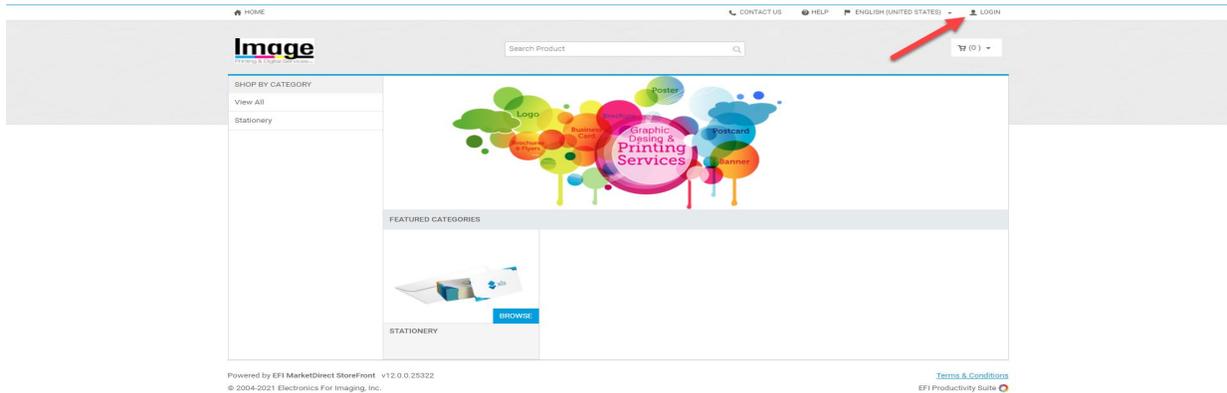




ONLINE FORMS PROCESSING GUIDE

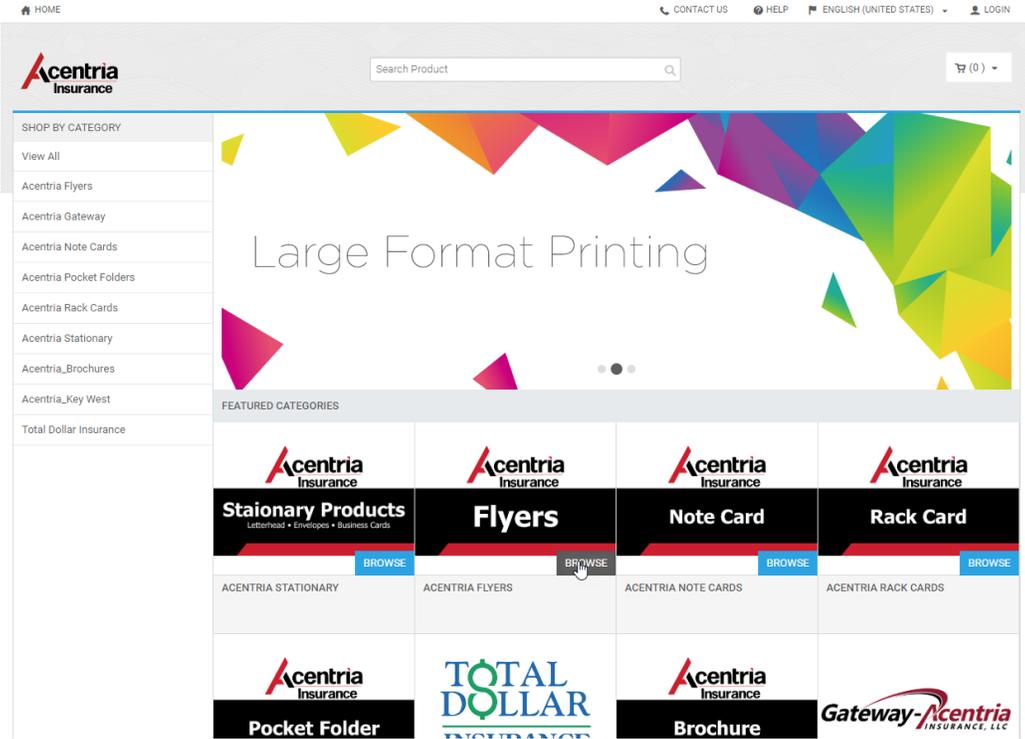
1. **Website:** <https://acentria.myprintdesk.net>. First time users will need to Click on LOGIN:



