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
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.
1. Complete all **Required Fields** (yellow highlighted cells and indicated with an *)

2. Complete additional fields as necessary (white cells)
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 the Terms and Conditions.

8. Click Continue.

We recommend following established best practices when choosing your password. Strong passwords will:

- Be at least 8 characters long,
- Contain an upper case letter,
- Contain a number from 1-9, and
- Contain a special character (@, %, !, #, $, ?)

You can select “Other” for security question and input your own Security Question and Answer here.

This Code expires after 90 seconds.
9. You will receive an email welcoming you to myPRINT/myFULFILLMENT

10. To complete your registration call the Customer Service Representatives at DES
    Andy Schoen 360.664.4335
    Linda Strait 360.664.4366

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!