

# New User Instructions for Placing Online Business Card Orders with Five Thousand Forms

Welcome to online ordering for your business cards! Please use CHROME or FIREFOX as your browser. Internet Explorer is being phased out; as a result, sometimes there are issues online with this browser.

- Go to our website, www.givemefive.com
- Click the "eCommerce Log In" button at the top of the first screen.



Mark this page as a "favorite" so you can go directly to this page in the future.



#### \*FIRST TIME USERS:

Enter your login information.

Your initial user name is <a href="mailto:buyer@esu.edu">buyer@esu.edu</a>
and your password is "<a href="cards"</a>. Then click "Enter".

(The user name and password are not case sensitive.)

#### \*RETURNING BUYERS:

Enter your user name (your email address) and the password you previously chose.

If you forgot your password, use the "RETRIEVE PASSWORD" tool!





New users: You will be prompted for your email address and then your name and password (you

choose). This allows you to be automatically set up as a user. Whenever you go online to order from us in the future, <u>use your email and the password</u> you chose to get right to the ordering screen!

	A valid email address is required.	
E-mail:	jdoe@ppweb.com	
	New account setup.	
* First Name:	Jane	
Middle Initial:	E	
Last Name:	Doe	
* Phone:	111-111-1111	
	Enter a password for account acces	SS.
Password:	•••••	(6-25 characters)
Re-Type Password:	•••••	
	Continue	

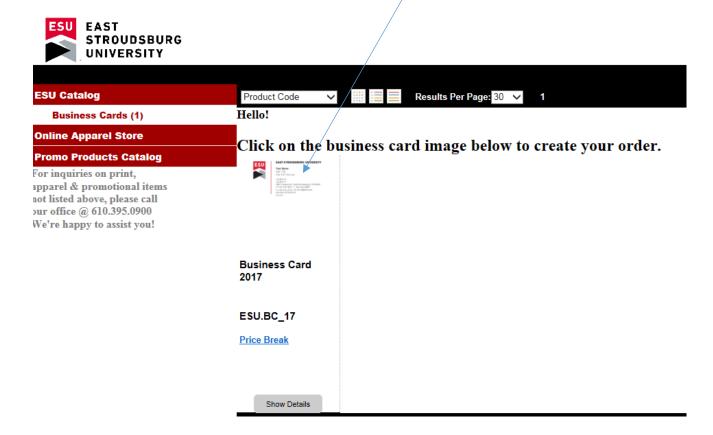
### Click on the ESU catalog to start







## Click on "Business Card, as shown below, to start ordering...







Create your business card by filling in the fields.

Then **PREVIEW PDF** to proof your card. Close the PDF when done & **SELECT** quantity. NOTE: *If your proof is small, disable your popup blocker for our site.* 

	HISTORY will start new with the After your order is placed or you the history will be saved.	
	Product Details Order Tab	
•	Always click "Save Info" so your data is saved :)	^
Preview PDF	Start new history with the new design.  Select from history ▼ SAVE INFO!	
	Only doctorate degrees and licenses are allowed after the name.  No Master's Degrees are to be listed	
	Name	
	Title	
Select Quantity 2	2nd Title Line	1
Click here to select	Location	]
quantity	The 200 Prospect Street address automatically prints on all cards in this area.	
quarterey	Additional Location Line	
	Phone Label 1	
	None ▼	
	Phone 1	
	Phone Label 2- 1 lower case letter	
	None ▼	
	Phone 2	
		~
	1 lower case letter	
*GL Cd Cost Center Fund Cd	& Cost Center Fund code, for billing:	

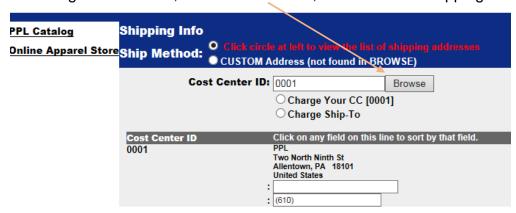
This is a required field!





Next review the **SHIPPING tab** for accurate delivery.

To change the address, click on BROWSE; then SELECT shipping address

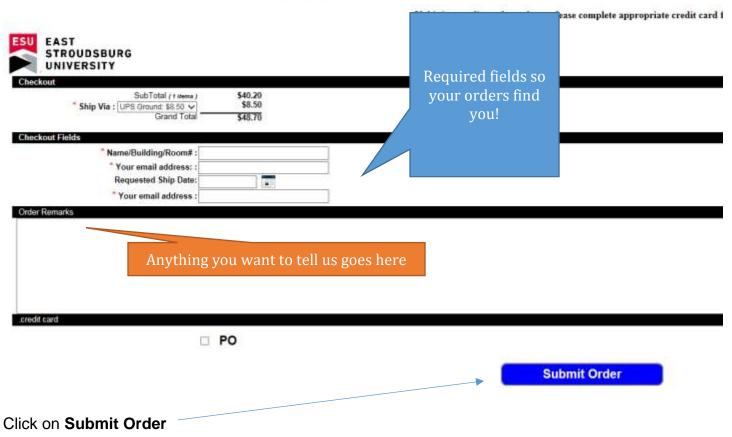


When finished ordering, go to the **VIEW CART** tab on the right If a change is needed on a business card, you can now go back and EDIT from this screen.

If all is okay, continue to the **CHECKOUT** tab on the right.







You will receive an immediate order acknowledgement that says your order is Pending Approval. We will not receive your order to process until the order has been approved internally at ESU. You will receive a 2<sup>nd</sup> notification of approval or rejection of your order.

If you have any questions, please don't hesitate to call our office. Our Customer Service team is happy to assist you!

Sincerely,

Rosemary Kokolus eCommerce Manager 610.395.0900, x288

