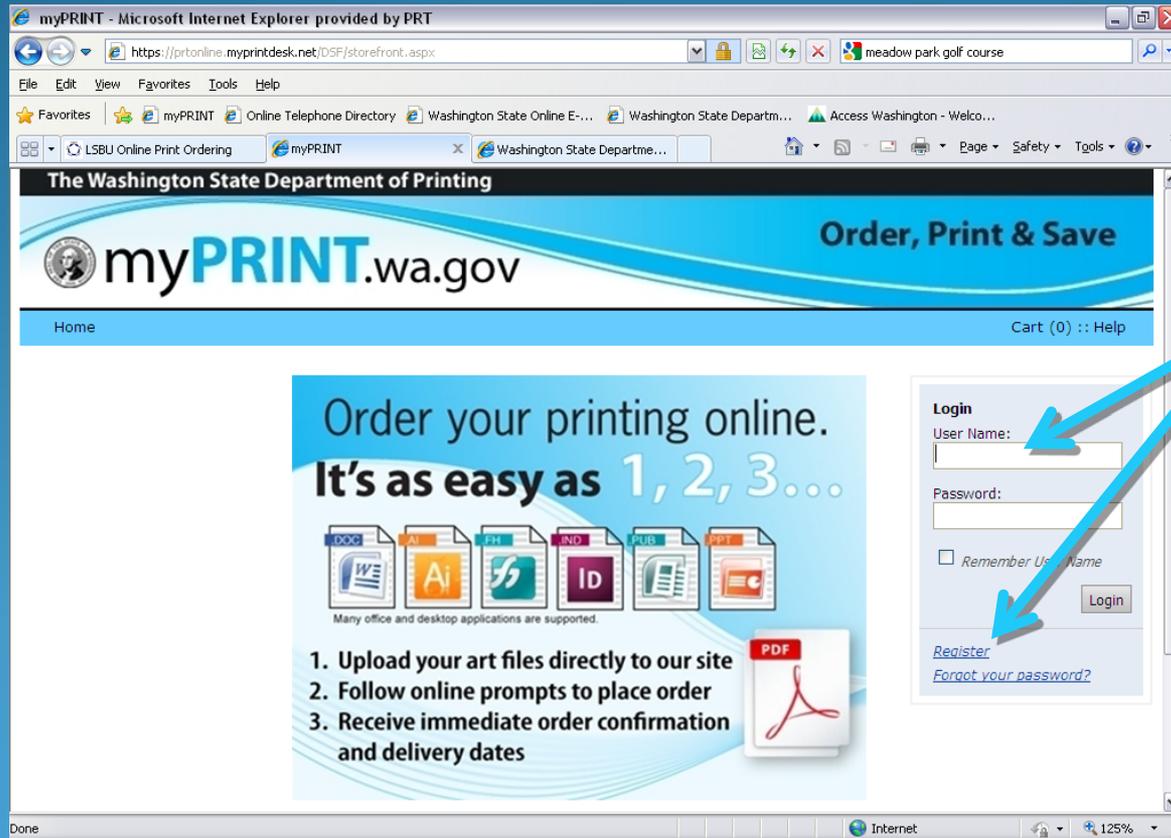


Welcome to myPRINT; How to place an order!

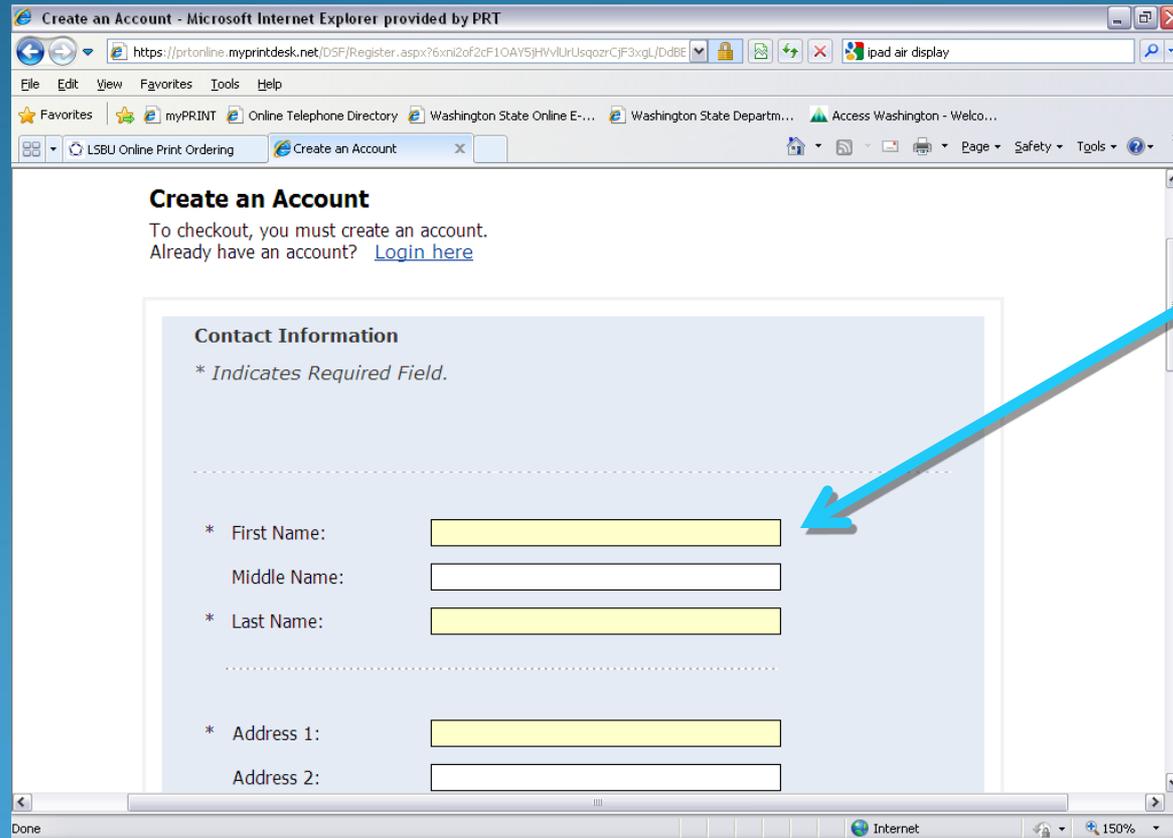
- Go to myPRINT.wa.gov (no www's!)
- To create an account click on the Register button in the Login Section
- Once you have an account set up Login



Register & Login

Step 1 – Create an Account

- Click on the Register button and fill out the Create an Account information



Create an Account - Microsoft Internet Explorer provided by PRT

https://prtonline.myprintdesk.net/JSF/Register.aspx?xni2of2zF1OAY5JHwVlUrUsqozrCJF3xgUjDdBE

File Edit View Favorites Tools Help

LSBU Online Print Ordering Create an Account

Create an Account

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

Contact Information

* Indicates Required Field.

