

How to Log a Spot Color Business Card Through the BCT Plus Storefront

Step 1: Login

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

Step 2: Place New Order

- Upon logging in, you will automatically land on the 'My Account' tab.
- In your **Quick Links**, select **Place New Order**.
- You'll see all the product options available under **BCT Catalog**.

Step 3: Select Product

Choose **Business Card Spot Color** and then choose the template that matches how your file is set up:

Spot Color Options:

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).



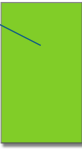

💡 **Tip:** If you have a basic single-sided card, choose option #1 (Horizontal) or #3 (Vertical).



BCT Catalog

- Brochures & Flyers
 - Brochures
 - Flyers
- Business Cards
 - Business Cards Full Color
 - Business Cards Spot Color**
 - Carbonless Forms
 - Carbonless Forms - Full color
 - Envelopes
 - Commercial Full Color
 - Letterhead
 - Letterhead Full Color
 - Magnets
 - Postcards & Bookmarks
 - Bookmarks
 - Postcards / Rackcards
 - Rubber Stamps
 - Self Inking Stamps

Business Cards Spot Color
Showing 1 - 4 out of 4 products.

 <p>Horizontal BC Spot Color - 1 or 2 sided 1 or 2 sided cards using one PDF file for upload.</p>	 <p>Horizontal BC Spot Color - 2 sided 2 sided cards ONLY. Using 2 separate PDF files for upload.</p>	 <p>Vertical BC Spot Color - 1 or 2 sided 1 or 2 sided cards using one PDF file for upload.</p>
 <p>Vertical BC Spot Color - 2 sided 2 sided cards ONLY. Using 2 separate PDF files for upload.</p>		

Note: If you are unsure which option to select based on your file(s), please contact customer service

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 as desired.
5. Click **Save**.
 - a. The 2nd page (if applicable) will appear automatically.
 - b. Adjust if needed.
6. Click **Proceed to Order**.

Step 5: Order Specifics

- **Quantity:** Select the quantity you would like to order.
- **Paper:** Choose your preferred paper stock.
- **Inks**
 - **Front:** Select 1-color or 2-color printing
 - **Back:** Select 1-color or 2-color printing (*only if artwork is provided for the back*)
- **Finishing / Ink Selection**
 - Click **“Add New Task”** and choose either a **Standard Ink Color** or **Premium Ink Color**
 - Once selected, an additional dropdown will appear to choose your specific color
- If your PMS color is not listed:
 - Select **“PMS Ink”** or **“PMS 2S”** (for 2-sided cards)
 - Enter your PMS color in the provided field
- **Ink Finish:** Choose your finish option
 - **Raised Thermography**
 - **Flat Printed**
 - *Default setting: Raised front with flat black ink*
- **Final Step:** Click **“Add to Cart”** to complete your selection.

Bleed(s) charges will be added to your order at the time of invoicing.

\$101.00

PRODUCT	Horizontal BC Spot Color - 1 or 2 sided																		
QUANTITY	250	minimum: 250																	
PAPER	BC805 : 80# CREAM COVER																		
FRONT INKS	2																		
BACK INKS	0																		
PRESS	2cOffset																		
FINISHING - Choose Ink(s)	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Add New Task"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Device</th> <th>Name</th> <th>Option</th> <th>Task Note</th> </tr> </thead> <tbody> <tr> <td>Standard Inks</td> <td>Spot ink BC</td> <td>Black Ink</td> <td></td> </tr> <tr> <td>Pms Ink</td> <td>PMS Ink 1S</td> <td></td> <td>Add PMS # here 291</td> </tr> <tr> <td>Ink Finish</td> <td>Ink Finish</td> <td>Thermography - 1 sided</td> <td></td> </tr> </tbody> </table>			Device	Name	Option	Task Note	Standard Inks	Spot ink BC	Black Ink		Pms Ink	PMS Ink 1S		Add PMS # here 291	Ink Finish	Ink Finish	Thermography - 1 sided	
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Ink Finish	Ink Finish	Thermography - 1 sided																	
PRODUCT IMAGE	<div style="border: 1px solid #ccc; padding: 5px;">  1 file(s) attached <input type="button" value="Customize or Review Design"/> </div>																		

Step 6: Cart Details

- **IMPORTANT** - In the **Name 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.




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**.

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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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 starting with “N”).
 - Example: **N34960**
- BCT Plus will automatically receive an email notification of your order.

✅ **Congratulations – Your order is placed!**

📞 If you have questions, contact **BCT Plus** and our team will be happy to assist you. Email erin@bctplus.com to retrieve your username and password.

Telephone: (330) 896-9712