

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 PRTOnline 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 PRTOnline 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.myprint desk.net/DSF/ Click on "Click here to

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.





Mon-Fri



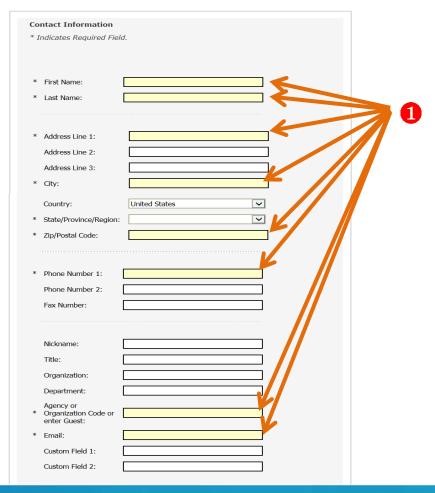
- 1 Complete all Required Fields (yellow highlighted cells and indicated with an *)
- **2.** Complete additional fields as necessary (white cells)



Create an Account

To checkout, you must create an account.

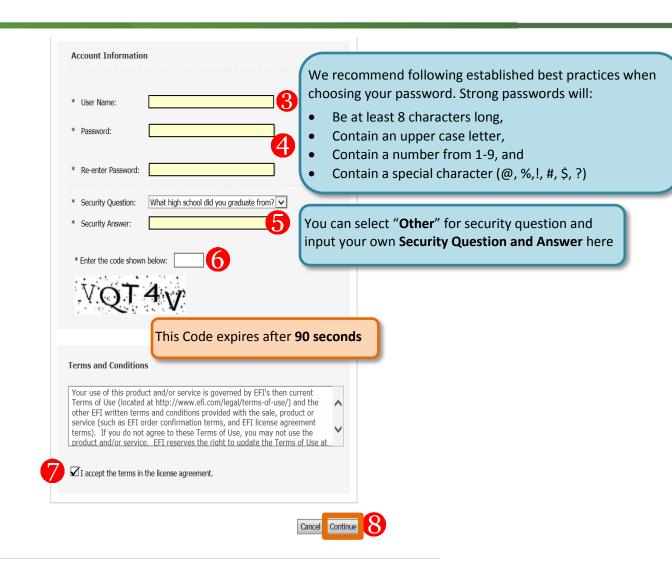
Already have an account? Login here







- **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







- 9. You will receive an email welcoming you to myPRINT/myFULFILLMENT
- **10.** To complete your registration call the Customer Service Representatives at DES

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