* First Name:

Middle Name:

* Last Name:

* Address 1:

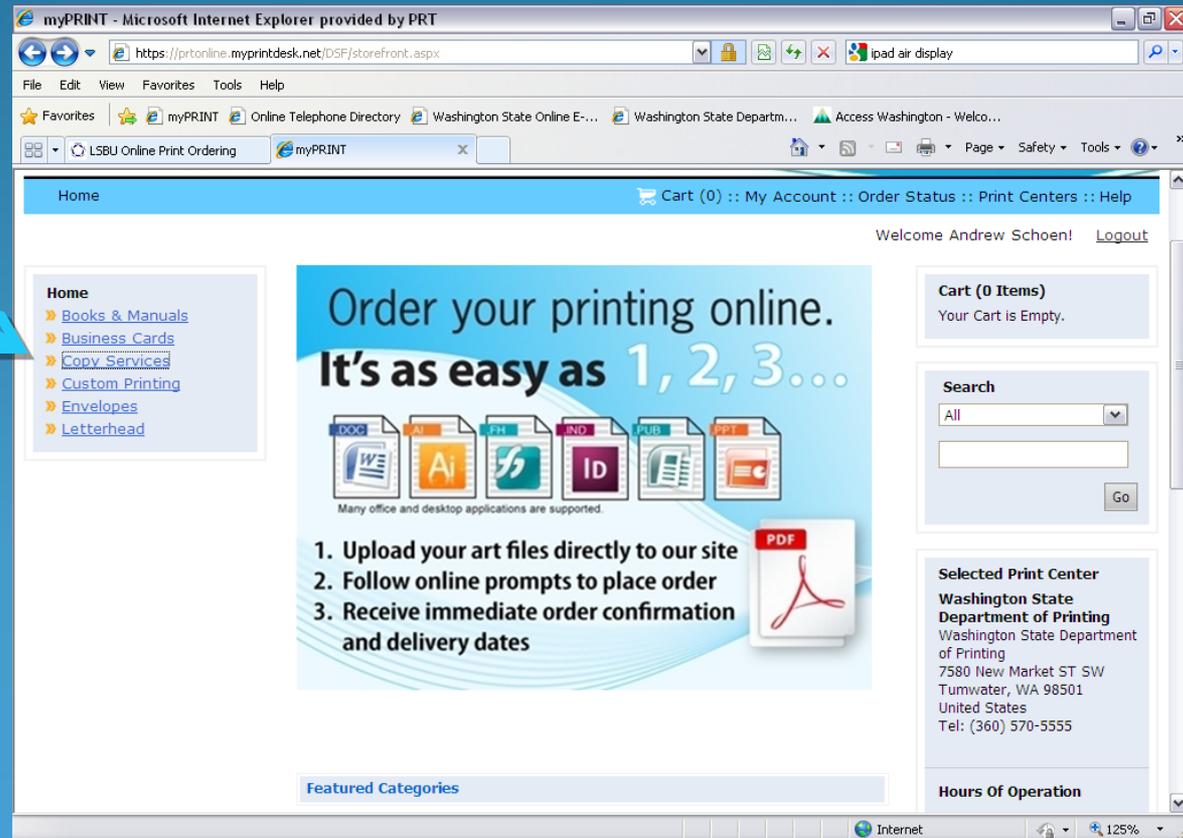
Address 2:

Enter your
business
information

Step 2- Select Job Category

- Select the Category that best suits your type of job
 - Books & Manuals, Custom Printing etc.

