myPrint
Innovative Print & Mail Solutions

Navigation: Using a web-browser access myPrint at https://prtonline.myprintdesk.net/DSF/

1. Click the **drop down arrow** beside your user name. Select **My Saved Files** from the sub-menu.

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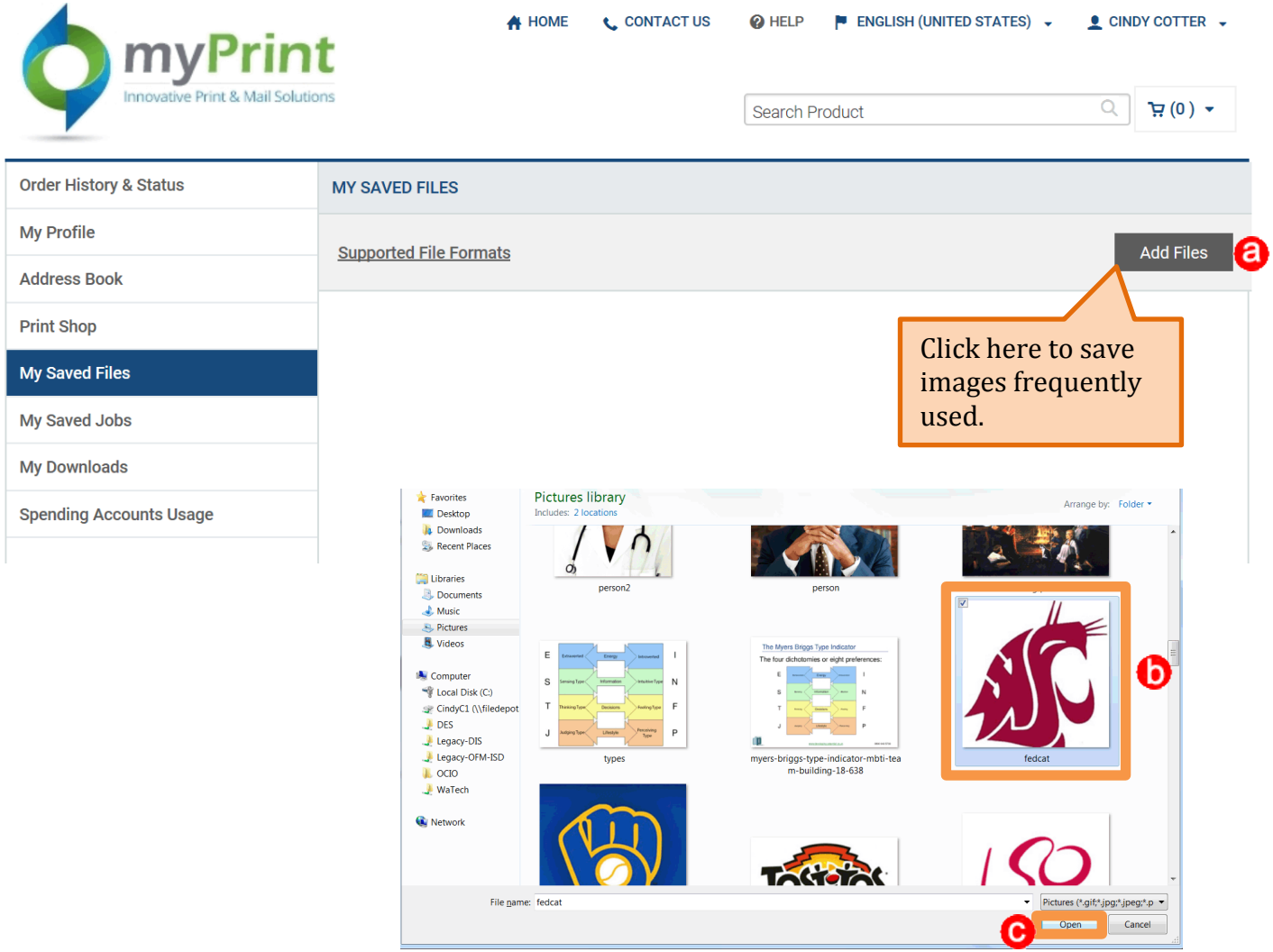
2. Use this to save images you will use often when creating print jobs. To add files you:

a. Click **on Add Files**
b. Navigate **to file location** and click **on the file** to select it.
c. Click on **Open**



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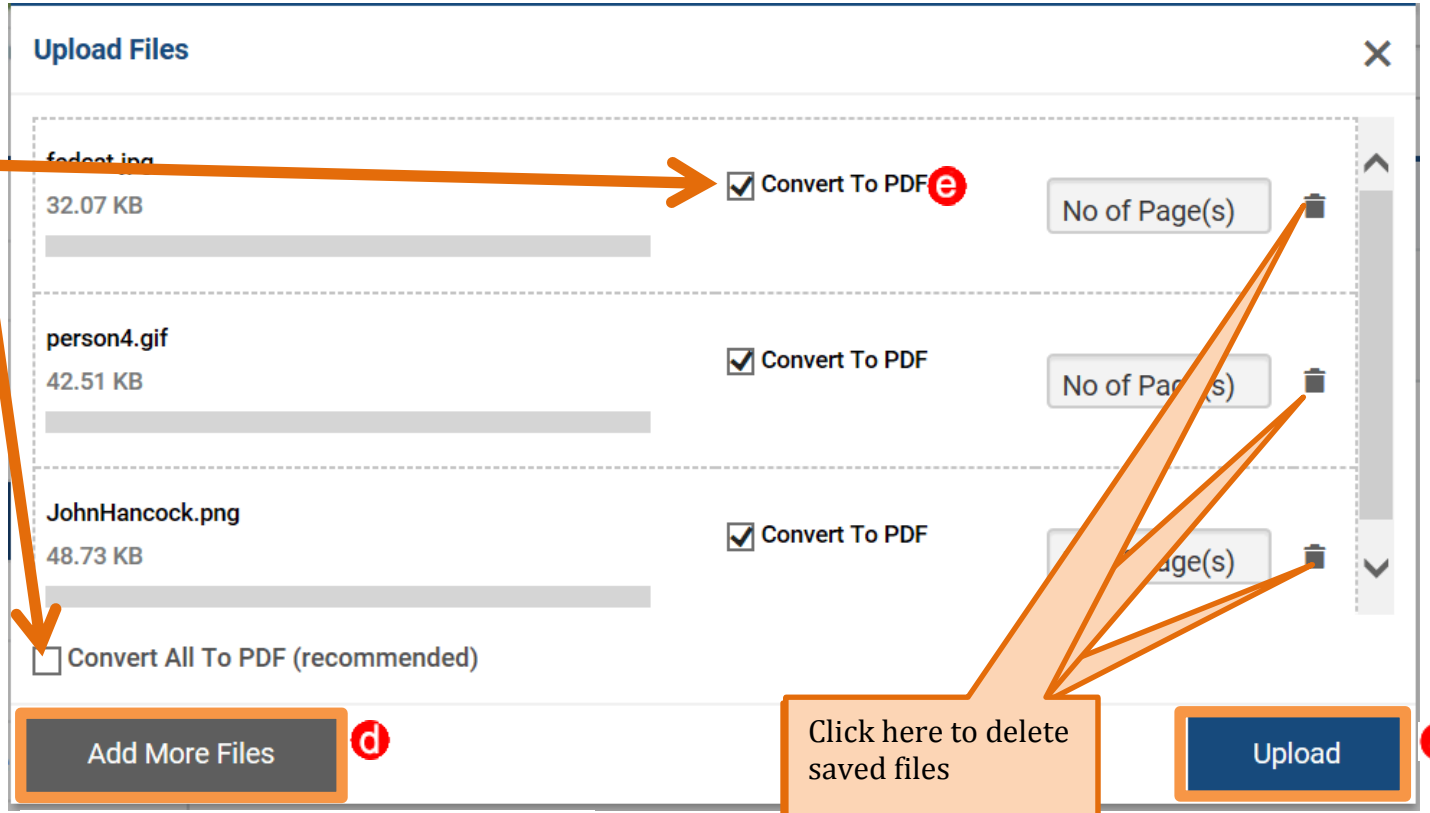
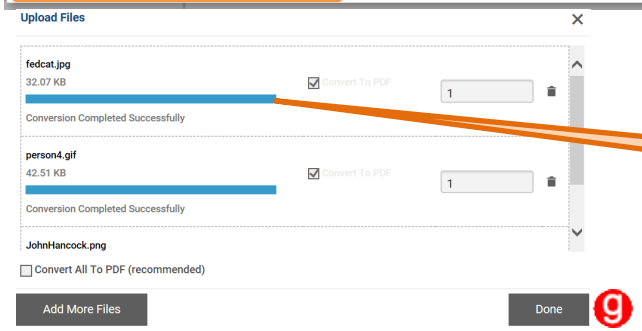
d. Click on **Add More Files** to add additional files
e. Click on either **Convert to PDF** or **Convert All to PDF** (PDF conversion is recommended)
f. Click on **Upload**
g. Click **Done** once the upload has completed





This bar indicates the file upload progress