



ONLINE FORMS PROCESSING GUIDE

1. Website: <http://printnotify.com/Go.asp?L=L&P=1120893&G=141829> to create a new account. Website www.myorderdesk.com/Acentria if account already established

A screenshot of the Acentria Insurance website's sign-in page. The page features the Acentria Insurance logo at the top center. Below the logo is a horizontal navigation bar with links for 'Home', 'Place an Order', 'History', 'My Profile', and 'Sign-In'. The 'Sign-In' link is highlighted. Below the navigation bar is a 'Sign In' form. The form contains two input fields: 'Email' and 'Password'. Below the 'Password' field is a link that says 'Forgot your password?'. Below these fields is a 'Sign In' button. Below the button is a checkbox labeled 'Remember me'. At the bottom of the form is a section titled 'New to our site?' with a 'Create your account' button. Red boxes highlight the 'Email' and 'Password' fields, the 'Sign In' button, and the 'Create your account' button.

2. New Accounts will be required to complete all required Profile Fields: Business Address should be completed with Agency Address:

Contact Info for Test Tester [Change Picture] [RETURN TO LORI McLANE...]

Contact Info Extended Profile File Library Address Book

Email * 1120893@mod.test [1154825]
 Remember Me on this computer. (Allows anyone on this computer to access your account without having to sign in.)
[Change Password](#)

First Name * Test
 Last Name * Tester
 Organization Name * Testing

Address

Address 1 * 4634 Gulfstarr Drive
 Address 2 Apartment, suite, unit, building, floor, etc.
 City * Destin
 State/Prov./Terr. * FL
 Zip/Postal * 32541
 Country United States
 Floor

Additional Contact Info

Cc Email
 Email Format
 HTML Plain Text

Fax
 Cell Phone
 Main Phone * 999-999-9999
 Direct Line * 000-000-0000
 Title 1 * Testing Manager
 Title 2
 Degree

3. After entering Business Address select the SAVE button and then PLACE AN ORDER

Extended Profile for Test Tester [RETURN TO LORI McLANE...]

Contact Info Extended Profile File Library Address Book

Extended Required Information * Formatting

Business Address 1 * 4634 Gulfstarr Drive
 Business Address 2
 City, State Zip Code * Destin, FL 32541

Save

4. Select appropriate folder of business items:



5. Select item to order:

Order > Acentria Forms



6. Complete fields as required/applicable to the form: Project Name, Quantity, Envelope Type, Shipping Address, QR Code. Notes field can be used for other miscellaneous information

Project Name
Destin #10 Envelopes

Quantity *
2500

Envelope Type: *
Window

Enter Shipping Address: *
4635 Gulfstarr Drive
Destin, FL 32541

Notes
Please put attention to: Test

Add to Cart

...New Cart

Quantity *
500

QR Code *
Yes - please generate a QR Code

Project Name
Tester Business Cards

Notes
Please send attention to: Test

Add to Cart

...New Cart

7. Many of the fields will pull the Agent's Profile Information from the required fields (i.e. Name, Title, Direct Telephone, Business Address)
8. Complete fields of optional items (i.e. Cell Telephone number) if desired

AcentriaBC2

Name
Test Tester

Title
Testing Manager

Direct Number *
000.000.0000

Cell Telephone (Optional)

Email Address
Test.Tester@Acentria.com

Business Address
4634 Gulfstarr Drive

Address 2

City, State Zipcode
Destin, FL 32541



9. Once complete add item to the cart

Order > Acentria Forms > AcentriaBC2

Quantity *
500

QR Code *
Yes - please generate a QR Code

Project Name
Tester Business Cards

Notes
Please send attention to: Test

Add to Cart

...New Cart

10. Once the item is added to the cart the Agent will have the option to “Add to Your Order”, to add more items, or “Check Out”

Home Place an Order History My Profile Sign-Out

MY CARTS HELP

Saved Carts > **Cart #1093473**

Files/Proofs Logs Approvals

Test Tester's Cart (1093473) - Sep 16 2019 3:00PM (CDT)

Last Updated On 9/16/2019 3:00:00 PM. Auto Delete On 10/16/2019 3:00:00 PM.

Your Order Is Not Complete Until You Check Out

Item	Files	Proof	Project Name	Quantity	Price
N AcentriaBC2 [1647516]	2	Proof Accepted	Tester Business Cards	N/A	N/A

Add to Your Order Return to Last Item

Subtotal: N/A

Check Out

Showing 1 to 1 of 1 entries

11. Once Order is Checked Out – Shipping Information screen will need to be completed and then select **Request Approval**

Saved Carts > Test Tester's Cart (1093473) - Sep 16 2019 3:00PM (CDT) > Review Your Order

Your Order Is Not Complete Until You Click "Request Approval"

Add to Your Order **Request Approval**

Shipping

Standard ▾

Test Tester
1234 Testing Drive
Mary Esther, FL 32569
US
Phone:
Residential: No

Change Shipping Address

Cart

	Item	Quantity	Price
1	N AcentriaBC2 [1647516] (Tester Business Cards)	N/A	N/A
Subtotal			N/A
Standard Shipping			
*Order Total			N/A

Add to Your Order **Request Approval**

Showing 0 to 0 of 0 entries Previous Next

Shipping Address

This is a Residential Address

Country * ▾ Select Country... ▾

First Name *

Last Name *

Organization

Address 1 *

Address 2

City *

State/Prov/Terr * ▾

ZIP/Postal *

Phone

Save to my address book
 Set as default

Continue

You have just requested your stationary! Once approved you will receive an email notification. It will take approximately 5-7 Business Days. For orders placed within 7 days of a holiday, it may take up to 10 days.