Select Category

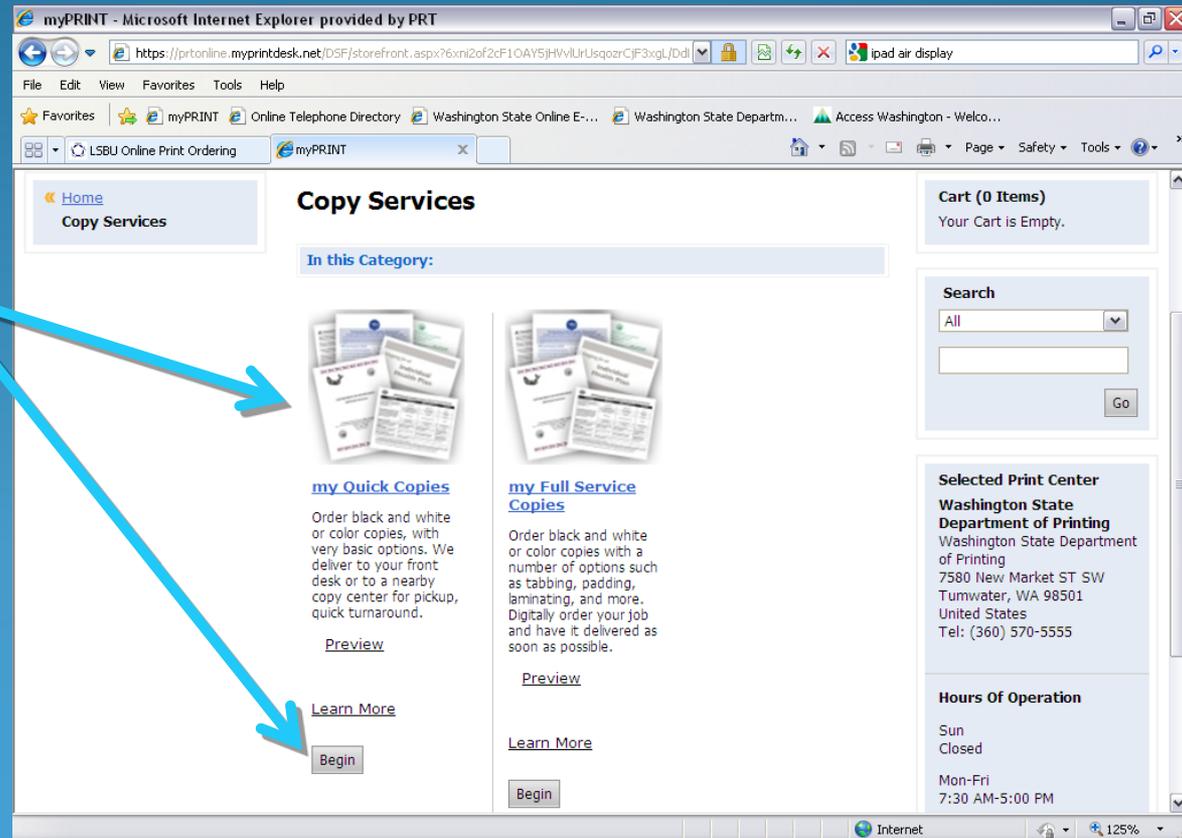


The screenshot shows the myPRINT website interface. A blue callout box on the left contains the text "Select Category" with a blue arrow pointing to the "Home" navigation menu. The menu lists several categories: Books & Manuals, Business Cards, Copy Services, Custom Printing, Envelopes, and Letterhead. The main content area features a large banner with the text "Order your printing online. It's as easy as 1, 2, 3..." and a list of three steps: 1. Upload your art files directly to our site, 2. Follow online prompts to place order, and 3. Receive immediate order confirmation and delivery dates. The banner also includes icons for various file formats (DOC, AI, PH, ID, PUB, PPT) and a PDF icon. The right sidebar contains a search box, a "Cart (0 Items)" section, and a "Selected Print Center" section for the Washington State Department of Printing.

Step 3 – Select Specific Service

- Confirm Category and Click Begin
(There may be different categories for your agency)

Confirm
Category
selection



The screenshot shows a web browser window displaying the myPRINT website. The page title is "myPRINT - Microsoft Internet Explorer provided by PRT". The address bar shows the URL: <https://prtonline.myprintdesk.net/DSF/storefront.aspx?6xni2of2cF10AY5jHvUUrUsqzrGF3xgl/Dd>. The page content includes a navigation menu with "Home" and "Copy Services". The main section is titled "Copy Services" and contains a sub-section "In this Category:" with two service options:

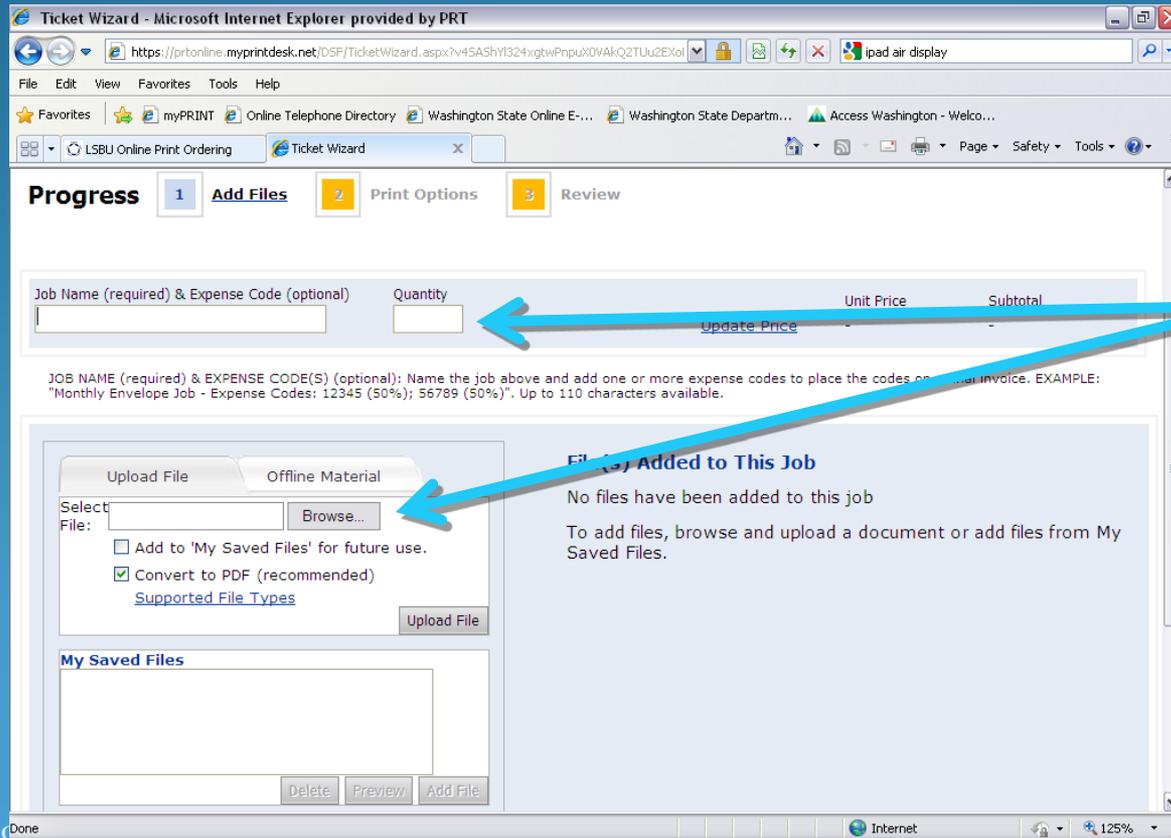
- my Quick Copies**: Order black and white or color copies, with very basic options. We deliver to your front desk or to a nearby copy center for pickup, quick turnaround. Includes a "Preview" link and a "Learn More" link.
- my Full Service Copies**: Order black and white or color copies with a number of options such as tabbing, padding, laminating, and more. Digitally order your job and have it delivered as soon as possible. Includes a "Preview" link and a "Learn More" link.

Both service options have a "Begin" button. A blue callout box on the left side of the image points to these "Begin" buttons with the text "Confirm Category selection".

