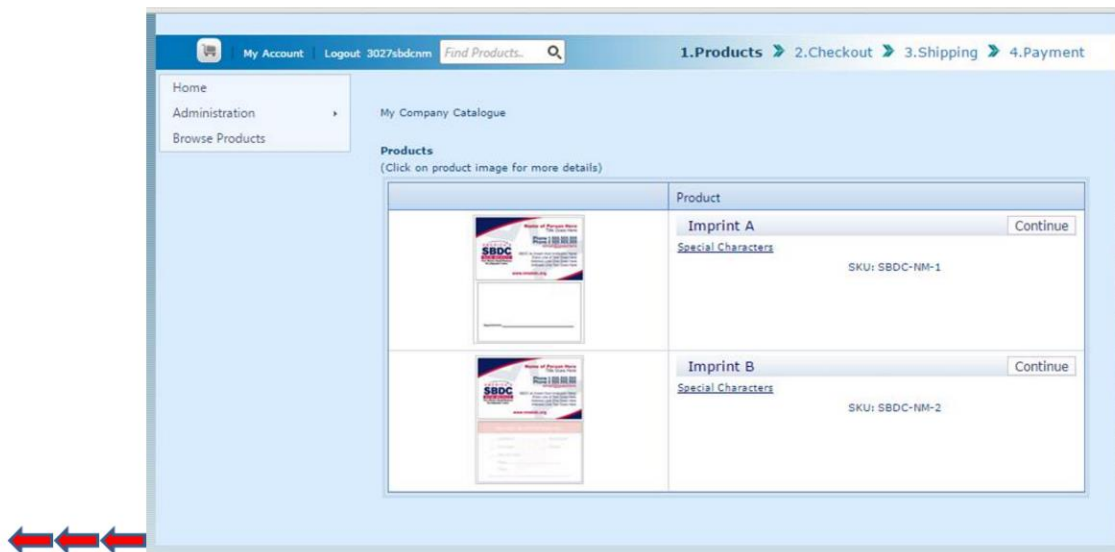
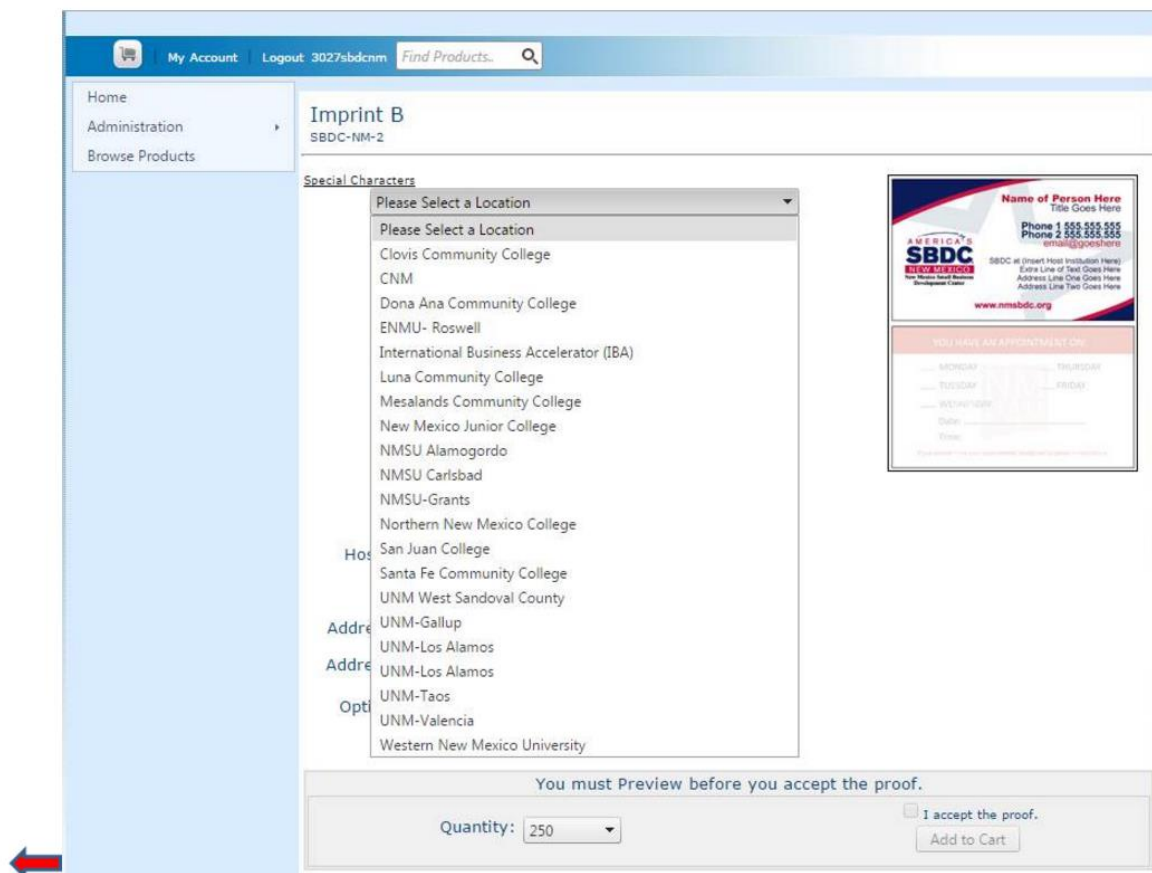


