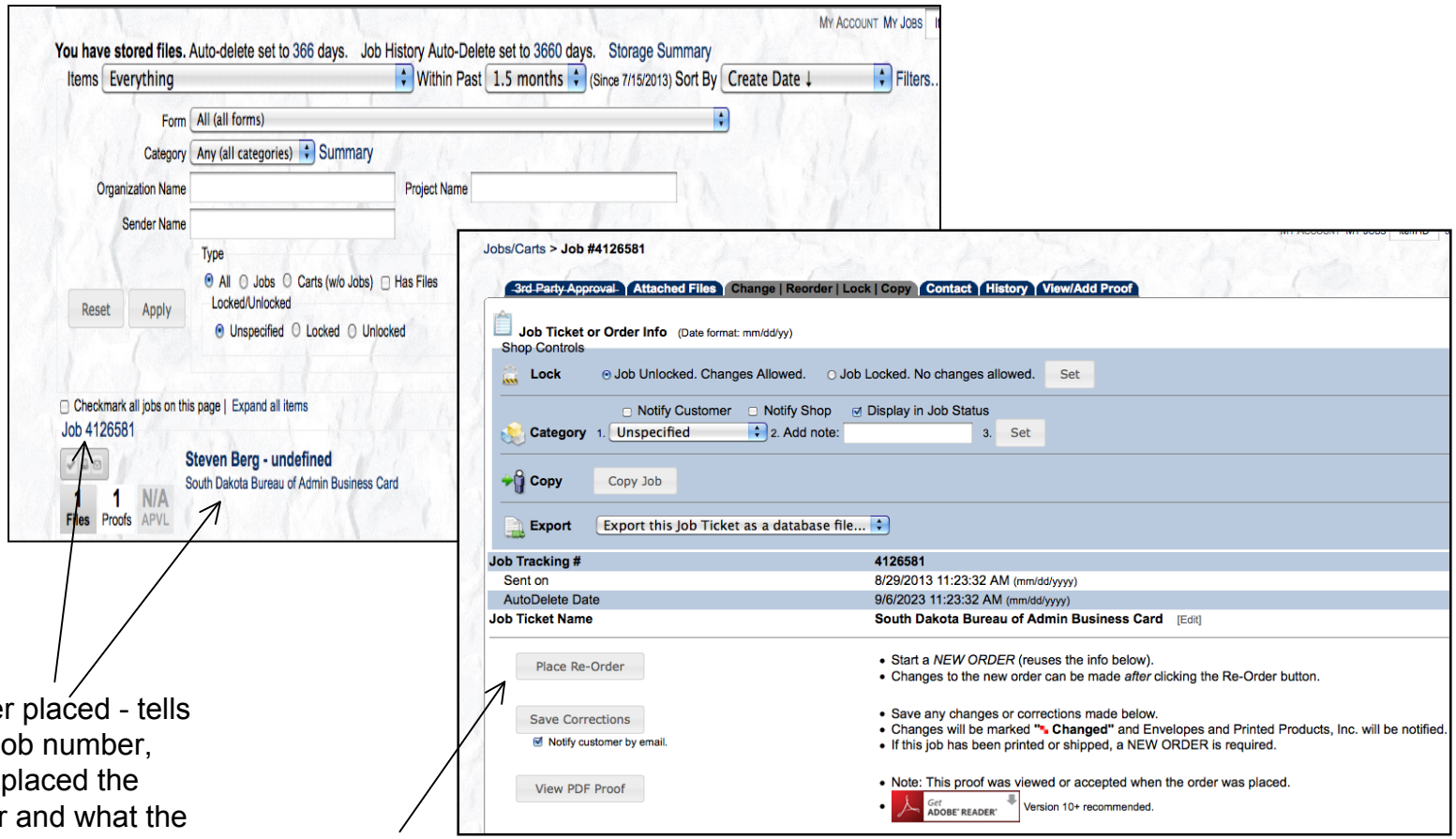


Once you click send, your file CANNOT be changed.
Please proof carefully before you send a file.

Once you click send, you will see this screen. A tracking number will be listed at the top and you will also receive a confirmation email with a job link so you can review what you sent, print a copy for your records, etc. At the bottom of the screen you will see Order Again? You can click on Use the same order form **to order the same item with different information or you can click on** Use a different order form **to order a different stationery item. You can also click on the** Logout **tab at the top of the screen and exit our system.**



All of your jobs will be listed under the My Jobs **tab. You can click on a job number to see the job ticket or simply click on one of the icons listed below the job number to print the job ticket, view a proof or download the file that was sent. You can also sort your jobs several different ways: by job number, size, type of form are just a few.**



Order placed - tells you job number, who placed the order and what the order was for.

Clicking on order placed brings up this screen - allows you to reorder. The original order form with all your information will appear below - you can make any changes you wish and resend the order through.

This is what a job ticket looks like. It contains all of the information about the job you sent.

