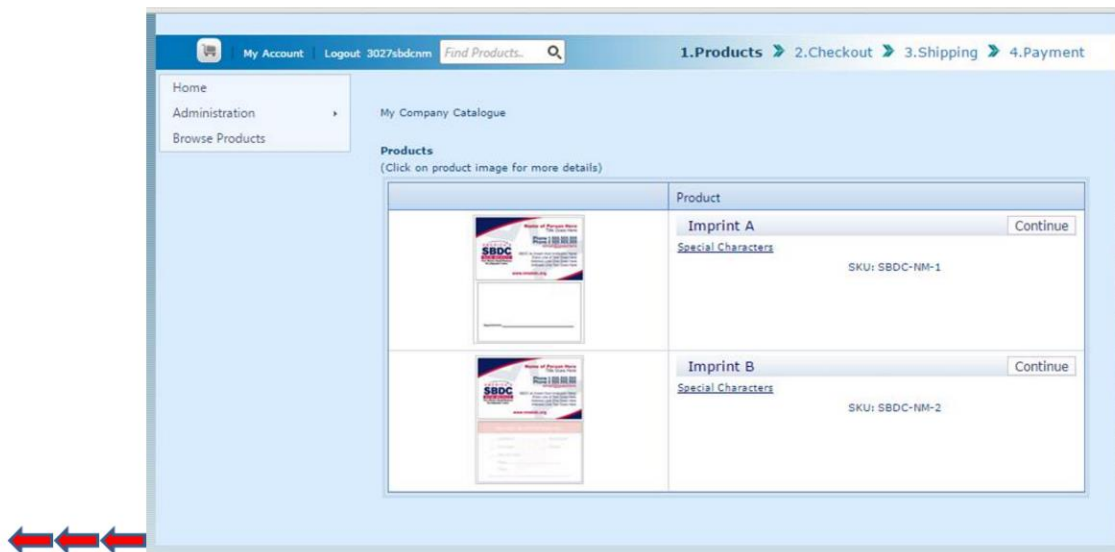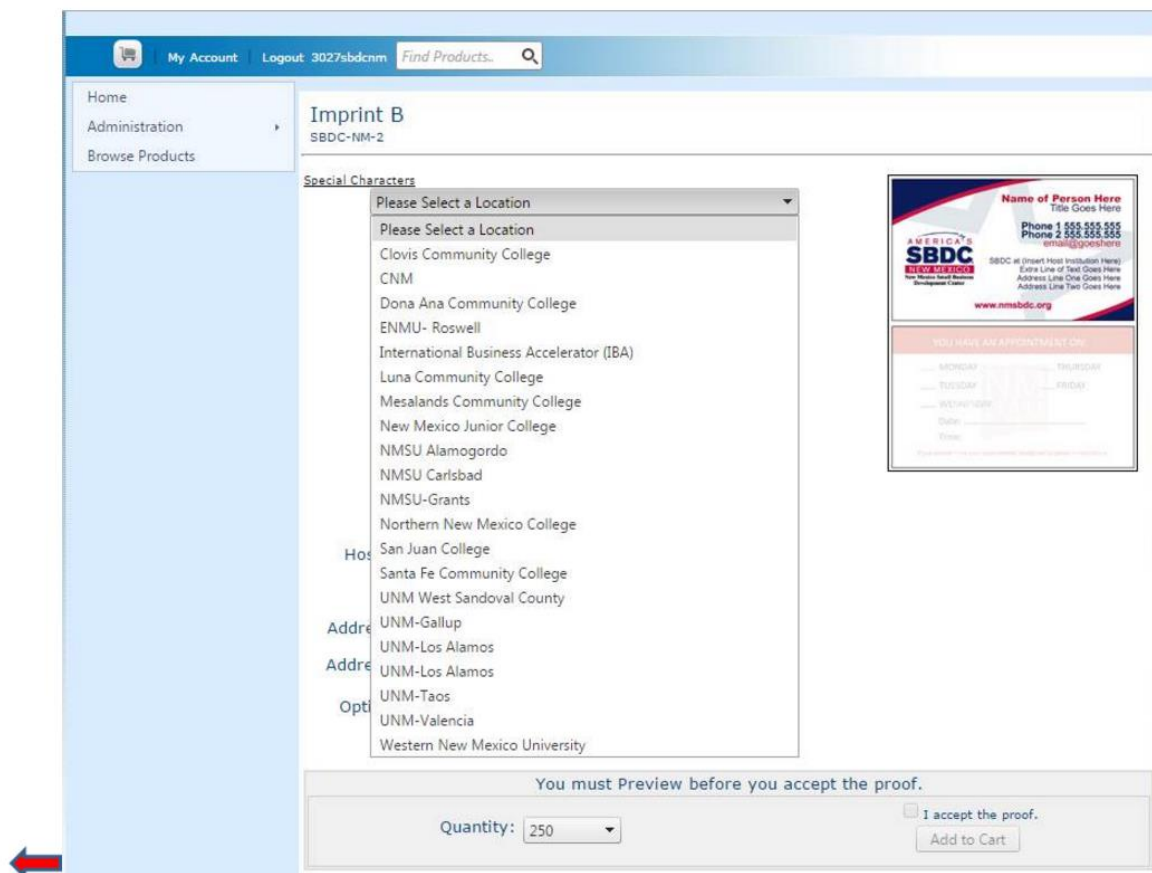When you log on, you will see "Browse Products" on the left where the red arrow is, which once you click will take you to the backer option.
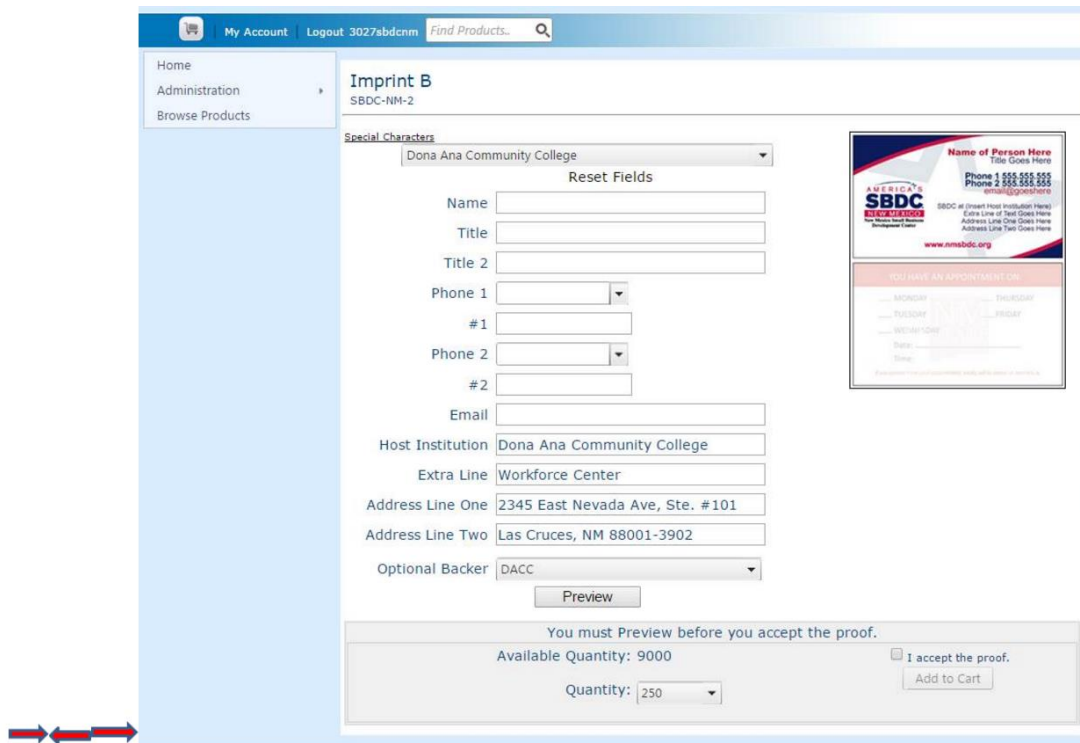

