JobAid: Ordering State Standard Envelopes

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

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<th>Organization</th>
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<tr>
<td>Commission on Asian-Pacific American Affairs (AAA)</td>
<td>Accountancy Board (ACB)</td>
<td>Department of Agriculture (AGR)</td>
<td>Washington State Arts Commission (ARTS)</td>
<td>Bond Retirement and Interest Board (BRI)</td>
<td>Board of Tax Appeals (BTA)</td>
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<td>Cascadia Community College (CAS)</td>
<td>Commission on Judicial Conduct (CJC)</td>
<td>Court of Appeals (COA)</td>
<td>Department of Commerce (COM)</td>
<td>Department of Archeology and Historic Preservation (DAHP)</td>
<td>Department of Early Learning (DEL)</td>
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<td>Department of Enterprise Services (DES)</td>
<td>Department of Financial Institutions (DFI)</td>
<td>Department of Fish and Wildlife (DFW)</td>
<td>Department of Health (DOH)</td>
<td>Department of Licensing (DOL)</td>
<td>Department of Retirement Services (DRS)</td>
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<td>Department of Services for the Blind (DSB)</td>
<td>Department of Social and Health Services (DSHS)</td>
<td>Department of Veteran Affairs (DVA)</td>
<td>Department of Ecology (ECY)</td>
<td>Environmental and Land Use Hearing Office (EHO)</td>
<td>Department of Employment Security (ESD)</td>
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<td>Industrial Insurance Appeals (IND)</td>
<td>Liquor and Canibis Control Board (LIQ, LCB)</td>
<td>Labor and Industries (L&amp;I)</td>
<td>Washington State Lottery (LOT)</td>
<td>Military Department (MIL)</td>
<td>Office of Administrative Hearings (OAH)</td>
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<td>Business Enterprises (OMW, OMWBE)</td>
<td>Department of Printing (PRT)</td>
<td>Recreation and Conservation Office (RCO)</td>
<td>Department of Revenue (REV)</td>
<td>School for the Blind (SFB)</td>
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<td>State Investment Board (SIB)</td>
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1. Using a web-browser access myPrint at https://prtonline.myprintdesk.net/DSF/
2. Click on Envelope
3. Select any of the State Standard envelope options by clicking on BEGIN. This will open the envelope purchase dialog box.
4. Select your product type:

**Barnotch Envelopes** – Have a notch in the window for bar encoding.

**Standard Window Envelopes** – Have the window placed at 7/8” from the bottom with a window size of 4 ½ “x 1 1/8”

**Custom Window Envelope** – Allows you to specify the window location in the envelope

**Double Special Window** – Allows you to specify the location of two windows in the envelope

**Regular – No Window** – Envelopes are a standard #10 envelope with no window.

5. Click on **BEGIN**. This will bring you to a personalization dialog box.
6. Complete the fields.
   a. Job Name - Use a unique name to identify the product you are ordering.
   b. Quantity - Can only be ordered in quantities indicated in the drop-down list.
   c. Print Options – Allows you to change the paper color and weight (thickness); add tint to the window.
   d. Select the number of lines for your address
   e. Union Bug – Means that employees who design the product that is being printed are represented by a labor union.
   f. Indicia markings are used as a substitute for stamps.
   g. Always type in State of Washington

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 click “**I Agree**” in order to move to your cart.

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:

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

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

f. Click on Save.

g. Click on Proceed to Checkout – step not shown
11. Checking out
   a. Input shipping information.
   b. Verify phone number, organization, and email.
   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.