Job Aid: Ordering State Standard Business Cards

Topic Overview

As part of the Digital Storefront myPrint enhancement effort, the project team reviewed all customer products. The findings reflected the use of the same business card template, which resulted in making a category for state standard envelopes to eliminate duplication.

This job aid is for end-users who order state standard business cards. This includes the following organizations:

| Department of Enterprise Services (DES) | Department of Financial Institutions (DFI) | Department of Agriculture (AGR) | Washington State Arts Commission (ARTS) | Bond Retirement and Interest Board (BRI) | Board of Tax Appeals (BTA) |
| Cascadia Community College (CAS) | Commission on Judicial Conduct (CJC) | Coart of Appeals (COA) | Department of Commerce (COM) | Department of Archaeology and Historic Preservation (DAHP) | Department of Early Learning (DEL) |
| Department of Services for the Blind (DSB) | Department of Social and Health Services (DSHS) | Department of Fish and Wildlife (DFW) | Department of Health (DOH) | Department of Licensing (DOL) | Department of Retirement Services (DRS) |
| Volunteer Firefighters Board (FIR) | General Administration (GAE) | Department of Veteran Affairs (DVA) | Department of Ecology (ECY) | Environmental and Land Use Hearing Office (EHO) | Department of Employment Security (ESD) |
| | | | Parks and Recreation (P.R, REC) | | |

www.des.gov/services/PrintingMail | www.des.wa.gov
<table>
<thead>
<tr>
<th>Business Enterprises (OMW, OMWBE)</th>
<th>⬤ Pollution Liability Insurance (PLI)</th>
<th>⬤ Department of Printing (PRT)</th>
<th>⬤ Recreation and Conservation Office (RCO)</th>
<th>⬤ Department of Revenue (REV)</th>
<th>⬤ School for the Blind (SFB)</th>
<th>⬤ School for the Deaf (SFD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>⬤ State Investment Board (SIB)</td>
<td>⬤ Sentencing Review Board (SRB)</td>
<td>⬤ Transportation Commission (TRC)</td>
<td>⬤ Utilities and Transportation Commission (UTC)</td>
<td>⬤ Washington Technology Solutions, Consolidated Technology Solutions (WaTech, CTS))</td>
<td>⬤ Washington Student Achievement Council (WSAC)</td>
<td></td>
</tr>
<tr>
<td>⬤ Washington State Patrol (WSP)</td>
<td>⬤ Workforce Training and Education (WTB)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Navigation:**
https://prtonline.myprintdesk.net/DSF/

1. Using a web-browser access myPrint at [https://prtonline.myprintdesk.net/DSF/](https://prtonline.myprintdesk.net/DSF/)

2. Click on Business Card
3. Select either State Standard Business Card (Blue) or State Standard Business Card (Green) by clicking on BEGIN. This will open the business card purchase dialog box.
4. Select your product type:

5. Click on BEGIN. This will bring you to a personalization dialog box.

You can configure the business card to suit your needs using this drop-down box.
6. Complete the fields. An asterisk (*) indicates required field.
   a. **Job Name** - Use a unique name to identify the product you are ordering. This makes re-orders easier.
   b. **Quantity** - Note Can only be ordered in increments provided in the drop-down list.
   c. **Recycle Bug** – Means the use of recycled materials
   d. **Union Bug** - Means that employees who design the product being printed are represented by a labor union.
   e. **Enter information for the business card** paying attention to the layout (top, left, right, etc.)

7. Click on **Update Preview**.
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
   c. Proceed to Checkout – Note: if you select this option, you have to set the Due Date first.

You must select a Due Date before you can proceed with your order
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. (step not shown as it will appear after you select Due Date) Click on Proceed to Checkout
11. 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
12. 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
13. 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.
14. Confirmation emails

You will receive:

a. A confirmation email
b. Another email indicating if your request was approved
c. Or denied.