Other elements on the page include a "Cart (0 Items)" section stating "Your Cart is Empty.", a "Search" section with a dropdown menu set to "All" and a "Go" button, and a "Selected Print Center" section for the Washington State Department of Printing, located at 7580 New Market ST SW, Tumwater, WA 98501, United States, with phone number (360) 570-5555. The "Hours Of Operation" section shows "Sun Closed" and "Mon-Fri 7:30 AM-5:00 PM".

Step 4 – Upload Files

- Enter in the Job Name and enter in the Quantity desired
- Browse to navigate to your desired file on your computer
- Keep the Convert to PDF check box selected & Click on the Upload File button



Ticket Wizard - Microsoft Internet Explorer provided by PRT

https://prtonline.myprintdesk.net/JSF/TicketWizard.aspx?v45A5hY1324xgtwPnpuX0VakQ2TUu2EXol

Progress 1 Add Files 2 Print Options 3 Review

Job Name (required) & Expense Code (optional) Quantity Unit Price Subtotal

Update Price

JOB NAME (required) & EXPENSE CODE(S) (optional): Name the job above and add one or more expense codes to place the codes on your invoice. EXAMPLE: "Monthly Envelope Job - Expense Codes: 12345 (50%); 56789 (50%)". Up to 110 characters available.

Upload File Offline Material

Select File: Browse...

Add to 'My Saved Files' for future use.

Convert to PDF (recommended)

[Supported File Types](#)

Upload File

My Saved Files

Delete Preview Add File

Files Added to This Job

No files have been added to this job

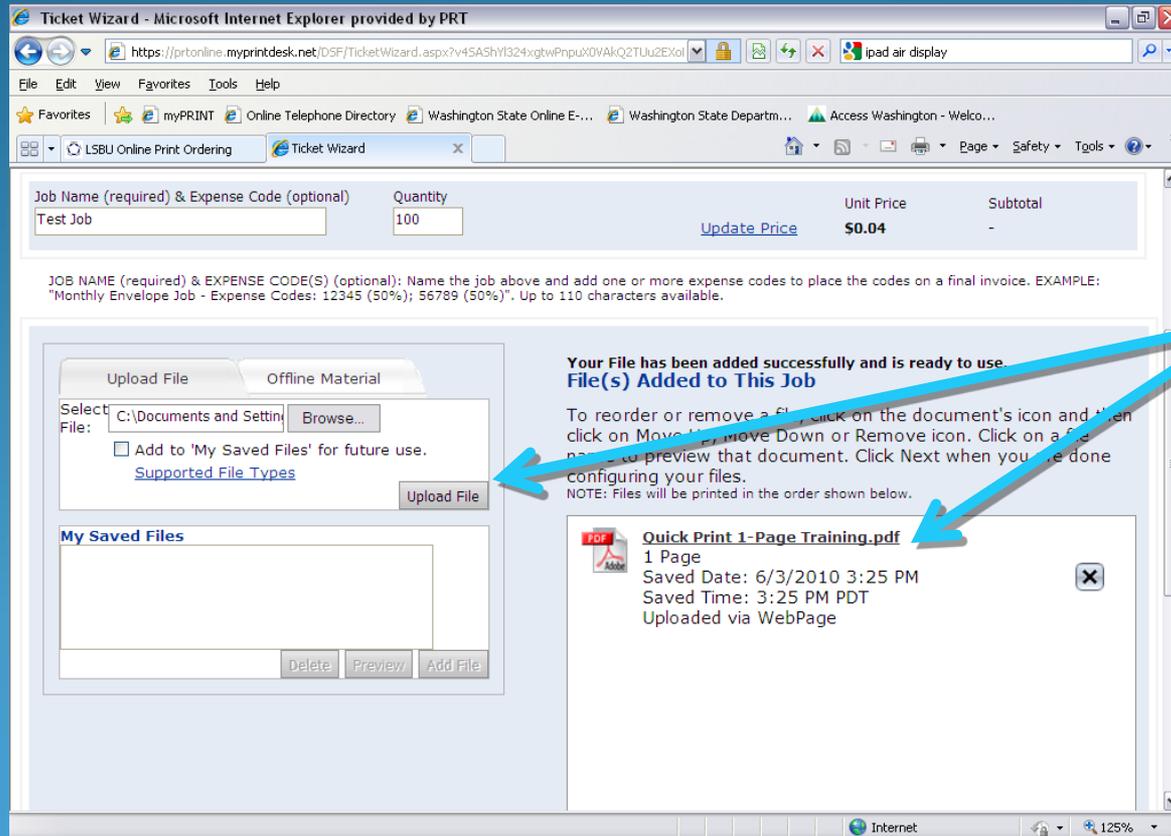
To add files, browse and upload a document or add files from My Saved Files.

Enter Job Name & Quantity etc.

Step 4 cont. – Uploading Files

- Your files will be listed in the Files added section; click Next button at bottom left when you are finished uploading files.

Note: You can upload multiple files, they will be active in the order they were upload



Job Name (required) & Expense Code (optional) **Quantity** **Unit Price** **Subtotal**

Test Job	100	\$0.04	-
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[Update Price](#)

JOB NAME (required) & EXPENSE CODE(S) (optional): Name the job above and add one or more expense codes to place the codes on a final invoice. EXAMPLE: "Monthly Envelope Job - Expense Codes: 12345 (50%); 56789 (50%)". Up to 110 characters available.

