ONLINE FORMS PROCESSING GUIDE

1. **Website:** https://acentria.myprintdesk.net. First time users will need to Click on LOGIN:
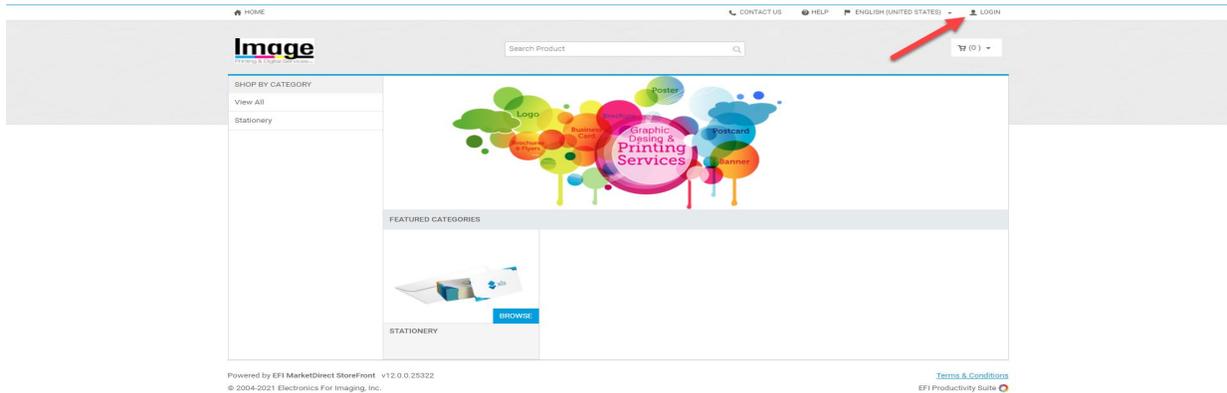
2. **Click on New User? Register**

