BUSINESS CARD ORDERING

• Go to: https://ESU.EasyCardDesigner.com

• Click on a business card template to start your order.

• Enter your personal information into the boxes below the image of the card.
  • Click “View Changes” to see an immediate proof.
  • Be sure to delete any information that is not needed on your card.
  • Click “Card is OK Continue” once your card is filled out correctly.

• Proof Screen: Please be sure to proof your card very carefully.
  • If card is correct, Click the “Continue” button to proceed to the register screen.
  • If card is incorrect, Click the “Modify” button to make corrections.

• Register your account.
  • Create a user name and password for your account.
  • Add a shipping address for your order.

• Shopping Cart & Order Details
  • Double check all order details are correct.

• Click the “Request Approval” button once your order details are correct.
  • Your order will now go through an administrator approval process.
  • Once your card is approved and submitted to manufacturing, you’ll receive an email confirmation. You’ll receive another email notification once your cards have shipped out.

• Orders are sent to Greg Knowlden for final approval.

If you have any questions regarding company guidelines or the approval process, please contact:

Greg Knowlden: gknowlden@esu.edu • 570-422-3062

If you have any questions regarding the online ordering system:
Please Email: ECDSupport@CardAdmin.com (or) Call us at: 888-429-8372