Upload File **Offline Material**

Select File: C:\Documents and Settings\... Browse...
 Add to 'My Saved Files' for future use.
[Supported File Types](#) **Upload File**

My Saved Files

	Delete Preview Add File
--	--

Your File has been added successfully and is ready to use.
File(s) Added to This Job

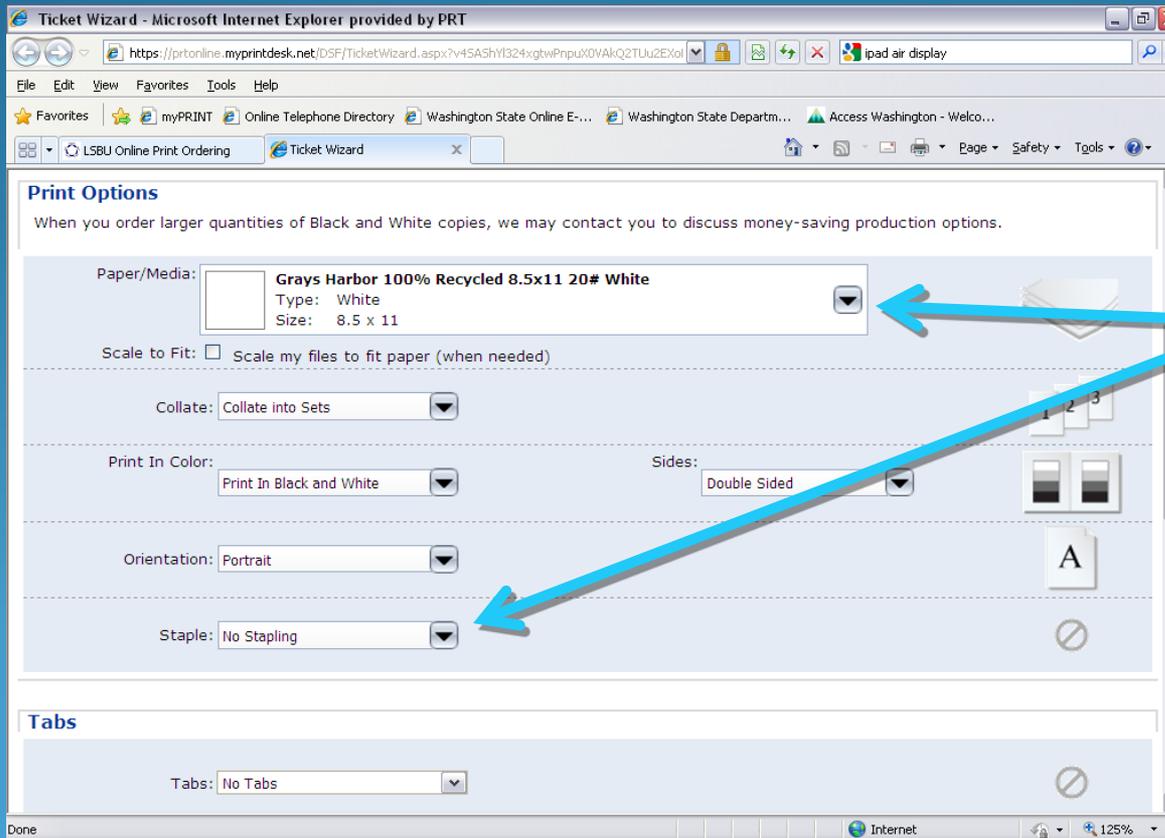
To reorder or remove a file, click on the document's icon and then click on Move Up, Move Down or Remove icon. Click on a file name to preview that document. Click Next when you are done configuring your files.
NOTE: Files will be printed in the order shown below.

 **Quick Print 1-Page Training.pdf**
1 Page
Saved Date: 6/3/2010 3:25 PM
Saved Time: 3:25 PM PDT
Uploaded via WebPage

Upload File & Finished Upload

Step 5 – Select appropriate Print Options

- Print Options allows you to select the different options for your print job.
- Review these carefully and when you have completed this section, click the Next button at the bottom of the page.



The screenshot shows a web browser window titled "Ticket Wizard - Microsoft Internet Explorer provided by PRT". The address bar shows the URL: <https://prtonline.myprintdesk.net/DSF/TicketWizard.aspx?Y45A5hY1324xgtwPnpuX0VAKQ2TUu2EXol>. The page content is titled "Print Options" and includes a note: "When you order larger quantities of Black and White copies, we may contact you to discuss money-saving production options." The form contains several sections:

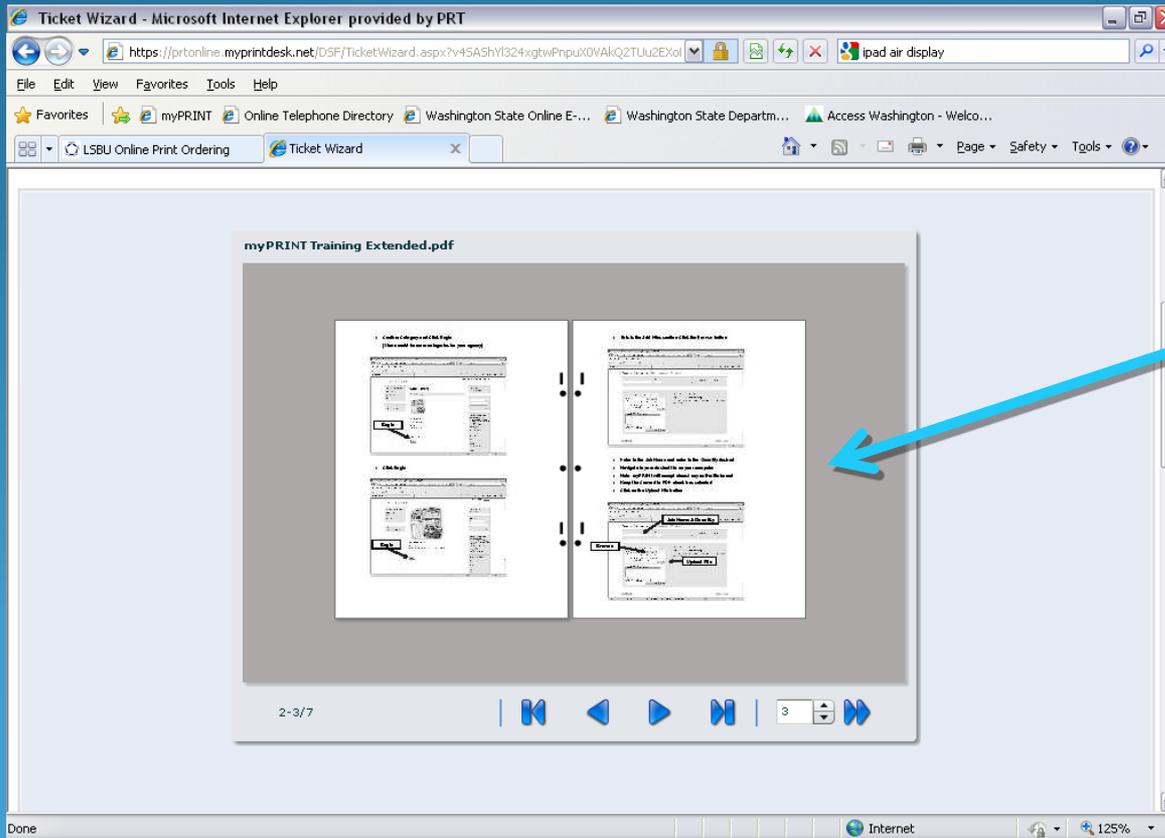
- Paper/Media:** A dropdown menu is set to "Grays Harbor 100% Recycled 8.5x11 20# White". Below it, the text reads "Type: White" and "Size: 8.5 x 11".
- Scale to Fit:** A checkbox labeled "Scale my files to fit paper (when needed)" is currently unchecked.
- Collate:** A dropdown menu is set to "Collate into Sets".
- Print In Color:** A dropdown menu is set to "Print In Black and White".
- Sides:** A dropdown menu is set to "Double Sided".
- Orientation:** A dropdown menu is set to "Portrait".
- Staple:** A dropdown menu is set to "No Stapling".
- Tabs:** A dropdown menu is set to "No Tabs".