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**

4. On Home screen Click Stationery→Browse Business Cards
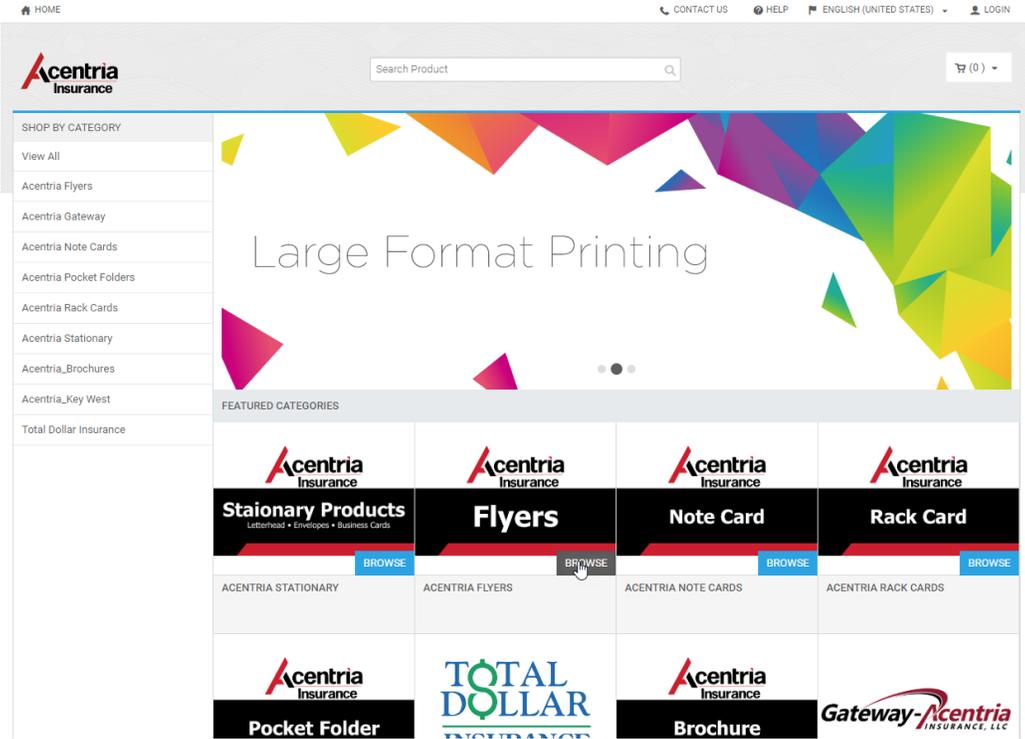
5. Click on item to order: Then Click on Buy Now
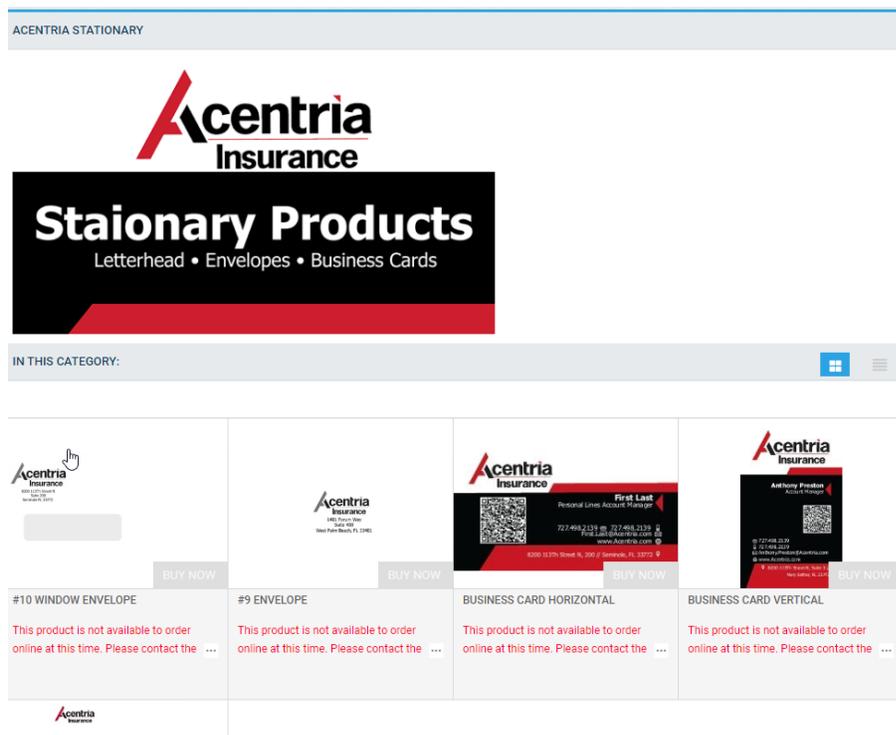
6. Complete fields as required/applicable on the **Left of the form**: Job Name: (i.e., Agents Name, Agency) & Quantity