When you log on, you will see “Browse Products” on the left where the red arrow is, which once you click will take you to the backer option.

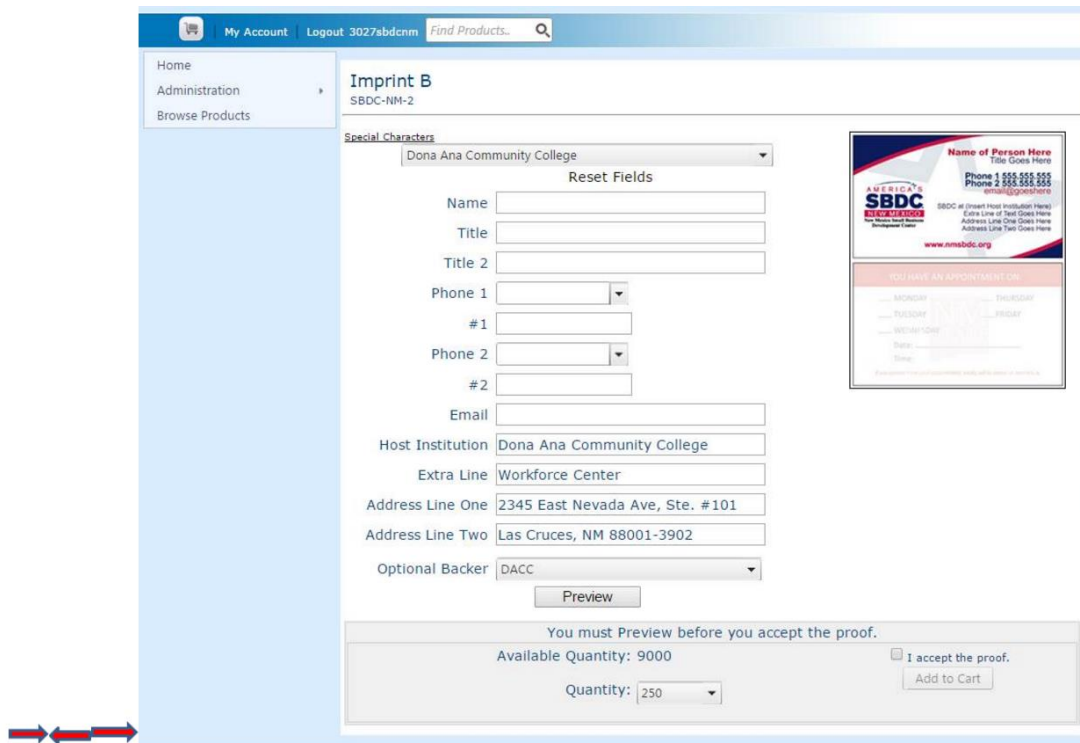


From here, you'll choose a backer by clicking “Continue” and can use the drop down to select a location. It will fill in information on file for that location but each person will have to enter their personal information again.