From here, you'll choose a backer by clicking "Continue" and can use the drop down to select a location. It will fill in information on file for that location but each person will have to enter their personal information again.

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)

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.

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

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

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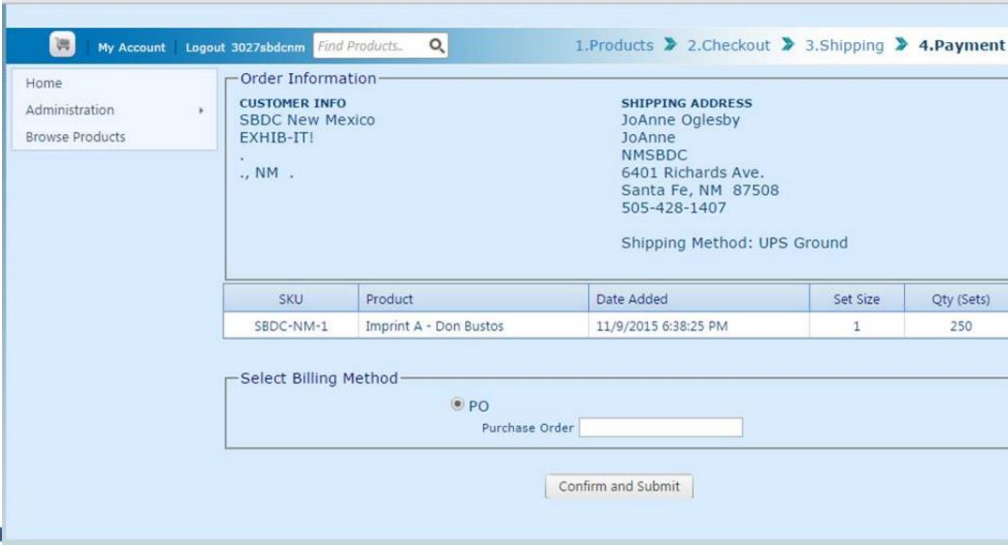
Once you click "Continue", your next screen will prompt you for the purchase order number you have for your cards – please enter this and then click "Confirm and Submit" to place your order.

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:

<u>Imprint B address adjustment:</u>