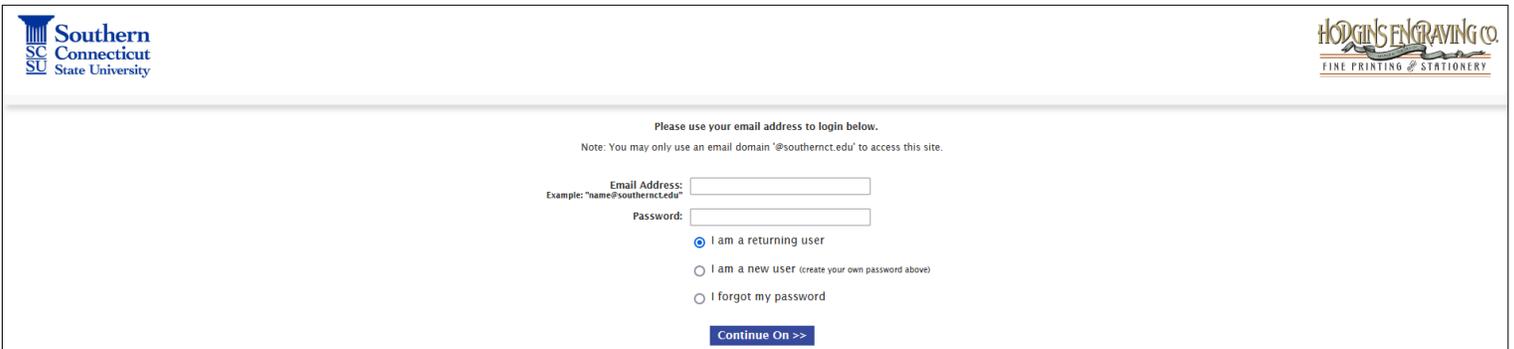


Browse to <https://inside.southernct.edu/procurement-services/letter-head-and-business-cards>

Select “Order Cards” below the business card example



You will be redirected to the ordering portal, where you will see the following login screen:



Existing Users - First Time Logging In:

Please enter the same username or email address associated with your former account ***and leave password field blank*** (first time logging in only).

Select the button for “I forgot my password”.

The system will generate an email to you with a link to reset your password. Follow the instructions in the link to login to the system.

When you return to login again, you will enter your username and password, and select the button for “I am a returning user”

New Users – To Create an Account:

Select the button for “I am a new user”

Enter your email address (MUST use your ‘@southernct.edu’ address)

Enter a password

Click Continue

Basic Site Functionality:

The home screen will display the business cards available to order.

You have the option to start a new order, enter your details and then you can save your orders to return and complete later, or checkout and send the order to production.

To place a new order

- Under the Product, choose the quantity from the drop down list and select **Add**
- The next screen will allow you to personalize your product. A dynamic proof will update on your screen as you enter information.
- Review the electronic proof. Once satisfied with image, proceed to **Checkout** (you will be prompted to accept the proof again). You may also choose to **Save** the order at this point to complete at a later time. If you choose to Save the order, you also have the option to send an email with the electronic proof.
- If Checkout is selected, you will confirm details on the next screen including **Order Quantity, Cost Center, Shipping Details, and Comments** if necessary. Select **Review Order** to continue.
- Review Order Details and proof. If satisfied, select **Send Order**.
- You will see a confirmation that the order was processed, including your order number and order details.
- You will receive an email confirmation of your order.

To view order history

- Under My Profile, you have options to view orders that you have placed by selecting **My Orders**
- You will see a list of orders, their status and a tracking link for orders that have been shipped.

To place a repeat order

- Under My Profile, you have options to view orders that you have placed by selecting **Re-Order**
- Select the order you would like to repeat by clicking on the order number
- The next screen will show you quantity and a proof. You can select **Edit** to make changes or **Continue** to place the order.
- Review order details and when satisfied, select **Send Order**.
- You will see a confirmation page with your order number and order details.
- You will receive an email confirmation of your order.

Need Help?

Technical Support (website login or functionality):

Becky Almeter, Hodgins Engraving

beckya@hodginsengraving.com

800-666-8950 ext. 259

Purchasing Questions:

Richard Glasson, Purchasing Assistant

GlassonR1@SouthernCT.edu

Design/Layout Questions:

Marylou Conley, Coordinator of Graphics Services

ConleyM1@SouthernCT.edu