At the bottom of the browser window, the status bar shows "Done", "Internet", and a zoom level of "125%".

Select Print Options

Step 6 – Review Preview for Print Options

- This is the digital Preview of your document. Review this preview.

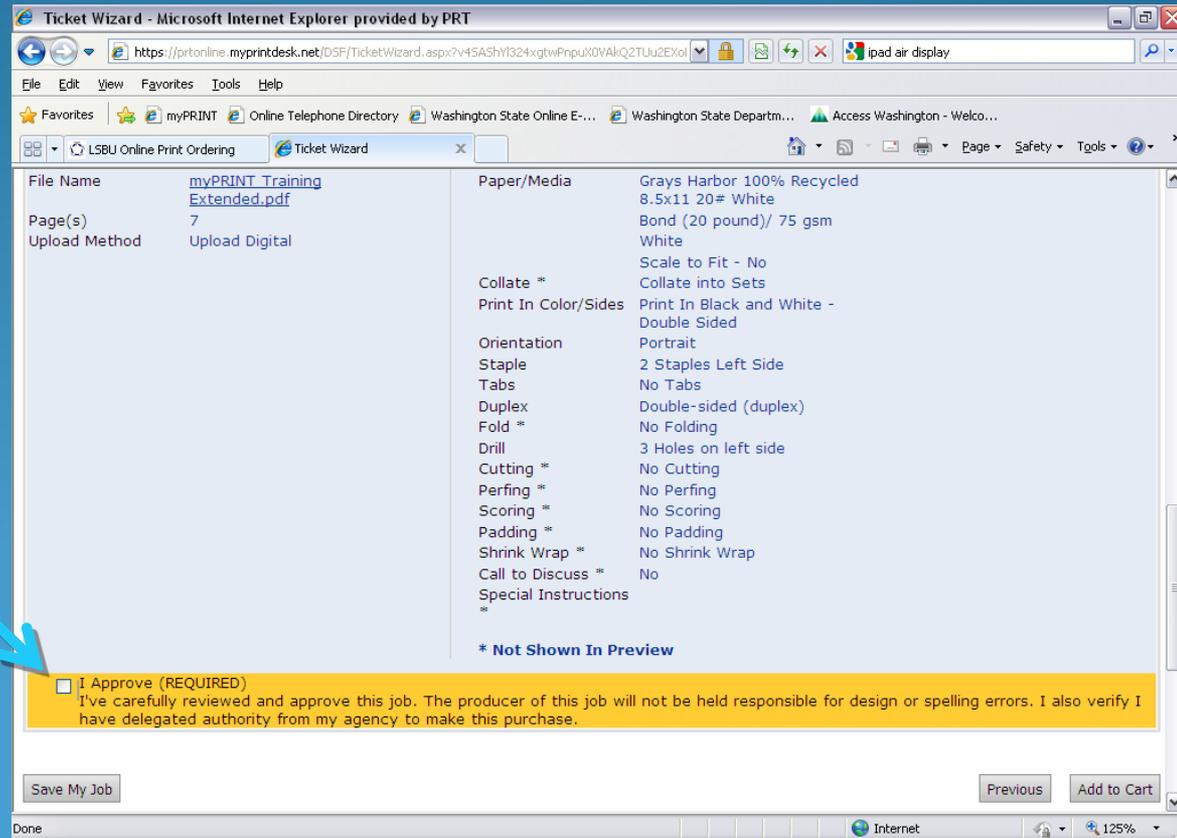


Review
Preview

Step 7 – Approve Preview

- If everything looks correct, select the I Approve check box and the Add to Cart button.

Approve
the Preview



The screenshot shows a web browser window titled "Ticket Wizard - Microsoft Internet Explorer provided by PRT". The address bar shows the URL: <https://prtonline.myprintdesk.net/DSF/TicketWizard.aspx?v45A5hY324xgtwPnpuX0VAkQ2TUu2EXol>. The browser has several tabs open, including "LSBU Online Print Ordering" and "Ticket Wizard".

