



MARKETING • PRINT • MAIL

Instructions for using the GVSU/Allegra on line ordering system

1. Click on the link below or enter the following address into your web browser.
<http://PrintNotify.com/Go.asp?L=L&P=4481&G=104958>
2. On the sign up page, click the button “I am a new customer”, then enter your email address, click the sign up button.
3. Create a password. (Remember your password if you need to enter it the next time you log in).
4. Continue to fill out the profile information. In the “**Branch**” field, type your college department name.
5. Check the box “**Remember me**” if you want to be automatically signed in the next time you log onto the site.
6. Click the “Sign Up” button.
7. Do not use the “First Time User Instruction” tab.

Placing Your Order:

1. Click on “**Send Files & Orders**” in the middle of the screen.
2. Click on the pull- down arrow under “**Make a selection from the list below**”.
3. The “**Project Name**” name field is used for sorting your orders after you have placed them. Please enter the name that will appear on the business card in this field.
4. Your Branch (department) name should be automatically populated in the field. If it is not, click on “Review or change your contact information” link, click on contact information and type your department name in the branch field. Click “**Save**”, then close. Refresh the page.
5. **NEW FOAP Number field location:** Enter your FOAP Number.
6. Select the quantity.
7. Type any special instructions, in the special instructions note box.
8. Select the appropriate address choice from the pull-down menu for the backside of the business card.
9. Under “**Business Card Customization**” select your Building address from the pull down menu, Continue completing the fields that you want to appear on the card.
10. When complete, click the “Update” or the “**View Proof**” button. **This is an exact representation of the text and text placement that will appear on your order.**
11. If you need to make changes, type the new information and click the “Update” button to view the proof.
12. When your proof is approved, click the “**Add to cart**” button at the bottom of the screen.
13. To order additional cards immediately, click the “Add to order” button. Or, you can come back to the order and add to it later by clicking the “**My Carts**” button.
14. When your order is complete, click the “**Check Out**” button.

Shipping & Billing Address Screen:

1. Fill in your contact information in the “**Shipping Address block**”. In the “**Billing Address block**”, click the button “**Same as shipping address**”. (The business cards will be billed to GVSU).
2. Click the “**Continue**” button.

Shipping:

1. Under “**Shipping Method**”, click the down arrow and select the appropriate deliver or shipping method.

Re-Order from history:

1. Click on the “My Jobs” tab.
2. Click on the “view items” under the cart date to see the project name of the card.
3. Click on the job number to place a re-order.
4. Click on “Reorder” next to the item name.

Production time:

- Orders received by Monday noon will be delivered/shipped on Thursday.
- If you need your order prior to Thursday, indicate the requested due date in the Special Instructions field.

Customer Service/Website Tech Support:

Shari Van Hartesvelt

svanhart@allegragr.com

616-248-4110