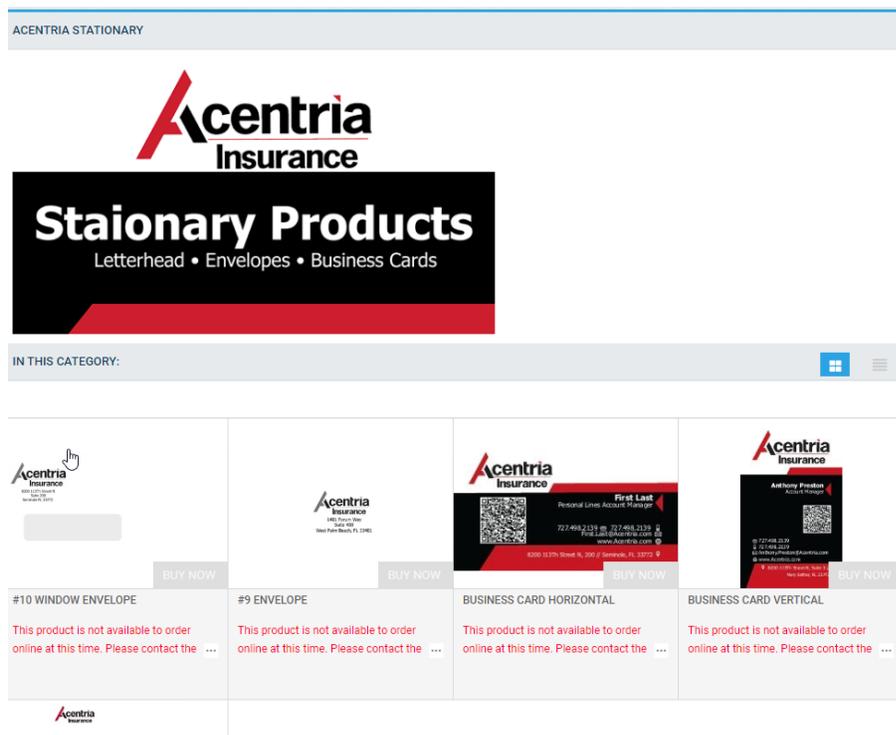
2. **Click on New User? Register**
3. **New Accounts will be required to complete all * Profile Fields:** The Address fields should be completed with Agency Address. Profile Field Phone 1 = Main telephone line of the agency. Phone 2 = Direct telephone. Once complete **Click on Submit**

A screenshot of the 'CREATE AN ACCOUNT' registration form. The form is divided into two main sections: 'Contact Information' on the left and 'Account Information' on the right. The 'Contact Information' section includes fields for First Name, Last Name, Email, Phone Number 1, Phone Number 2, Fax Number, Title, Company, and Address Line 1 and 2. The 'Account Information' section includes fields for State/Province/Region, Title 2 (optional field), User Name (pre-filled with 'Imclane'), Password, Re-enter Password, Secret Question (pre-filled with 'What high school did you graduate from?'), Security Answer, and a CAPTCHA field. A red arrow points to the 'Submit' button at the bottom of the form. Below the CAPTCHA field, there is a checkbox for 'I agree to Terms and Conditions'.