Then, use the drop down menu labeled “Quantity” at the bottom to select how many cards you want. Click the “Preview” button to make sure you like their layout. (see **Preview Example** after screen shot below)

If they approve it, they will need to click the box next to “I accept the proof” before they can continue. (See red arrows showing these three areas)



The screenshot shows a web form titled "Imprint B" for SBDC-NM-2. The form includes a sidebar with navigation links: Home, Administration, and Browse Products. The main form area contains a "Special Characters" dropdown menu set to "Dona Ana Community College", a "Reset Fields" button, and various input fields for Name, Title, Title 2, Phone 1, Phone 2, Email, Host Institution, Extra Line, Address Line One, Address Line Two, and Optional Backer. A "Preview" button is located below the form fields. To the right of the form is a preview of the SBDC card, which includes the SBDC logo, contact information, and a calendar. At the bottom of the form, there is a section with the text "You must Preview before you accept the proof." and a "Quantity" dropdown menu set to 250. A checkbox labeled "I accept the proof." is also present, with a red arrow pointing to it. Another red arrow points to the "Preview" button, and a third red arrow points to the "Special Characters" dropdown menu.

My Account Logout 3027sbdcnm Find Products...

Home
Administration
Browse Products

Imprint B
SBDC-NM-2

Special Characters
Dona Ana Community College

Reset Fields

Name
Title
Title 2
Phone 1
#1
Phone 2
#2
Email
Host Institution
Extra Line
Address Line One
Address Line Two
Optional Backer

Preview

You must Preview before you accept the proof.

Available Quantity: 9000

Quantity: 250

☐ I accept the proof.

Add to Cart

Preview Example

SBDC at (Insert Host Institution Here)
Extra Line of Text Goes Here
Address Line One Goes Here
Address Line Two Goes Here
www.sbdcnm.org

