

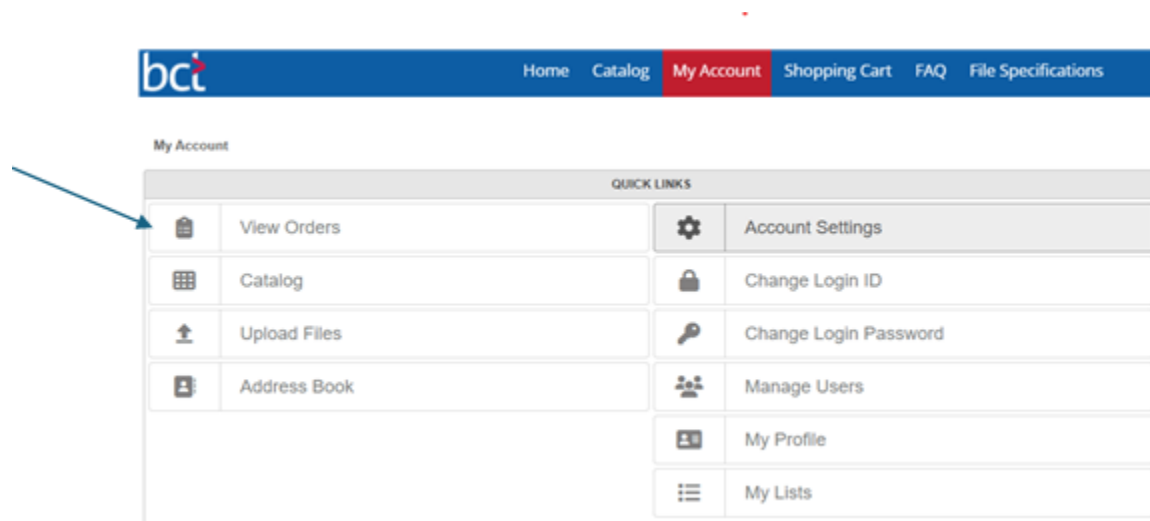
How to Check the Status of Your Order Through the BCT Ohio PressWise Storefront

Step 1: Login

1. Go to the provided website link.
2. Enter your **Login ID** and **Password**.
3. Click **Login**.

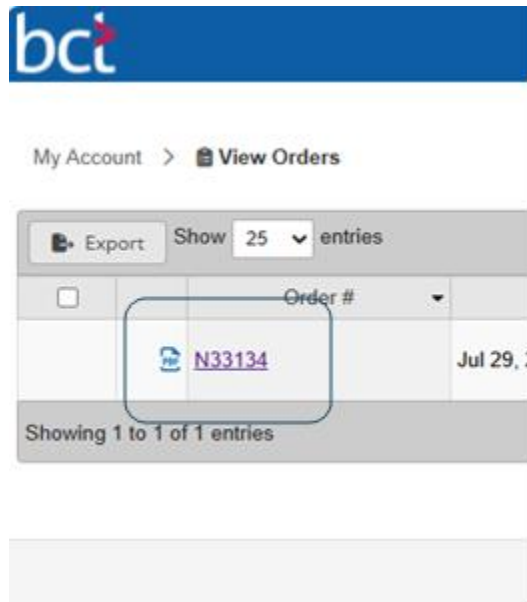
Step 2: Navigate to *View Orders*

- The '**View Orders**' option is in the '**Quick Links**' box on the 'My Account' tab (highlighted in red), which is the page that the website will automatically direct you to upon logging in.



Step 3: Locate Your Order

- Find the **order number** you're searching for.
 - (Order numbers begin with "N".)



Step 4: Order Status

- In the middle of your screen, you'll find a column labeled **"Status."** This column shows you where your order is within our system.

My Account > View Orders Search Scope My Orders

Export	Show 25 entries	Order #	Received	Summary	Status	Ship Date	Ship Method	Total Due
		N33134	Jul 29, 2025	Project Name: Baby Shower Invites 55 - A-7 Embassy Card - (Baby Shower Invite)	Closed	2025-07-30 11:13:28	USPS Priority Parcel-DEALER FLAT RATE	\$0.00

Showing 1 to 1 of 1 entries Previous 1 Next

Close up view of the status field below -

Status ⌵

New


Closed

Closed

Closed

Step 5: Order Status Continued

- Another way to check your order status is by clicking **directly on the order number** from the “View Orders” page in Step 2. The order number will appear in **blue** (for example: [N33134](#)).
- Once you click on it:
 - A detailed order page will open.
 - Scroll down toward the **bottom of the page**, near the **Total Cost** section.
 - In this area, you’ll see the **“Production” column**, which shows where your order currently stands in the production process.

APPROVAL	PRODUCTION	AMOUNT
Accepted	Pending	\$55.00  Reorder
Subtotal		\$55.00
S & H		\$3.50
EXEMPT Tax		\$0.00
Grand Total		\$58.50
Payments		\$0.00
Total Due		\$58.50

Order Status Descriptions

- **New** – Order has been created/injected into the system, waiting for action.
- **Pending** -- Order has been received but not yet moved into production.
- **Prepress Review** – File is being reviewed.
- **Waiting Approval** – Order is paused, awaiting customer approval.

- **Production** – Order is in process and/or being printed.
- **Shipped** – Order has been shipped out.
- **Closed** – Order has been completed and finalized.