The main content area displays the following details for a print job:

File Name	myPRINT_Training_Extended.pdf	Paper/Media	Grays Harbor 100% Recycled 8.5x11 20# White
Page(s)	7		Bond (20 pound)/ 75 gsm White
Upload Method	Upload Digital		Scale to Fit - No
		Collate *	Collate into Sets
		Print In Color/Sides	Print In Black and White - Double Sided
		Orientation	Portrait
		Staple	2 Staples Left Side
		Tabs	No Tabs
		Duplex	Double-sided (duplex)
		Fold *	No Folding
		Drill	3 Holes on left side
		Cutting **	No Cutting
		Perfing **	No Perfing
		Scoring **	No Scoring
		Padding **	No Padding
		Shrink Wrap *	No Shrink Wrap
		Call to Discuss *	No
		Special Instructions	

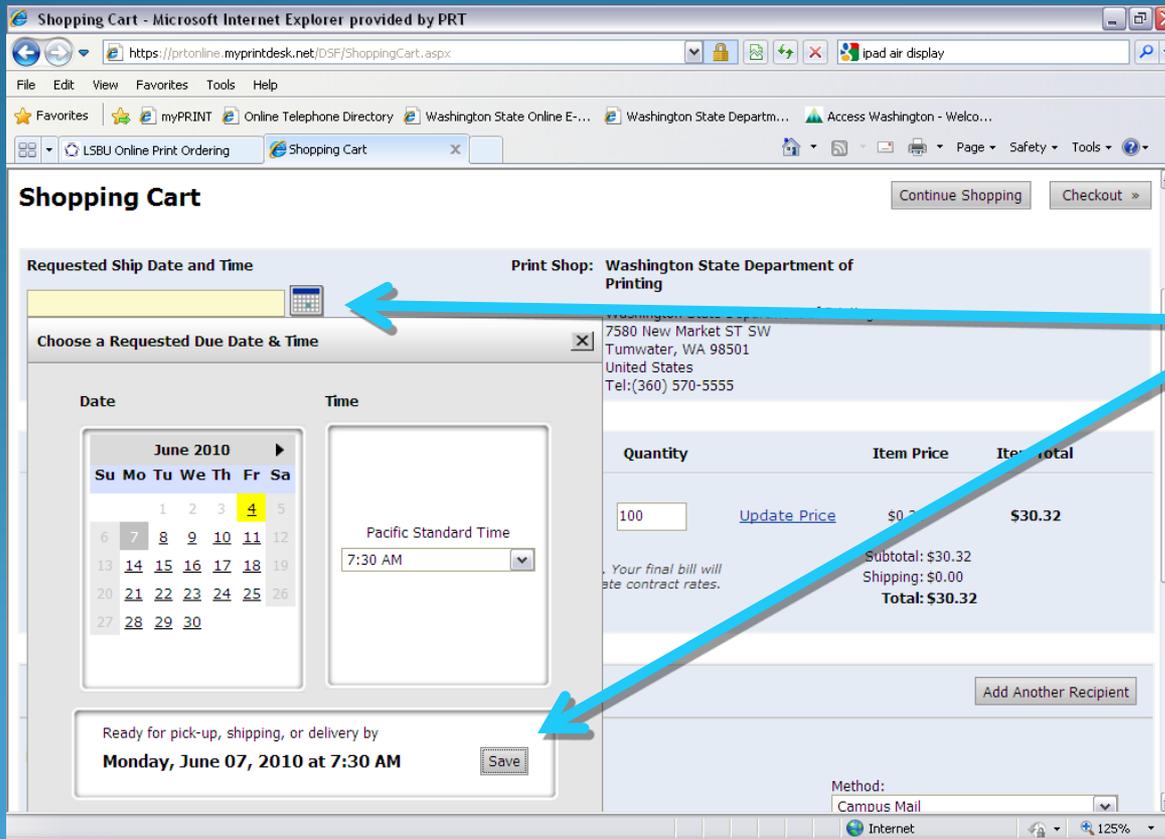
Below the details, there is a section for approval:

I Approve (REQUIRED)
I've carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors. I also verify I have delegated authority from my agency to make this purchase.

At the bottom of the page, there are buttons for "Save My Job", "Previous", and "Add to Cart".

Step 8 – Select Requested Shipping Date

- Select your desired Requested Ship Date
- Note: Dates in yellow are dates where a Rush Fee may apply
- When your ship date is complete, click the Checkout button

