



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 buyer@esu.edu
and your password is “cards”. 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!

610.395.0900

Custom Print, Promotions & Apparel





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, use your email and the password you chose to get right to the ordering screen!**

A valid email address is required.

E-mail:

New account setup.

* First Name:

Middle Initial:

Last Name:

* Phone:

Enter a password for account access.

Password: (6-25 characters)

Re-Type Password:

Click on the ESU catalog to start

ESU Catalog
Online Apparel Store
Promo Products Catalog

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



ESU Catalog

Product Code

Results Per Page: 30 1

Business Cards (1)

Hello!

Online Apparel Store

Promo Products Catalog

For inquiries on print, apparel & promotional items not listed above, please call our office @ 610.395.0900 We're happy to assist you!

Click on the business card image below to create your order.



Business Card 2017

ESU.BC_17

[Price Break](#)

Show Details

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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.

Item No. ESU.BC_17
Business Card 2017

Preview PDF

Select Quantity ?
Click here to select quantity

HISTORY will start new with the new design. After your order is placed or you "Save Info", the history will be saved.

Product Details | **Order Tab**

Always click "Save Info" so your data is saved :)

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

2nd Title Line

Location

The 200 Prospect Street address automatically prints on all cards in this area.

Additional Location Line

Phone Label 1

Phone 1 - -

Phone Label 2- 1 lower case letter

Phone 2 - -

1 lower case letter

Enter your General Ledger# & Cost Center Fund code, for billing:

*GL Cd Cost Center Fund Cd

This is a required field!

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Next review the **SHIPPING** tab for accurate delivery.
To change the address, click on **BROWSE**; then **SELECT** shipping address

PPL Catalog **Shipping Info**

Online Apparel Store **Ship Method:** Click circle at left to view the list of shipping addresses
 CUSTOM Address (not found in BROWSE)

Cost Center ID:

Charge Your CC [0001]
 Charge Ship-To

Cost Center ID	Click on any field on this line to sort by that field.
0001	PPL Two North Ninth St Allentown, PA 18101 United States : : (610)

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.



Checkout

SubTotal (1 items)	\$40.20
* Ship Via : UPS Ground: \$8.50	\$8.50
Grand Total	\$48.70

Checkout Fields

* Name/Building/Room# :

* Your email address :

Requested Ship Date:

* Your email address :

Order Remarks

credit card

PO

Required fields so your orders find you!

Anything you want to tell us goes here

Submit Order

Click on **Submit Order**

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 2nd 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

