To access the enhanced Digital Storefront you will use the same URL as today when connecting to myPrint.  
https://prtonline.myprintdesk.net/DSF/

Navigation in myPrint is controlled by a combination of navigation aids from the top menu bar, to a left navigation bar, to areas one can select in the body of the webpage.  myPrint has role based security so the tasks each end-user can complete, and the products they can purchase may be different from person to person based upon their roles. Most end-users will be able to complete the following:

- Purchase Print materials
- Purchase Fulfillment materials
- Order and set up a Custom Print Job
Navigation: Using a web-browser access myPrint at https://prtonline.myprintdesk.net/DSF/

1. Top Menu Bar
2. Left Navigation Bar
3. Specials (revolving carousel)
4. Categories for purchase (body of webpage)
5. Additional information (webpage footer)
Top Navigation Bar

1. Home – brings you back to this page
2. Contact Us – provides contact information for Printing and Imaging
3. Help – access to online help
4. English – change your language
5. End-user Account Information – make changes to your account or review order history
2. Contact Us - Contact information and website support information.

Customer Support

Contact your Print Shop

Washington State Department of Enterprise Services Customer Service
7580 New Market ST SW
Tumwater, WA 98501
United States
(360) 664-4343
printing@des.wa.gov

Contact a System Administrator

If you are encountering problems with the web site, please contact the site administrator at:

Printing DES
Tumwater
WA 98502
United States
(360) 664-4343
printing@des.wa.gov

Need help? Contact your Customer Service Representative

Andy Schoen
360.664.4335

Linda Strait
360.664.4366
From: DES Printing and Imaging <noreply@prt.wa.gov>
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!
3. **Help** – online help regarding the application. Follow the links in the table of contents to navigate to online help topics.

### Where to Begin

1. If you are new to the site, and do not have an account yet, [register on the site](#). (You can select products and add them to the cart without being registered, but will not be able to check out and place the order until you register.) Otherwise, click [Login](#) on the home page and log into the site.

2. [Browse through the products](#) available on the site until you find one that you want to order.

3. Add products to the cart. Click here for an [overview of the order process](#).

4. After all the products you want to purchase are in the cart, [check out](#).

### Important

The steps for adding a product to the cart depend on the way the site is configured and on the product you select. For example, if an **Add All to Cart** button is displayed, you can select several products and add them all to the cart at once. (This kind of “fulfillment shopping” applies only to products that require no customizing.) If no **Add All to Cart** button is displayed, you add products to the cart one at a time by clicking **Buy Now** and typically making further selections. For example, you may need to provide content files or graphics, select print options, or filter through some choices like color or size.

### Note

On some sites, you automatically continue to shop after you add products to the cart, but you can go to the cart (📖) whenever you are ready to check out. On other sites, you are placed in the cart after you add products to the cart (but you can still go back to shopping if you want).

### See also

- [About this online Help](#)
- [About products](#)
- [Managing your address book](#)
- [Checking your order history and status](#)
4. Language – the application is set to United States English. If you need to change the language, this is where to do it.

5. End-user Account Set Up - The application allows you to customize your end-user account. From here you can:
   a. Review your order history
   b. Update your profile information
   c. Create and update an address book
   d. Select your print shop
   e. Save and re-use files
   f. Save and re-use jobs
   g. Download information
   h. Monitor a spending account
   i. Logoff the application
a. **Order History and Status**

For more detailed information on Order History and Status, please review the **Order History** job aid.

<table>
<thead>
<tr>
<th>Order History &amp; Status</th>
<th>ORDER HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Profile</td>
<td></td>
</tr>
<tr>
<td>Address Book</td>
<td></td>
</tr>
<tr>
<td>Print Shop</td>
<td></td>
</tr>
<tr>
<td>My Saved Files</td>
<td></td>
</tr>
<tr>
<td>My Saved Jobs</td>
<td></td>
</tr>
<tr>
<td>My Downloads</td>
<td></td>
</tr>
<tr>
<td>Spending Accounts Usage</td>
<td></td>
</tr>
</tbody>
</table>

- **Search order history using time period** (one week, one month, three months, six months or a year), status, or sort (order date, order number, status, total cost, due date), or order name.