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:
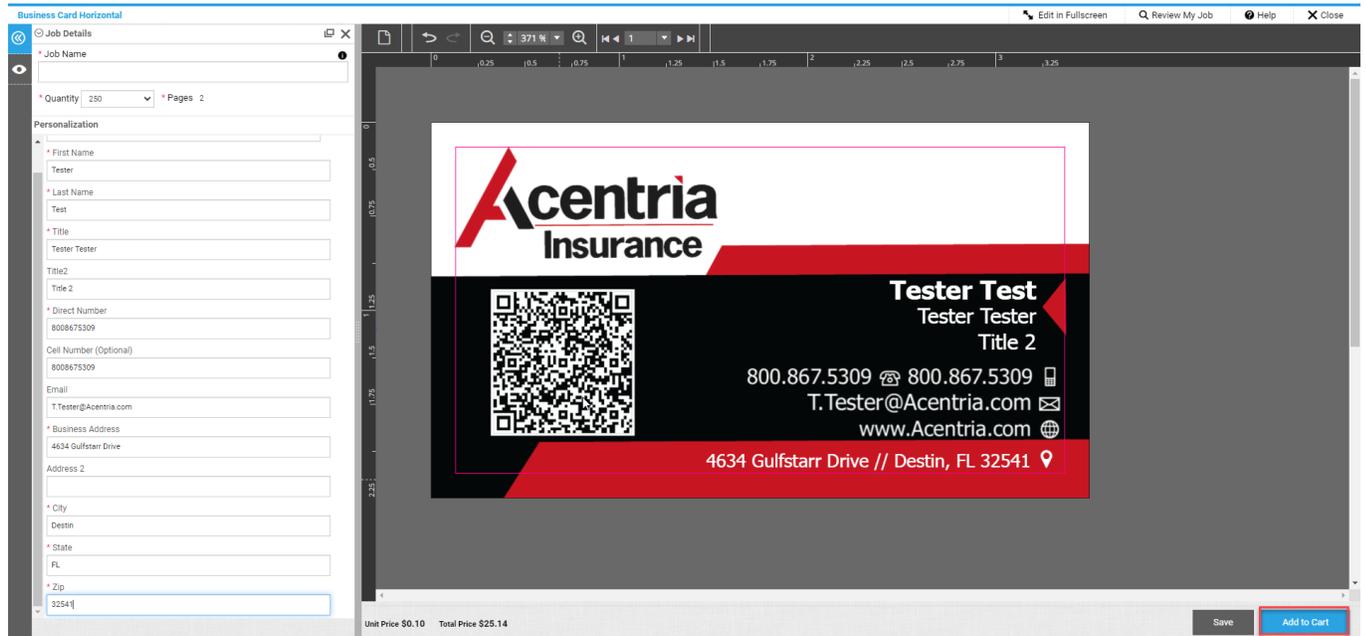
10. Once the item is added the following screen appears: **Click Ok**
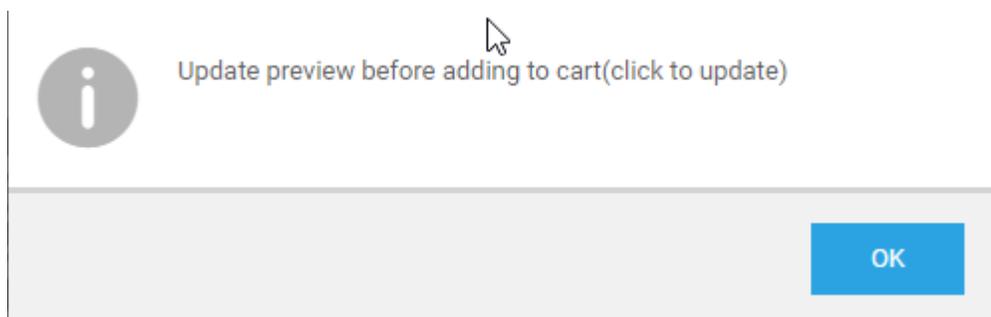
11. It will give you the following preview screen. **MAKE SURE YOU REVIEW ALL INFORMATION FOR ACCURACY.**

