

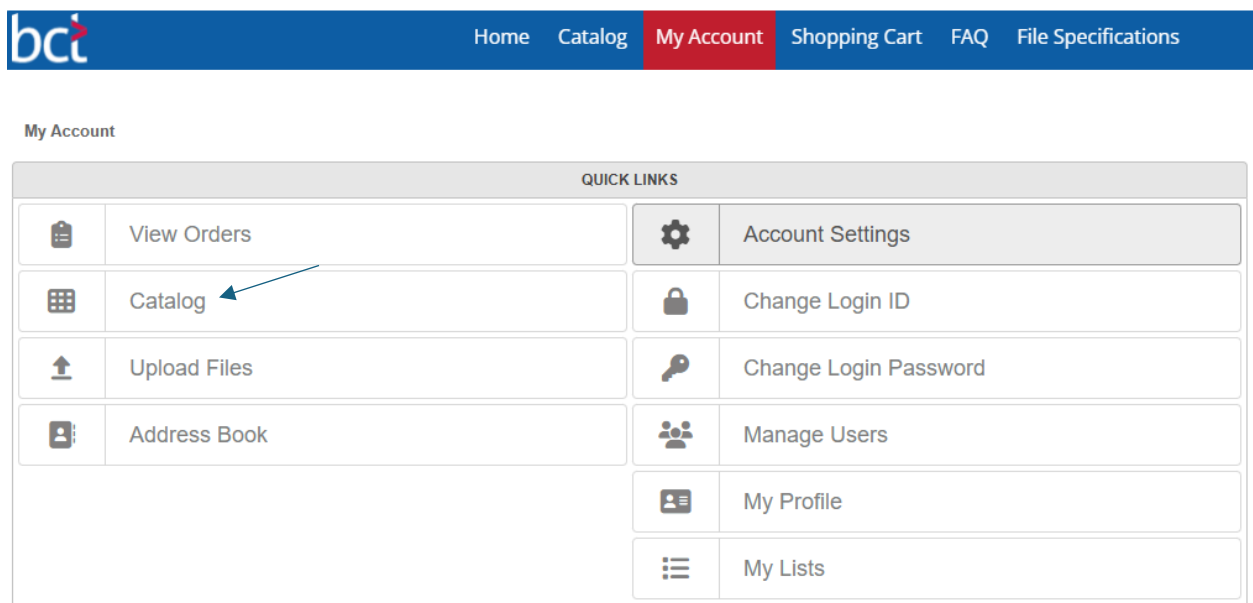
# How to Log a Full Color Business Card Through the BCT Ohio PressWise Storefront

## Step 1: Login












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

## Step 2: Navigate to Catalog

- In your **Quick Links**, select **Catalog**.
- On the left side, you'll see all the different product options available.



The screenshot shows the BCT Ohio PressWise Storefront navigation bar and the My Account section. The navigation bar is blue with the BCT logo on the left and links for Home, Catalog, My Account, Shopping Cart, FAQ, and File Specifications on the right. The My Account section is titled "My Account" and contains a "QUICK LINKS" table with the following items:

QUICK LINKS	
 View Orders	 Account Settings
 Catalog 	 Change Login ID
 Upload Files	 Change Login Password
 Address Book	 Manage Users
	 My Profile
	 My Lists



## BCT Catalog

## Business Cards

[Business Cards Full Color](#)[Business Cards Spot Color](#)

## Envelopes

[Commercial Full Color](#)

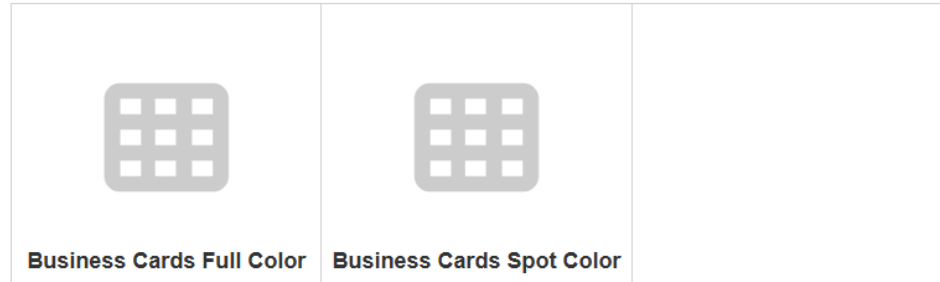
## Letterhead

[Letterhead Full Color](#)[Letterhead Spot Color](#)

## Rubber Stamps

[Self Inking Stamps](#)

## Business Cards



## Step 3: Choose Your Business Card





Select the option you need:

- **Business Card Full Color**
- **Business Card Spot Color**

Then choose the template that matches how your file is set up:

### Business Cards Full Color

Showing 1 - 4 out of 4 products.

 <p><b>Horizontal BC Full Color - 1 or 2 sided</b> 1 or 2 sided cards using one PDF file for upload. Pick 4/0 or 4/4 after upload.</p>	 <p><b>Horizontal BC Full Color - 2 sided</b> 2 sided cards ONLY. Using 2 separate PDF files for upload.</p>	 <p><b>Vertical BC Full Color - 1 or 2 sided</b> 1 or 2 sided cards using one PDF file for upload. Pick 4/0 or 4/4 after upload.</p>
 <p><b>Vertical BC Full Color - 2 sided</b> 2 sided cards ONLY. Using 2 separate PDF files for upload.</p>		

#### Full Color Options (Examples):

1. **Horizontal – 1 or 2 sided** → Use if you have a single PDF file with 1–2 internal pages.
2. **Horizontal – 2 sided** → Use if you have two separate PDF files (front & back).
3. **Vertical – 1 or 2 sided** → Single PDF with 1–2 internal pages.
4. **Vertical – 2 sided** → Two separate PDFs (front & back).