4. On Home screen Click Stationery→Browse Business Cards

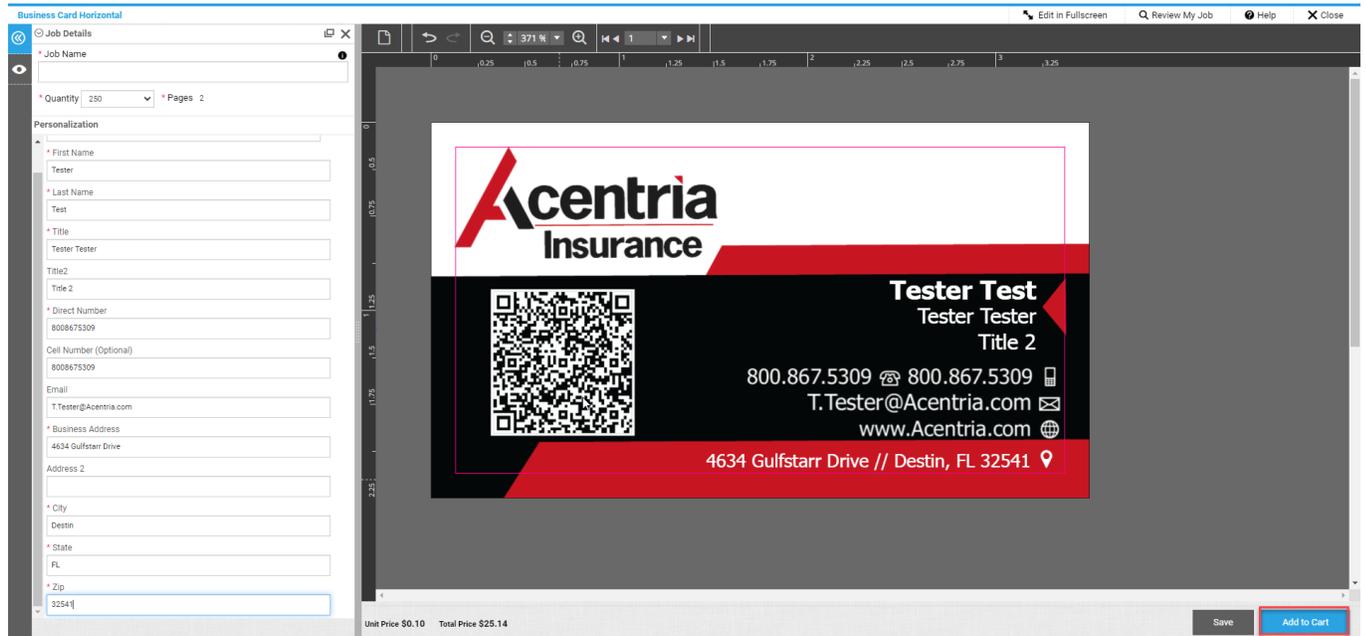


5. Click on item to order: Then Click on Buy Now

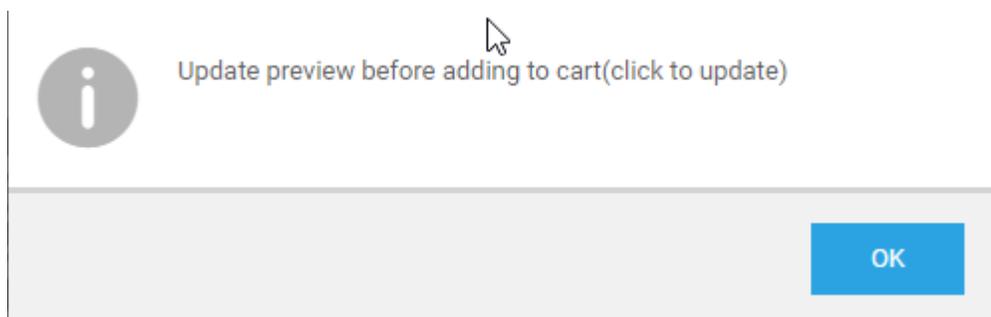


6. Complete fields as required/applicable on the **Left of the form**: Job Name: (i.e., Agents Name, Agency) & Quantity

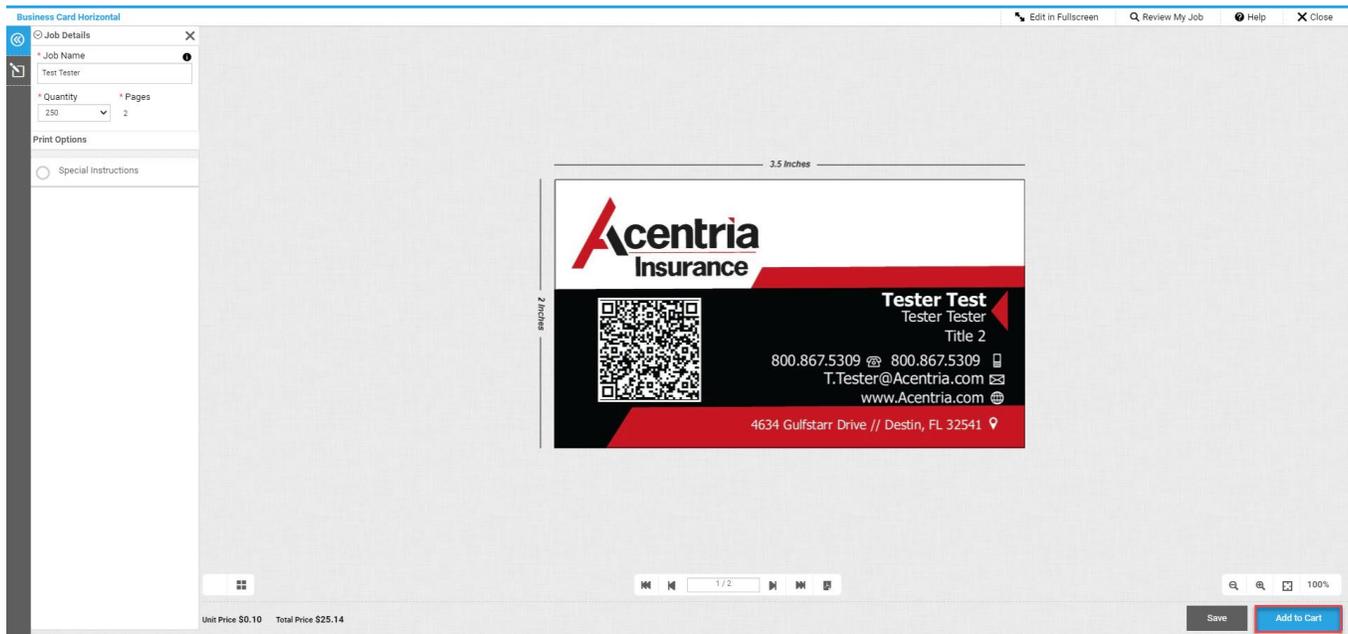
7. **Many of the fields will automatically pull from the Agent's Profile Information required fields (i.e., Name, Title, Main Telephone, Direct Telephone, Cell/Mobile Telephone, Business Address, Email Address)**
8. **Complete fields of optional items (i.e., Cell Telephone number) if desired. Delete prefilled text in fields not used.**
9. **Once complete add item to the cart:**