12. Once Reviewed for Accuracy → **Click Add to Cart and I Agree in the Right lower hand screen**
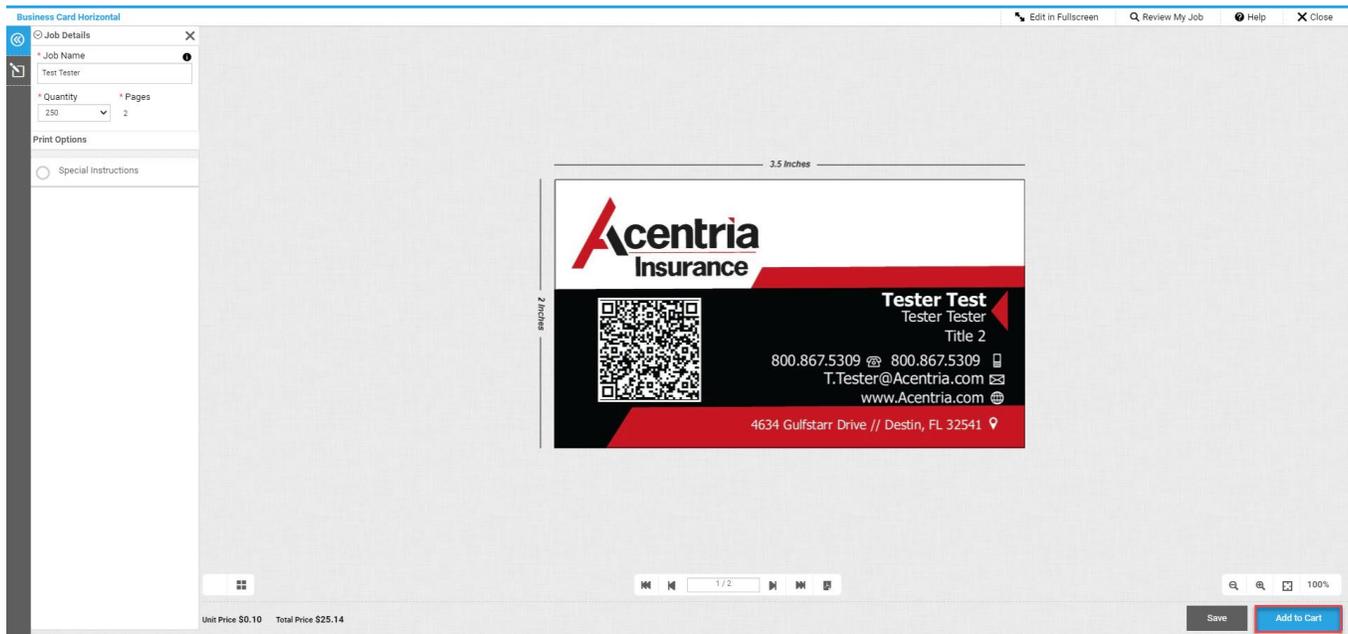
I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

✔ I Agree

13. The Cart will now be viewable. Here you will either **Continue Shopping or Proceed to Checkout**
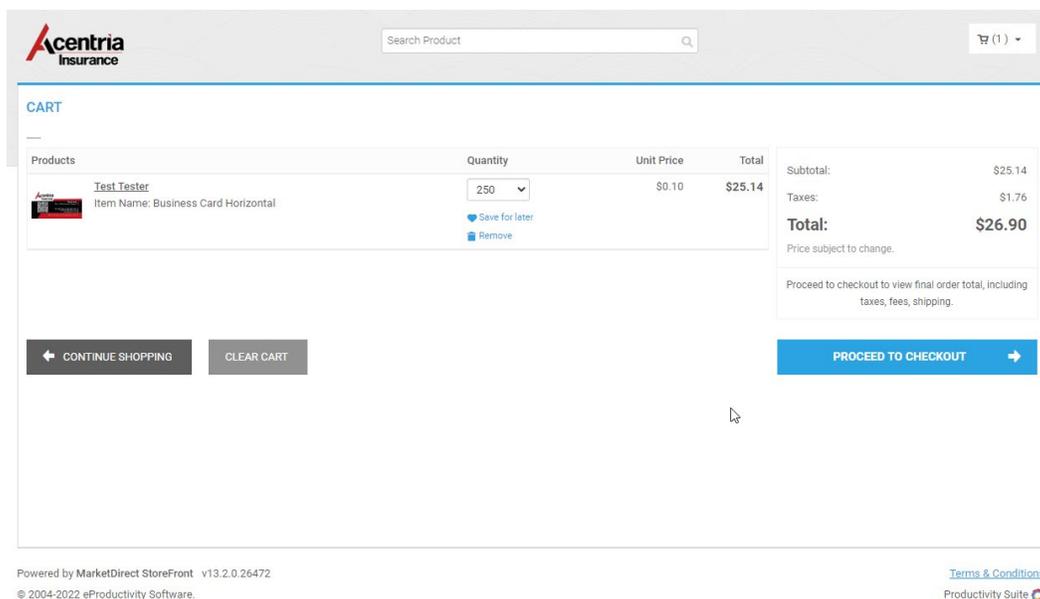
14. If Proceed to Checkout→ **Select a Shipping Address & Shipping Option (Fed Ex Ground)**. **Click Save at bottom of Shipping screen. Then Proceed to Payment**

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.*