🌟 **Tip:** If you have a basic single-sided card, choose option #1 (Horizontal) or #3 (Vertical).

## Step 4: Upload & Personalize Your Design

1. Click the **Upload** box.
2. Select your file from your device/desktop.
3. Click **Open**.
  - a. Example: a single PDF with 2 internal pages.
4. Use the crop box to adjust for bleed, extend dotted line beyond the edge of your design and center it.
5. Click **Save**.
  - a. The 2nd page (if applicable) will appear automatically.
  - b. Adjust if needed.

## 6. Click **Proceed to Order**.

Catalog > Horizontal BC Full ...

Proceed to Order

Personalize Your Design ?



PDF Proof

Upload Front Side: Upload

## Step 5: Order Specifics

- **Quantity** – choose your amount.
- **Paper** – select your paper stock.
- **Inks:**
  - Front = always **4**.
  - Back = **4** (only if you uploaded back artwork).
- **Finishing** – you can choose rounded corners.
- Click **Add to Cart**.

<b>\$20.00</b>	
PRODUCT	Horizontal BC Full Color - 1 or 2 sided
QUANTITY	250
PAPER	BC002 : 100# Cougar White PS Price
FRONT INKS	4
BACK INKS	0
FINISHING	<a href="#">Add New Task</a>
PRODUCT IMAGE	<div style="display: flex; align-items: center;"><div style="border: 1px solid gray; width: 80px; height: 60px; background-color: #90EE90; margin-right: 10px;"></div><div>1 file(s) attached <a href="#">Customize or Review Design</a></div></div>

## Step 6: Cart Details


- **IMPORTANT** - In the **Memo Box**, type the **person's name** from the business card. If left blank, it will be difficult to tell who/what the order is for on your invoice.

## Ordering Cards for Multiple People

1. In the cart, click **Copy Item**.
2. Under the duplicated card, click **Change Options**.
3. Go to **Customize/Review Your Design**.
4. Upload the new person's artwork.
5. Adjust crop, click **Save**, then **Proceed to Order**.
6. Update quantity if needed.
7. Change **Back Ink to 4** again (system defaults to 0).
8. ⚠ Do NOT click "Add to Cart" again. Just **Return to Cart**.
9. Update the **Memo Line** to the correct person's name.

+ Add More Items / Continue Shopping    Remove ALL Items    **Proceed to Checkout**

1 item(s) in cart    Cart Total: **\$20.00**

	<b>250    Horizontal BC Full Color - 1 or 2 sided</b> <b>\$20.00</b>	<input type="button" value="Save for Later"/> <input type="button" value="Change Options"/> <input type="button" value="View PDF Proof"/> <input type="button" value="Copy Item"/> <input type="button" value="Remove Item"/>
	MEMO: <input type="text" value="TYPE HERE"/>	
	INKS: Front: Full Color / Back: None	
	PAPER: 100# Cougar White PS Price	

## Step 7: Checkout

1. Click **Proceed to Checkout**.
2. **Shipping Address:**
  - a. Enter the address or select “Ship to My Address” / “Ship to Company.”
  - b. You can save addresses for future use.
3. **Shipping Method:**
  - a. Choose FedEx Ground, UPS Ground, etc.
  - b. Review **Grand Total** on the right.
  - c. Click **Continue**.

1  
Address

### Shipping Address Options

Click a "Ship to..." button for your default shipping address, use your Address Book to choose from a list of locations, or enter a new address for this order below.

PERSONAL OR COMPANY SHIP TO ADDRESS

<p>Ship to my address →</p> <p>BCT Ohio/Michigan HOUSE ACCOUNT 3506 Fortuna Dr Akron, OH 44312-5284 1 (330) 896-9712 US Notification Email:  (FedEx/UPS)</p> <p> Edit</p>	<p>Ship to company →</p> <p>BCT Ohio/Michigan HOUSE ACCOUNT 3506 Fortuna Dr Akron, OH 44312-5284 1 (330) 896-9712 US Notification Email:  (FedEx/UPS)</p>
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ADDRESS BOOK

Select an address from the dropdown menu below, or click "Import" to load your own list of addresses if this order should be split and sent to many locations.

Search Address Book list...

Choose an address...

Import Export

## Step 8: Payment

- Select **Purchase Order** or **Pay with Card**.
- If using a PO:
  - Enter your **PO Number**.
  - **IMPORTANT** - Enter your **Project Name** (usually the company name on the card). If left blank, it will be difficult to tell who/what the order is for on your invoice.
- Click **Continue**.

## Step 9: Review & Submit

- Double-check all details.
- Add **Special Instructions** if needed (e.g., "Please ship by \_\_\_ date").
- Click **Place Your Order**.



**ORDER SENT**

OrderID: N34960

Your order has been accepted for processing. An email confirmation will be sent to: .


[View Order](#)  
[Your Account](#)  
[Continue Shopping](#)

More actions you can take regarding the new order you just placed:

[Append Files to Your Order](#)  
[Review Your Order](#)  
[Send a Message](#)

## Step 10: Confirmation

- You'll see a confirmation screen with an **Order ID** (always starts with "N").
  - Example: **N34960**
- BCT Ohio will automatically receive email notification of your order.

 **Congratulations – Your order is placed!**

 If you have questions, contact **BCT Ohio** and our team will be happy to assist you.

Telephone: (330) 896-9712

