

Using the NEW Online Ordering Platform

1. Access the Platform

- Click the URL link provided to you.
 - Enter the **login** and **password** that were supplied.
 - *Note:* You may change your username and password at any time, or add additional users for your team.
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2. Template Features

Each template includes the following built-in features:

- **Details / Description** field
 - **Address dropdown** with toll-free number option
 - **Automatic phone number formatting**
 - Separate fields for:
 - Phone number
 - Custom phone label
 - **Automatic email suffix** addition
 - **Editable, prefilled website address** field
 - **All-caps enforced name field** for consistency
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3. Site Features

- **My Account** (top of page)
 - Edit company information at any time
 - **Order History**
 - View past orders
 - Quickly reorder previous jobs
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4. Ordering Process

1. Enter all required information into the template fields.
2. Click **Preview** to review your order.
3. Select **I Accept Proof**.
4. Choose your **Quantity**.
5. Click **Add to Cart**.
6. Click the **Shopping Bag** icon in the upper-right corner to begin checkout.
7. Click **Continue** on the next page.
8. Enter **Shipping Information**
 - o Previously used shipping details will automatically pre-populate.
9. On the final page:
 - o Enter your **PO Number**
 - o Provide an **email address** for order confirmation
10. Place your order.

SMITH BUSINESS SERVICES	
Address 1	
Address 2	
City, State Zip	
000.000.0000 Office	
000.000.0000 Toll Free	
000.000.0000 Fax	NAME
000.000.0000 Suffix	
email@smithbusiness.com	
www.smithbusiness.com	Title 1
	Title 2