SOUTH DAKOTA BUREAU OF ADMIN BUSINESS CARD

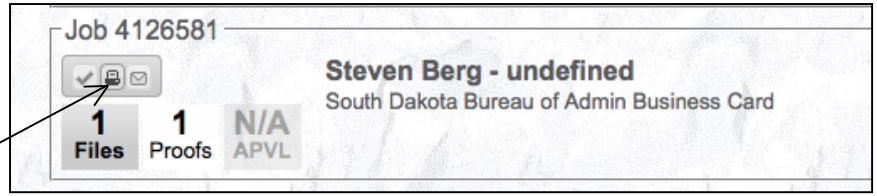
FIELDS *[Toggle Hidden H Empty Display]*

Quantity (Price)	100 ($21.94)
Division (Top of Card)	Bureau of Administration
Name	Steven Berg
Title	Director
Department/Office	Office of Procurement Management
Website	http://www/state.sd.us/boa/opm
Address	523 East Capitol Avenue
City	Pierre
State	SD
Zip Code	57501-3182
Phone 1 Title	Phone
Phone 1 (type numbers only)	6057733405
Phone 2 Title	Fax
Phone 2	6057734840
E-mail	steven.berg@state.sd.us
Shipping Address	Shipping Address is same as Contact Information
Payment Method	Please Bill Me

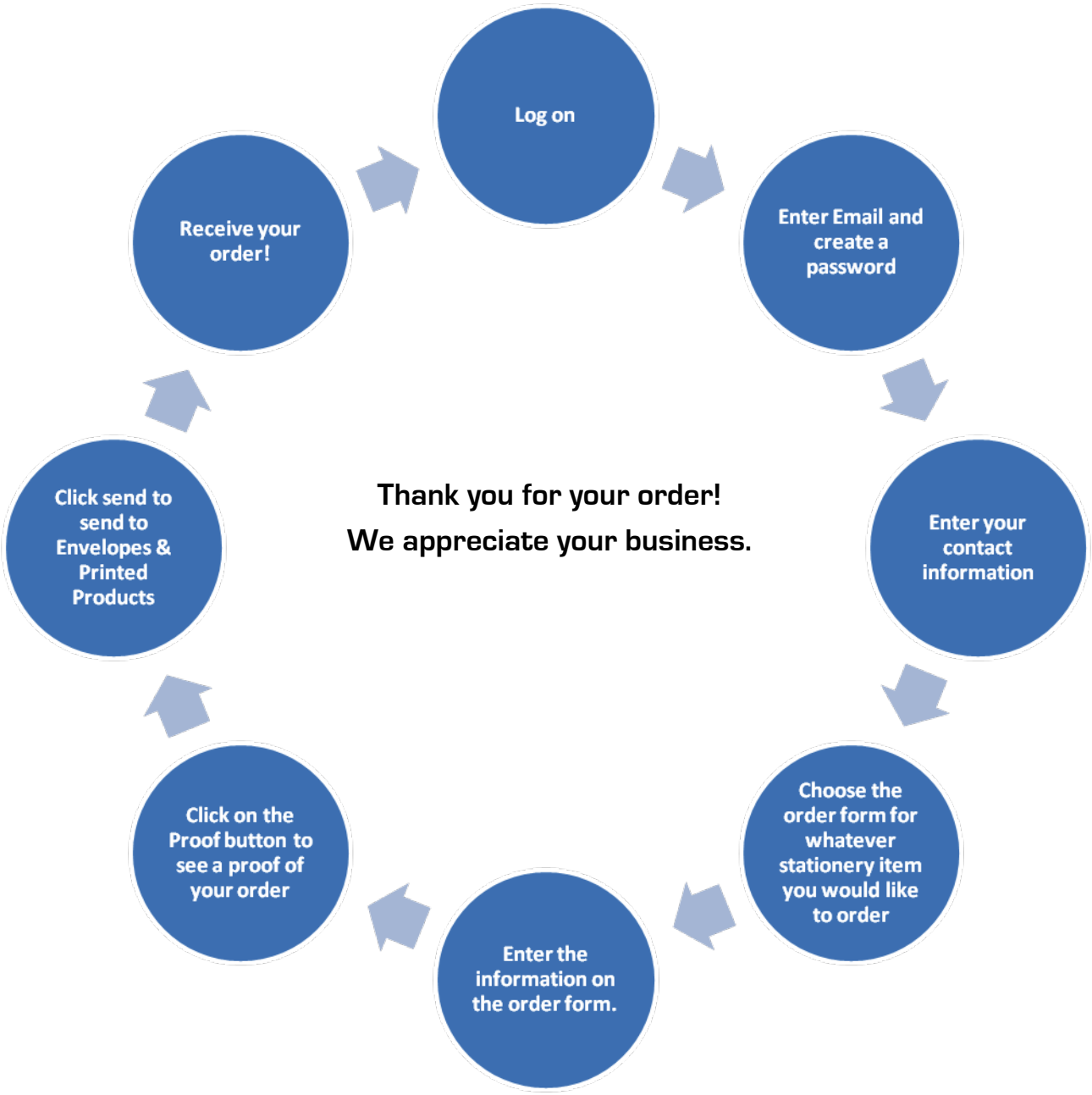
FILES

4126581.pdf
4126581-proof.pdf

All ordering information will be listed. At the very top of the form (not pictured) will be the contact information for the person who placed the order.



To access job ticket, Find the job you want the ticket for under the MY JOBS tab and simply click on the printer icon.


Log on
Enter Email and create a password
Enter your contact information
Choose the order form for whatever stationery item you would like to order
Enter the information on the order form.
Click on the Proof button to see a proof of your order
Click send to send to Envelopes & Printed Products
Receive your order!
Thank you for your order!
We appreciate your business.