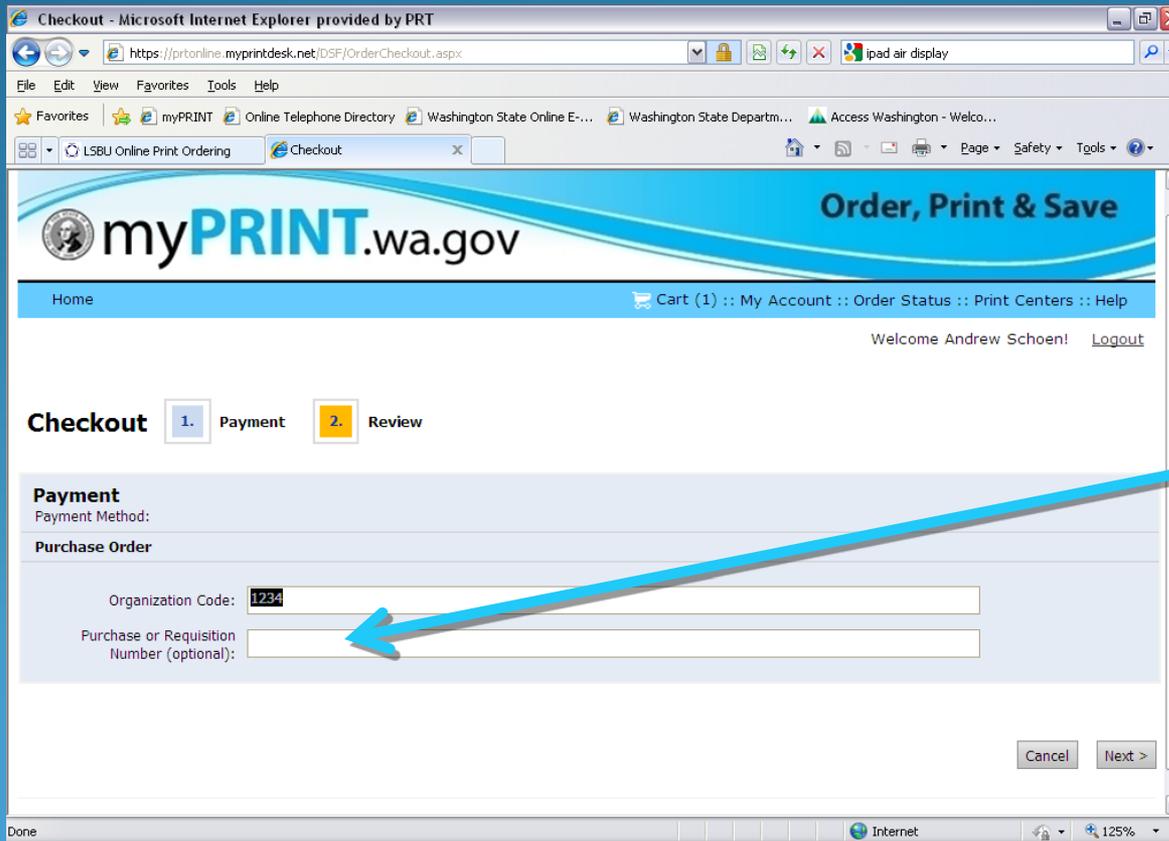


The screenshot shows a web browser window titled "Shopping Cart - Microsoft Internet Explorer provided by PRT". The address bar shows the URL "https://prtonline.myprintdesk.net/DSF/ShoppingCart.aspx". The page content includes a "Shopping Cart" header with "Continue Shopping" and "Checkout" buttons. Below the header, there is a "Requested Ship Date and Time" section. A calendar for June 2010 is displayed, with the date "4" (Monday, June 7) highlighted in yellow. To the right of the calendar, the time is set to "7:30 AM" under "Pacific Standard Time". A "Save" button is located below the date and time selection. The right side of the page shows a table with columns for "Quantity", "Item Price", and "Item total". The table contains one row with a quantity of "100", an item price of "\$0.32", and an item total of "\$30.32". Below the table, the subtotal is "\$30.32", shipping is "\$0.00", and the total is "\$30.32". A "Method:" dropdown menu is set to "Campus Mail".

Select Requested Ship Date

Step 9 – Optional Purchasing or Requisition Code

- Your Organization Code will self populate
- You can also use a Purchase Order or Requisition Number
- Click on the Next button on the bottom right



Checkout - Microsoft Internet Explorer provided by PRT

https://prtonline.myprintdesk.net/DSF/OrderCheckout.aspx

File Edit View Favorites Tools Help

Home Cart (1) :: My Account :: Order Status :: Print Centers :: Help

Welcome Andrew Schoen! Logout

Checkout 1. Payment 2. Review

Payment
Payment Method:

Purchase Order

Organization Code: 1234

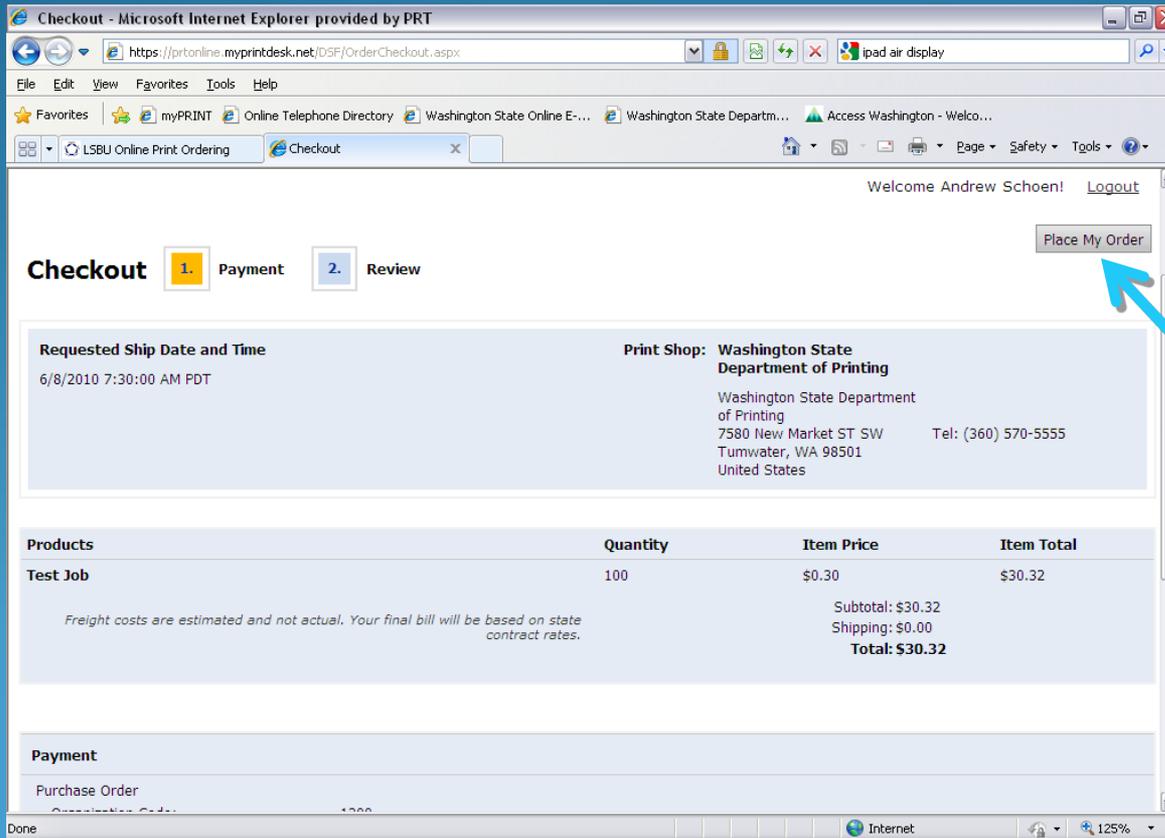
Purchase or Requisition Number (optional):

Cancel Next >

Optional
Purchasing
or
Requisition
Code

Step 10 – Place My Order!

- You are now complete; select Place My Order



Checkout - Microsoft Internet Explorer provided by PRT

https://prtonline.myprintdesk.net/DSF/OrderCheckout.aspx

Welcome Andrew Schoen! [Logout](#)

Checkout 1. Payment 2. Review [Place My Order](#)

Requested Ship Date and Time
6/8/2010 7:30:00 AM PDT

Print Shop: Washington State Department of Printing
Washington State Department of Printing
7580 New Market ST SW Tumwater, WA 98501 United States
Tel: (360) 570-5555

Products	Quantity	Item Price	Item Total
Test Job	100	\$0.30	\$30.32

Freight costs are estimated and not actual. Your final bill will be based on state contract rates.

Subtotal: \$30.32
Shipping: \$0.00
Total: \$30.32

Payment
Purchase Order

Place My Order