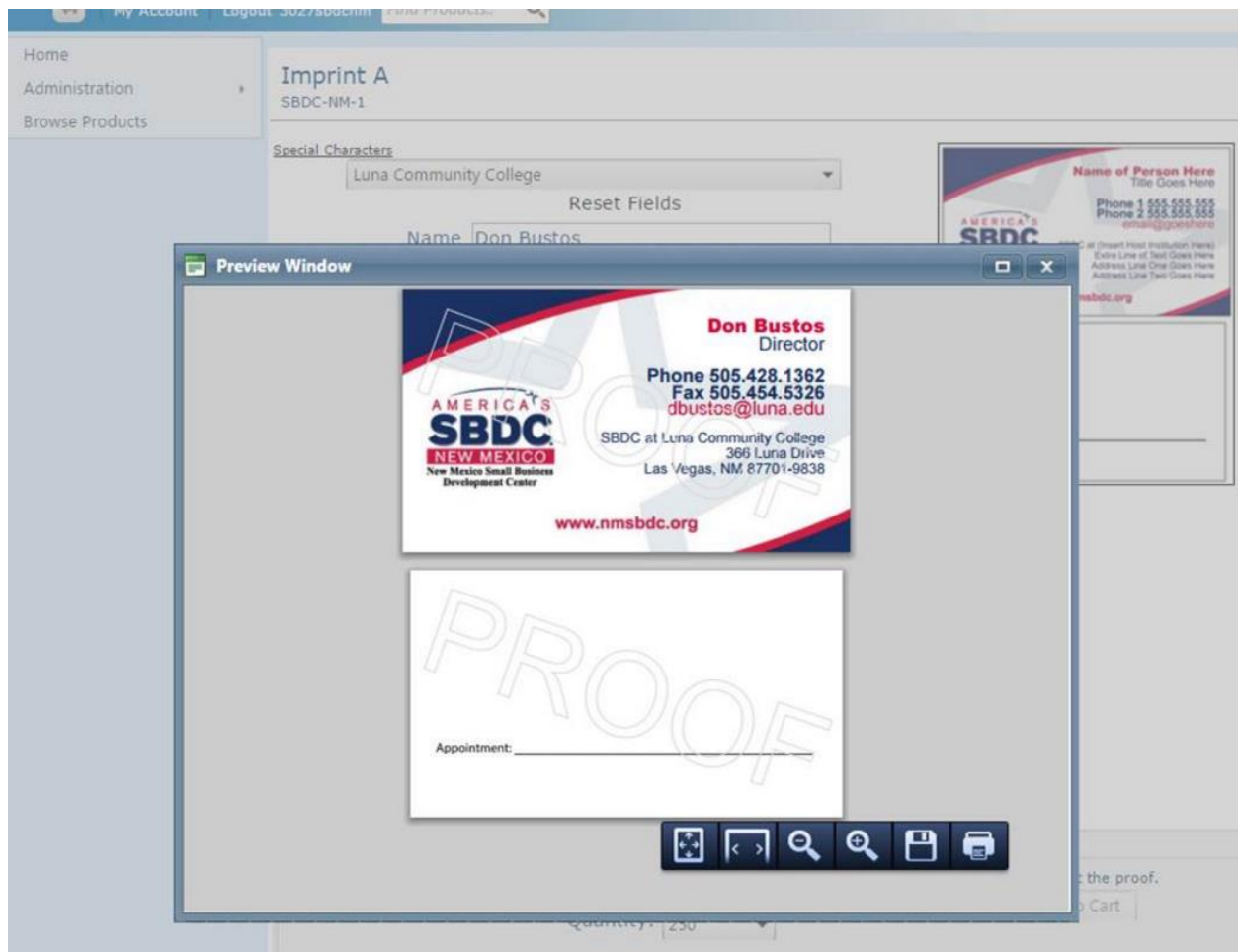
YOU HAVE AN APPOINTMENT ON

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Date: Time:

For more information, please contact your local SBDC.

Preview Example



Then click on “Add to Cart” right under where you checked “I accept proof” and it will take you to this screen. You can either checkout at the bottom or to the left – if you need to remove any cards from the cart, you can use the red “X” next to it to remove it.

Once you click “Checkout” on this page, you will be taken to the checkout page to confirm you haven’t missed anything.

My Account Logout 3027sbdcnm Find Products...

Home Administration Browse Products

My Shopping Cart

Product	Qty
Imprint B	250

Checkout

Imprint B
SBDC-NM-2

Special Characters Dona Ana Community College

Reset Fields

Name

Title

Title 2

Phone 1 #1

Phone 2 #2

Email

Host Institution Dona Ana Community College

Extra Line Workforce Center

Address Line One 2345 East Nevada Ave, Ste. #101

Address Line Two Las Cruces, NM 88001-3902

Optional Backer DACC

Preview

Item added to cart.

Available Quantity: 8750

Quantity: 250

☐ I accept the proof.

Add to Cart

Browse Products Checkout

Your next screen will look like this and if you don’t want to cancel or change your quantity, click “Continue” button.

My Account Logout 3027sbdcnm Find Products...

1.Products 2.Checkout 3.Shipping 4.Payment

Home Administration Browse Products

ORDER SUMMARY

Select All Clear Cart Contents

Select Job	Product	SKU	Set Size	Qty(Sets)
1	Imprint A - Don Bustos	SBDC-NM-1	1	250

Please review cart before continuing

Continue

From here you can select from the drop down menu what address to ship the cards.

My Account | Logout 3027sbdcnm Find Products. 1.Products 2.Checkout 3.Shipping 4.Payment

Select Shipping Address

SBDC at UNM-Valencia - Attn: Small Business Development Center

Add/Modify Shipping Address

First Name SBDC

Last Name at UNM-Valencia

Contact Name

Company Name SBDC at UNM-Valencia

Address Attn: Small Business Development Center

280 La Entrada

City Los Lunas

Country USA

State NM

Zip 87031

County

Phone

Extension

Email

Your next window will have your address so you can confirm or change – shipping will be included on your order if you choose not to pick up from EXHIB-IT!.

If you would like your cards to ship directly to you, Please Select UPS GROUND.

