

Ordering instructions for Business Cards  
Go to [www.onlineprinter.net](http://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.

**Company:**            ssd  
**Cost Center:**       sdstate  
**User Name:**        [newuser@state.sd.us](mailto: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.

User Setup

HOME LOGOUT

A valid email address is required.

E-mail: your.name@state.sd.us

New account setup.

\* First Name: First Name

Middle Initial:

Last Name: Last Name

\* Phone: (123) 345-6789

\* Cost Center: SDSTATE - State of South Dakota

Enter a password for account access.

Password: ..... (6-25 characters)

Re-Type Password: .....

Continue

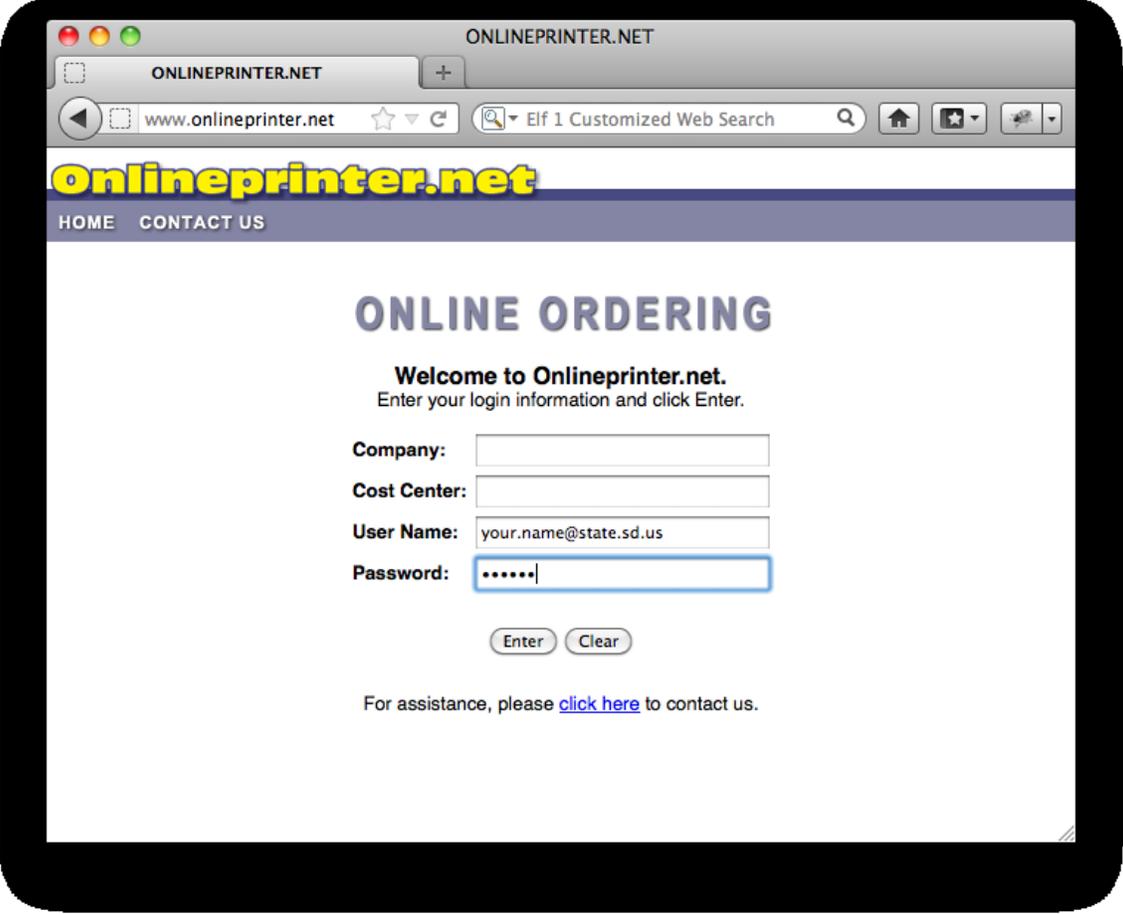
Need Assistance? Please call us at (916) 363-9411

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:

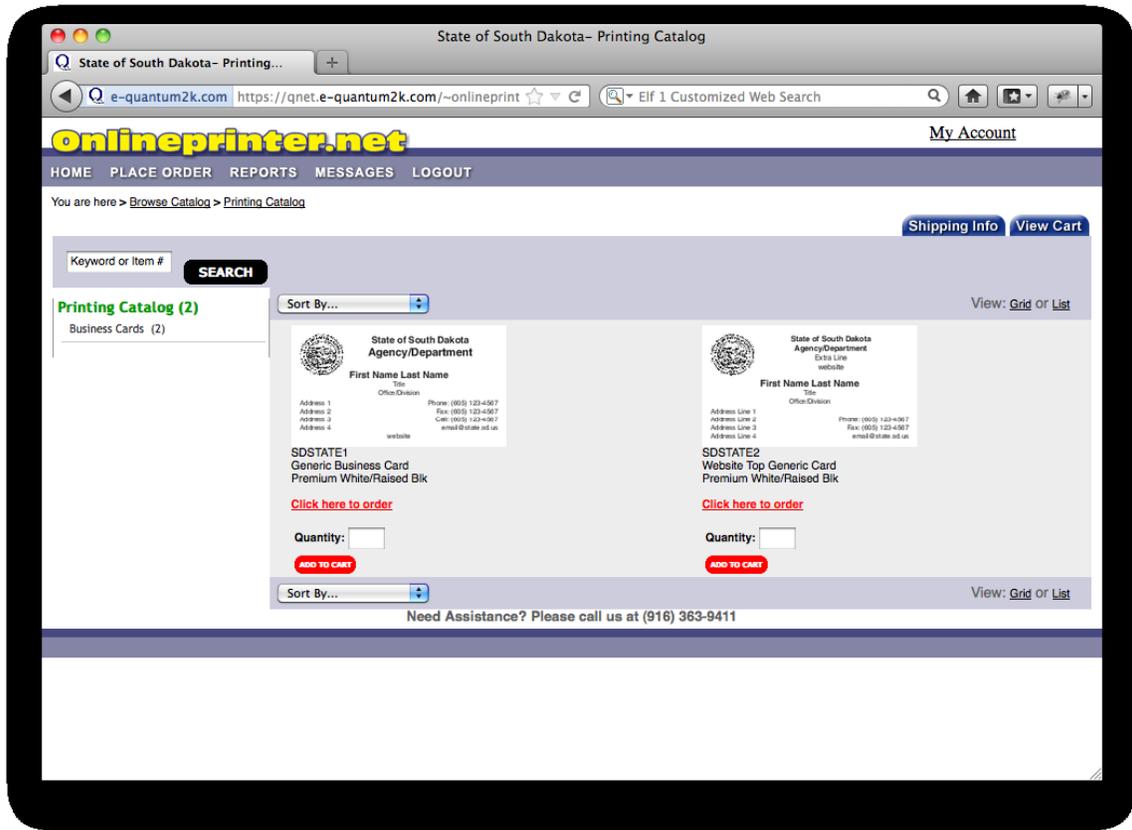
You are now ready to place orders for business cards. If you are not already logged in, go to [www.onlineprinter.net](http://www.onlineprinter.net) and enter your email in the **Username** field and put in the **password** you created. You do not need to fill in the **Company** and **Cost Center** fields 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 the 'Imprint Form' page on the website 'onlineprinter.net'. The browser address bar shows the URL: https://qnet.e-quantum2k.com/~onlineprinter/cgi-bin/nph-imprint-form.cgi. The page has a navigation menu with 'HOME', 'PLACE ORDER', 'REPORTS', 'MESSAGES', and 'LOGOUT'. Below the menu, there is a 'History Lookup' field and a 'My Account' link.

The form contains the following information:

- 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)

Below the form is a table with three tabs: 'Preview', 'Preview PDF', and 'Update History'. The 'Preview' tab is active, showing a table with columns for 'Select Quantity' and 'Your Price'.

| 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  |

Below the table is a 'Cancel' button. At the bottom of the page, there is a footer that says 'Need Assistance? Please call us at (916) 363-9411'.

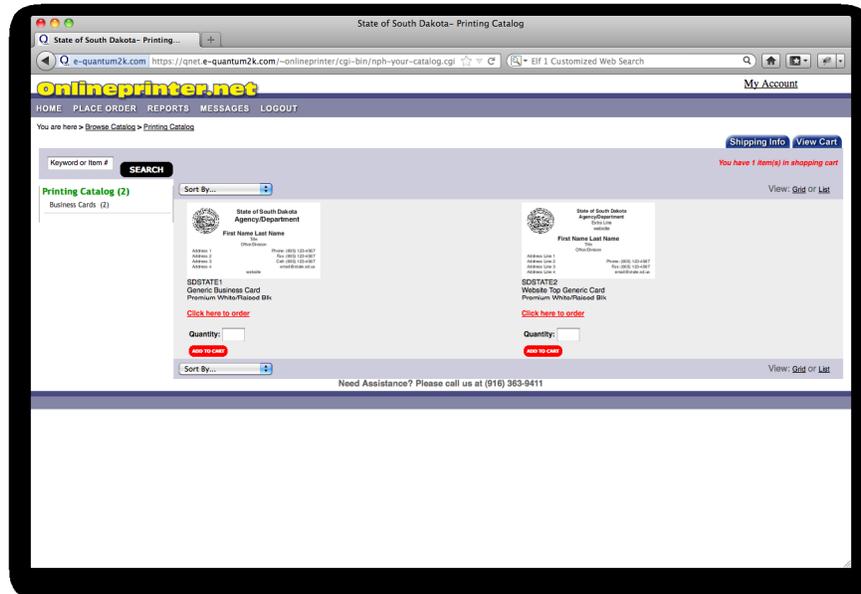
On the right side of the page, there is a preview of the business card. The card features the State of South Dakota seal and the following text:

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

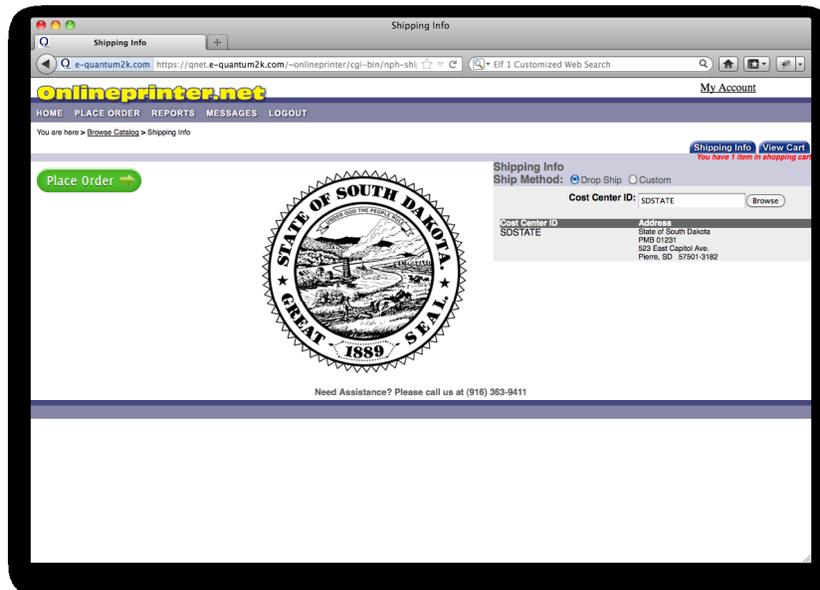
234 Main Street  
 Rapid City, SD 57501

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

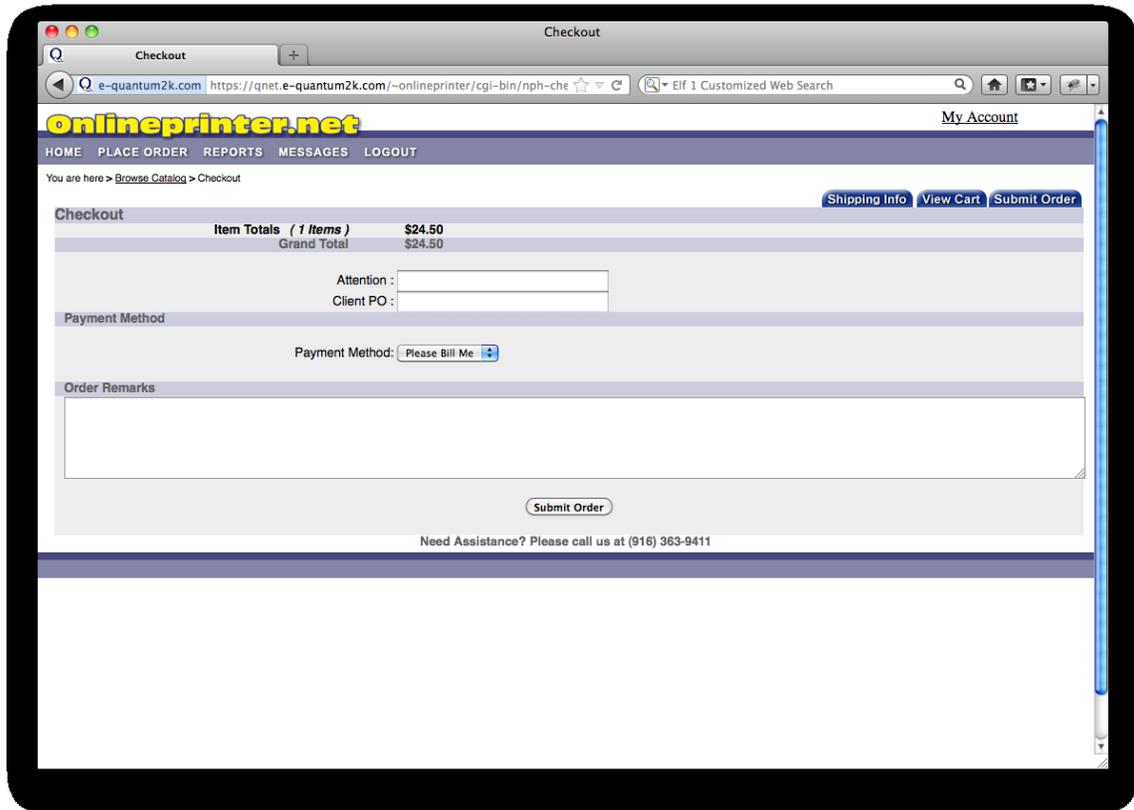
Your order is now added to the “Shopping Cart.” You can enter another order, or begin the checkout process. To begin the checkout process you need to verify your shipping information before you submit your order.



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.