- **Example:**
  - **Order # 87337**
    - Order Date: 5/24/2016 4:35:42 PM
    - Due Date: 5/31/2016 2:30:00 PM
    - Approval Required: WaTech Transition Management Posters
  - **Order # 87335**
    - Order Date: 5/24/2016 3:54:51 PM
    - Due Date: 6/1/2016 2:00:00 PM
    - In Production: WaTech Transition Management Business Cards
  - **Order # 86705**
    - Order Date: 5/6/2016 4:48:05 PM
    - Due Date: 5/16/2016 8:00:00 AM
    - In Production: WaTech Transition Management Letterhead

- **Total Records:** 3
- **10 Per Page**
- **Page 1**

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www.des.gov/services/PrintingMail | www.des.wa.gov

**Washington State Department of Enterprise Services**
b. **My Profile and Status** - Use this to edit your profile or edit (change) your password.

For more detailed information on **My Profile and Status**, please review the Edit Profile job aid.

To make changes to your profile, click on the "Edit Profile" button.

To change your password, click **Edit**.
c. **Address Book**

You can use the Address Book to add, edit, or delete addresses you frequently use. The address book lets you avoid entering information each time you wish to ship an order to someone. You can select a person from your address book during the checkout process.

<table>
<thead>
<tr>
<th>Order History &amp; Status</th>
<th>ADDRESS BOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Profile</td>
<td>Search by First Name, Last Name, Address, Email, Company,</td>
</tr>
<tr>
<td>Address Book</td>
<td>Add New</td>
</tr>
<tr>
<td>Print Shop</td>
<td></td>
</tr>
<tr>
<td>My Saved Files</td>
<td></td>
</tr>
<tr>
<td>My Saved Joos</td>
<td></td>
</tr>
<tr>
<td>My Downloads</td>
<td></td>
</tr>
<tr>
<td>Spending Accounts Usage</td>
<td></td>
</tr>
</tbody>
</table>

To Add entries to the Address Book Click **Add New**
<table>
<thead>
<tr>
<th>d. <strong>Print Shop</strong></th>
<th>Printing and Imaging print shop information</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Order History &amp; Status</th>
<th>PRINT SHOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Profile</td>
<td><strong>Sort By</strong></td>
</tr>
<tr>
<td>Address Book</td>
<td>Name</td>
</tr>
<tr>
<td>Print Shop</td>
<td>Sort Ascending</td>
</tr>
<tr>
<td>My Saved Files</td>
<td>Search By</td>
</tr>
<tr>
<td>My Saved Jobs</td>
<td>search by print center name or address</td>
</tr>
<tr>
<td>My Downloads</td>
<td></td>
</tr>
<tr>
<td>Spending Accounts Usage</td>
<td></td>
</tr>
</tbody>
</table>

**Washington State Department of Enterprise Services**

7580 New Market ST SW  
Tumwater  
WA  
98501  
(360) 664-4343

Sun Closed  
Mon-Fri 8:00 AM-5:00 PM  
Sat Closed  
Current Print Center Time  
5/26/2016 3:35:41 PM
e. **My Saved Files** – Use this to save images you will use often when creating print jobs.

For more detailed information on My Saved Files, please review the Saved Files job aid.
f. **My Saved Jobs** – Use this to save orders you frequently make.

For more detailed information on My Saved Jobs, please review the **My Saved Jobs** job aid.
g. My Downloads

The **My Downloads** feature is not available at this time. When it is turned on, you will receive notification.
h. Spending Account Usage

The Spending Account feature is not available at this time. When it is turned on, you will receive notification.