If you select “Deliver” they will arrive to EXHIB-IT! In Albuquerque and require pick up in person.

My Account | Logout 3027sbdcnm Find Products. 1.Products 2.Checkout 3.Shipping 4.Payment

Home Administration Browse Products

Ship to Address

JoAnne Oglesby
NMSBDC
6401 Richards Ave.
Santa Fe, NM 87508
USA

[Change Address](#)

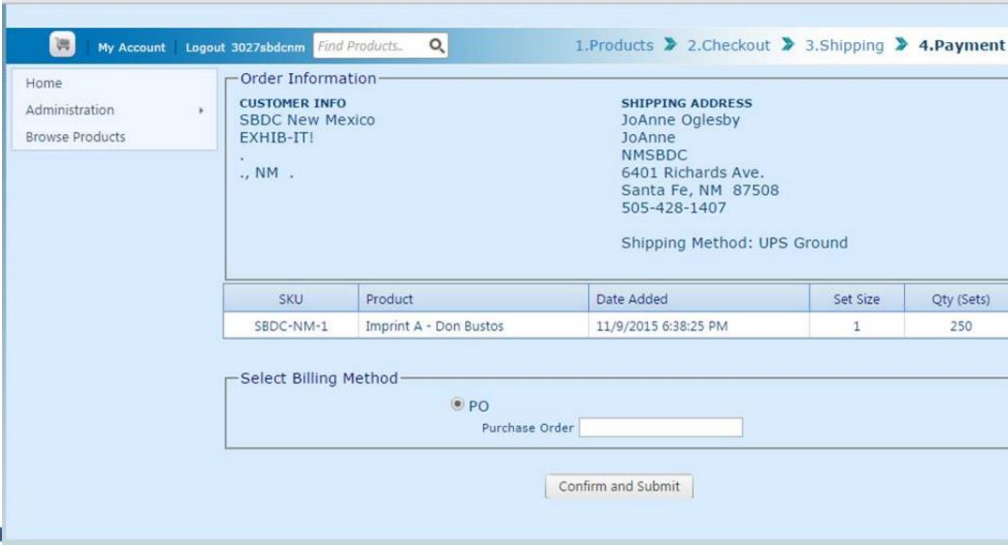
Select Shipping Method

☐ Deliver

☒ UPS Ground

Continue

Once you click “Continue”, your next screen will prompt you for the purchase order number you have for your cards – please enter this and then click “Confirm and Submit” to place your order.



The screenshot shows a web application interface for a checkout process. At the top, there is a navigation bar with links for 'My Account', 'Logout', and a search bar. Below the navigation bar, there is a sidebar with links for 'Home', 'Administration', and 'Browse Products'. The main content area is titled 'Order Information' and contains two sections: 'CUSTOMER INFO' and 'SHIPPING ADDRESS'. The 'CUSTOMER INFO' section displays 'SBDC New Mexico EXHIB-IT!' and '., NM .'. The 'SHIPPING ADDRESS' section displays 'JoAnne Oglesby', 'JoAnne NMSBDC', '6401 Richards Ave.', 'Santa Fe, NM 87508', and '505-428-1407'. Below these sections, there is a table with columns for 'SKU', 'Product', 'Date Added', 'Set Size', and 'Qty (Sets)'. The table contains one row with the following data: 'SBDC-NM-1', 'Imprint A - Don Bustos', '11/9/2013 6:38:25 PM', '1', and '250'. Below the table, there is a 'Select Billing Method' section with a radio button selected for 'PO' (Purchase Order). At the bottom of the form, there is a 'Confirm and Submit' button. Two red arrows point to the left from the bottom left corner of the form.

SKU	Product	Date Added	Set Size	Qty (Sets)
SBDC-NM-1	Imprint A - Don Bustos	11/9/2013 6:38:25 PM	1	250

You're all done!

Other Miscellaneous Notes and Tips:

Once you've placed an order once, you will be able to use the Reorder function, see the screen shot below.

Here is if you want to move the address line down for both kinds of cards:

Imprint A address adjustment:

Imprint B address adjustment: