JobAid: Ordering Envelopes

Topic Overview

Please use the current URL to access the enhanced Digital Storefront. [https://prtonline.myprintdesk.net/DSF/](https://prtonline.myprintdesk.net/DSF/)

This job aid is for end-users who order envelopes. The enhanced myPrint application provides end-users with the ability to purchase print and fulfillment items from a one-stop shop. Products that are available for purchase are role based which prevents unauthorized individuals from purchasing products specific to your organization. As security is role-based, what is available in the navigation of this job aid may differ from what is on the screen before you. The City of Bremerton is the organization used for the purposes of creating this aid.
1. Using a web-browser access myPrint at https://prtonline.myprintdesk.net/DSF/

2. Click on Envelopes (you can click on it either in the left navigation bar, or in the body of the web page) This will bring you to the envelopes selection page.
3. Select the type of envelope you wish to purchase and click on **BEGIN**. This will open the envelop purchase dialog box.

**Note:** The products available for you to buy will be different based upon your role and assigned organization.
4. Select your Product

5. Click on BEGIN. This will bring you to a personalization dialog box.
6. Complete the required fields.
   a. **Job Name** - Use a unique name to identify the product you are ordering. This makes re-orders easier.
   b. **Quantity** - Note: Envelopes can be only be ordered in quantities shown in the drop-down list. The minimum order is 1000.
   c. **Indicia** means markings used on address labels or bulk mail as a substitute for stamps.
   d. (Return) **Address**
   e. **City, State, and Zip Code**

7. Click on **Update Preview**. This will bring you to a preview of your order.

**Note**: You may change the paper color and the inside envelope tint under **Print Options**.
8. From the preview you can:

a. Review and approve your order by clicking on **Add to Cart**

b. Modify your order by clicking on **Split Window** and updating your field entries. *This view allows you to remain in preview while updating information*

c. **Review My Job** provides a Summary Page

d. **Save** will save the job for future use.
9. Clicking **Add to Cart** will bring up an approval dialog box that you must click to proceed. Click **I Agree**.

10. This will bring you to your cart. You can:
   a. **Continue Shopping**
   b. **Clear Cart**

11. Click on the **Due Date** calendar.

You must select a **Due Date** before you can proceed with your order.

You must click “**I Agree**” in order to move to your cart.
The application automatically lets you know the earliest date the item(s) can be picked up. Unavailable dates are grayed out. To pick a Due Date you:

a. Click on a non-grayed out date to select when you wish to pick your item(s) up.

b. Use the Drop Down box to specify a time for pick up.

c. Click on Save

d. Click on Proceed to Checkout – this step is not shown
12. Checking out
   a. Input shipping information
   b. Verify phone number, organization, and email are correct.
   c. Add additional Delivery Instructions if necessary
   d. Click Save to My Address Book if you frequently ship to this address.
   e. Click Save Changes
   f. Add Another Recipient if desired and click Save Changes again.
   g. Click on either Continue Shopping or Proceed to Payment
13. Payment

a. Choose a Payment Method and input the appropriate information. Payment options will vary based upon your organization and role settings.

b. Click on Place My Order
14. Order Confirmation
   a. Approvals
   b. Print
   c. Continue Shopping

Whether your order requires approval or not depends on your security settings. This example requires approval.
15. Confirmation emails
You will receive:
   a. A confirmation email
   b. Another email indicating if your request was approved
   c. Or denied.