10. **Once the item is added the following screen appears: Click Ok**



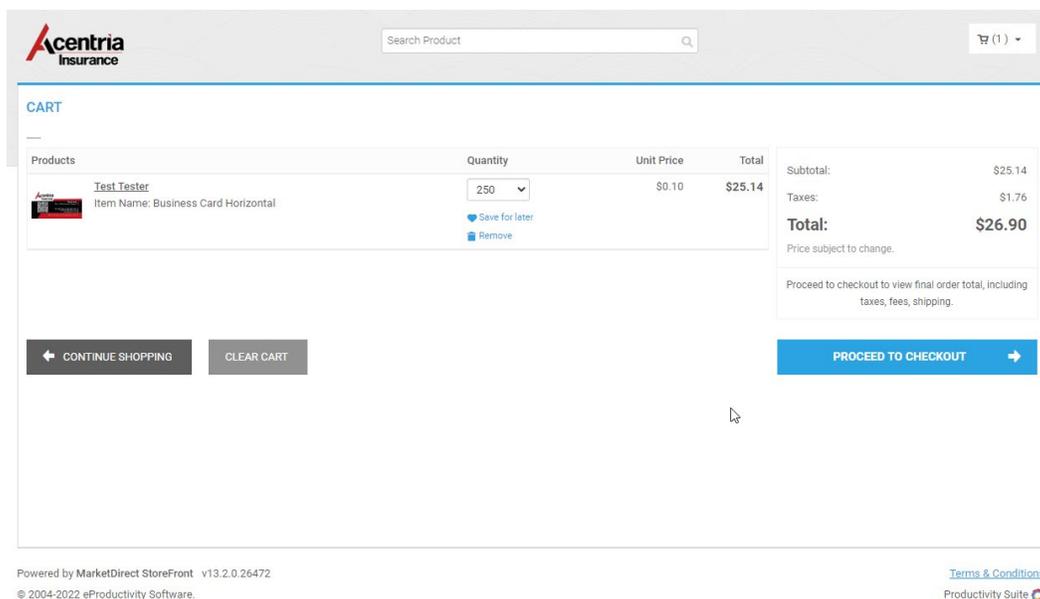
11. **It will give you the following preview screen. MAKE SURE YOU REVIEW ALL INFORMATION FOR ACCURACY.**
12. **Once Reviewed for Accuracy → Click Add to Cart and I Agree in the Right lower hand screen**



I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.



13. The Cart will now be viewable. Here you will either **Continue Shopping** or **Proceed to Checkout**



14. If Proceed to Checkout → **Select a Shipping Address & Shipping Option (Fed Ex Ground)**. Click **Save** at bottom of Shipping screen. Then **Proceed to Payment**

15. Add PO Number or Billing Reference and then Place My Order:

16. Submitter of Order: ***If there are questions about formatting or placement of the fields DO NOT PLACE THE ORDER. Contact Image Printing 850.244.3380. Once the order is placed it automatically goes to print.***