



JobAid: Registering as a MyPrint end-user

Topic Overview

This job aid is for new myPrint end-users who have never used the application before. If you were a PRTOonline end-user, your account was created for you as part of the enhancement. Your email address is your user ID and your temporary password is: New!MyPrintLOGin (that's a zero ***not*** the letter O).

If you have never used PRTOonline or myPrint, follow the directions on this job aid to register for the application.

Complete the following fields:

- **First Name** – required - example, *Cindy*
- **Last Name** -required -example Bray
- **Address Line 1** - required -1500 Jefferson St SE
- **City** -required – example Olympia
- **State** – required – example WA
- **Zip / Postal Code**-required – example 98501
- **Phone Number 1** -required – example 360.359.4790
- **Agency or Organization Code, or enter Guest** -required – example WaTech

- **User Name** – example, *cindy.bray@watech.wa.gov*
- **Password (with password confirmation)** -required -example 123ABCd#
- **Security Question Selection** - required
- **Security Question Answer** -required
- **Code (provided to screen out robots)** -required
- **Acceptance of Terms and Conditions** -required

Navigation:

<https://prtonline.myprintdesk.net/DSF/>

Click on "Click here to register"

1. Using a web-browser access myPrint at <https://prtonline.myprintdesk.net/DSF/>
2. Click on "Click here to register" to get to the registration page.

The Washington State Department of Enterprise Services



Order, Print & Save

Home
Cart (0) :: Login :: Contact Us :: ?

Login

User Name:

Password:

Remember User Name

[Click here to register!](#) 2
[Forgot your password?](#)



Order the Official 2015 Washington State Calendars
3 styles to choose from

Year at a Glance Wall Calendar:
23" x 35" two sided, 15 month

Year at a Glance Cubicle Calendar:
12" x 18" two sided, 15 month

State Appointment/Scheduling Calendar:
each month on an 8.5" x 11" sheet

New to myPRINT?
Please click on the "Click here to Register!" link to order your 2015 calendars.

Calendars available to state agencies, schools, cities, counties and non-profits

Cart (0 Items)
Your Cart is Empty.

myPRINT Messenger

Install Driver:

- Windows (32Bit)
- Windows (64Bit)
- Mac

Selected Print Center

Washington State Department of Enterprise Services
7580 New Market ST SW
Tumwater, WA 98501
United States
Tel: (360) 664-4343

Hours Of Operation

Sun
Closed
Mon-Fri

How myPRINT Works

[Download 2016 Printing & Imaging Project Calendar \(PDF\)](#)
[Download Brochure \(PDF\)](#) | [Take the Tour \(Download PDF Version\)](#)

1. Complete all **Required Fields** (yellow highlighted cells and indicated with an *)
2. Complete additional fields as necessary (white cells)

Create an Account
 To checkout, you must create an account.
 Already have an account? [Login here](#)

Contact Information
 * Indicates Required Field.

* First Name:

* Last Name:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

Country:

* State/Province/Region:

* Zip/Postal Code:

* Phone Number 1:

Phone Number 2:

Fax Number:

Nickname:

Title:

Organization:

Department:

* Agency or Organization Code or enter Guest:

* Email:

Custom Field 1:

Custom Field 2:

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3. Select a unique user name; most people use their email address for this
4. Select and confirm your **Password**
5. Select and answer a **Security Question**
6. Input the **Code**
7. Agree to to the **Terms and Conditions**
8. Click **Continue**

Account Information

* User Name: 3

* Password: 4

* Re-enter Password:

* Security Question: 5

* Security Answer: 5

* Enter the code shown below: 6

This Code expires after **90 seconds**

Terms and Conditions

Your use of this product and/or service is governed by EFI's then current Terms of Use (located at <http://www.efi.com/legal/terms-of-use/>) and the other EFI written terms and conditions provided with the sale, product or service (such as EFI order confirmation terms, and EFI license agreement terms). If you do not agree to these Terms of Use, you may not use the product and/or service. EFI reserves the right to update the Terms of Use at

7 I accept the terms in the license agreement.

8

We recommend following established best practices when choosing your password. Strong passwords will:

- Be at least 8 characters long,
- Contain an upper case letter,
- Contain a number from 1-9, and
- Contain a special character (@, %, !, #, \$, ?)

You can select "Other" for security question and input your own **Security Question and Answer** here

9. You will receive an email welcoming you to myPRINT/myFULFILLMENT

10. To complete your registration call the Customer Service Representatives at DES

Andy Schoen 360.664.4335

Linda Strait 360.664.4366

From: DES Printing and Imaging <noreply@prt.wa.gov> Sent: Mon 5/23/2016 1:23 PM
To: Cotter, Cindy (WaTech)
Cc:
Subject: Welcome to myPRINT/myFULFILLMENT

Dear Cindy!

Thank you for submitting your account registration request to myPRINT/myFULFILLMENT, your digital express lane for government fulfillment and printing needs. If you have trouble placing an order, we may still be validating your account. Please go to <http://myprint.wa.gov> to log in at any time.

Your User Name is cindy.cotter@watech.wa.gov Your Phone Number is listed as 360-764-5960 Your Email Address is cindy.cotter@watech.wa.gov

Please feel free to contact us with questions at 360-664-4343. Thank you for your business!