



EAST STROUDSBURG UNIVERSITY

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 you 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