

Web-Powered PrintingSM Step-by-Step Guide

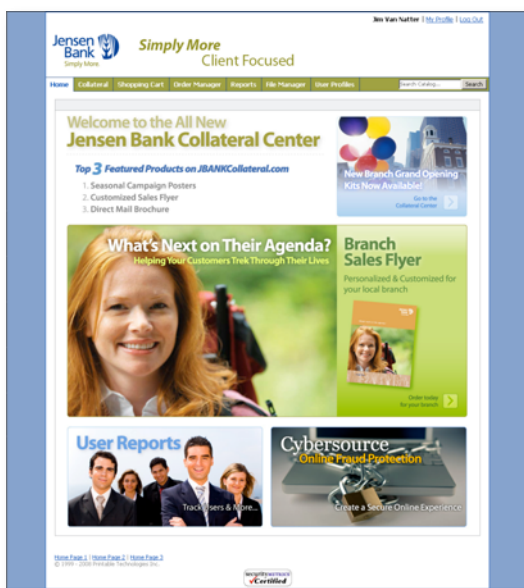
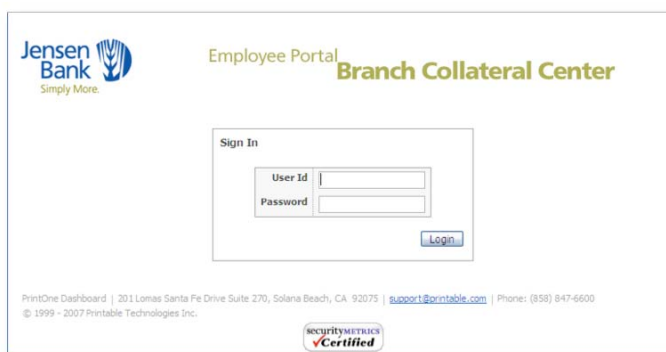
A Web-Powered Printing storefront functions much the same way as most online stores:

1. Choose a product from the catalog
2. Add it to your cart
3. Checkout

There are some specialized features to make the process easier for buyers, and some products can be customized. Below is an overview of the process with screenshots. More detailed explanations are available on each page of the site under the “Help” button.

Login

Authorized users can login to your company’s customized Web-Powered Printing storefront. The User ID is typically the user’s email address.



Home Page

After logging in, the first page you see is the home page. The page provides a place for your company to communicate with site visitors and can include featured products, as well as specific messages and reminders.

From here you can navigate to the rest of the site, including the Catalog, Shopping Cart, and Order Manager. Click on Catalog to begin the ordering process.

Catalog

From within the catalog, visitors can see all of the collateral available for printing. The navigation on the left of the page is organized by product and category. Categories show up as folders and by clicking on the folder, visitors can see all of the products available within the category.

Based on the type of collateral, it will have a button that says “Add to Cart” if it is static (cannot be customized) or “Version” if it can be customized. You can also click on the product image or name to see more details.

Jensen Bank Simply More. Employee Portal **Branch Collateral Center**

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Home | **Catalog** | Shopping Cart | Order Manager | Reports | File Manager | User Profiles | Search Catalog... | Search

Home » Catalog » Jensen

Shopping Cart
No items in cart.

Catalog (66)

- Automotive (6)
- Education (6)
- Financial (3)
- Forms (5)
- Food Services (9)
- Insurance (1)
- Jensen (3)**
 - Versioned Sales Flyer
 - Jensen Business Card
 - Variable Sales Brochure
- Marketing Collateral (10)
- Promotional Items (5)
- Real Estate (6)
- Stationery (11)
- Kits (1)

Products

Versioned Sales Flyer
Description: Branch Sales Flyer.
Qty: 1 5000
Price: \$1.25 \$5,000.00
[Version...](#)

Jensen Business Card
Description: Jensen Business Card. This card will fill with the information that is in your Profile.
Qty: 100 250 500 1000
Price: \$30.00 \$62.50 \$100.00 \$150.00
[Version...](#)

Variable Sales Brochure
Qty: 1
Price: \$0.75
[Version...](#)

PrintOne Dashboard | 201 Lomas Santa Fe Drive Suite 270, Solana Beach, CA 92075 | support@printable.com | Phone: (858) 847-6600
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Static Products

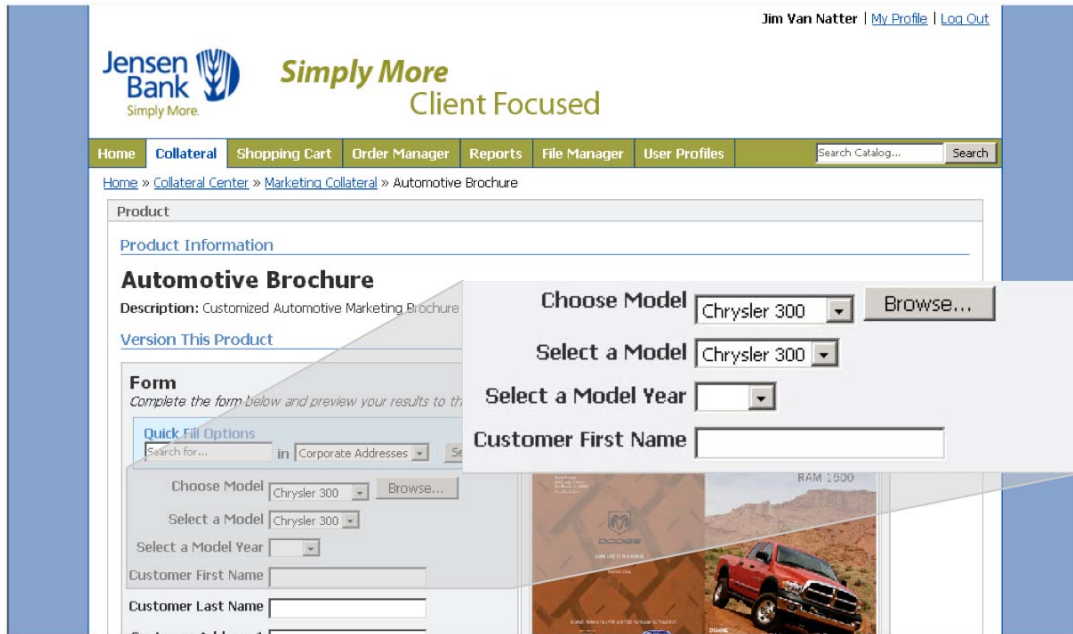
To order a static product (one that is not customized), simply choose a quantity and “Add to Cart”. Turnaround time will be noted for each item.

PACIFIC PLUS

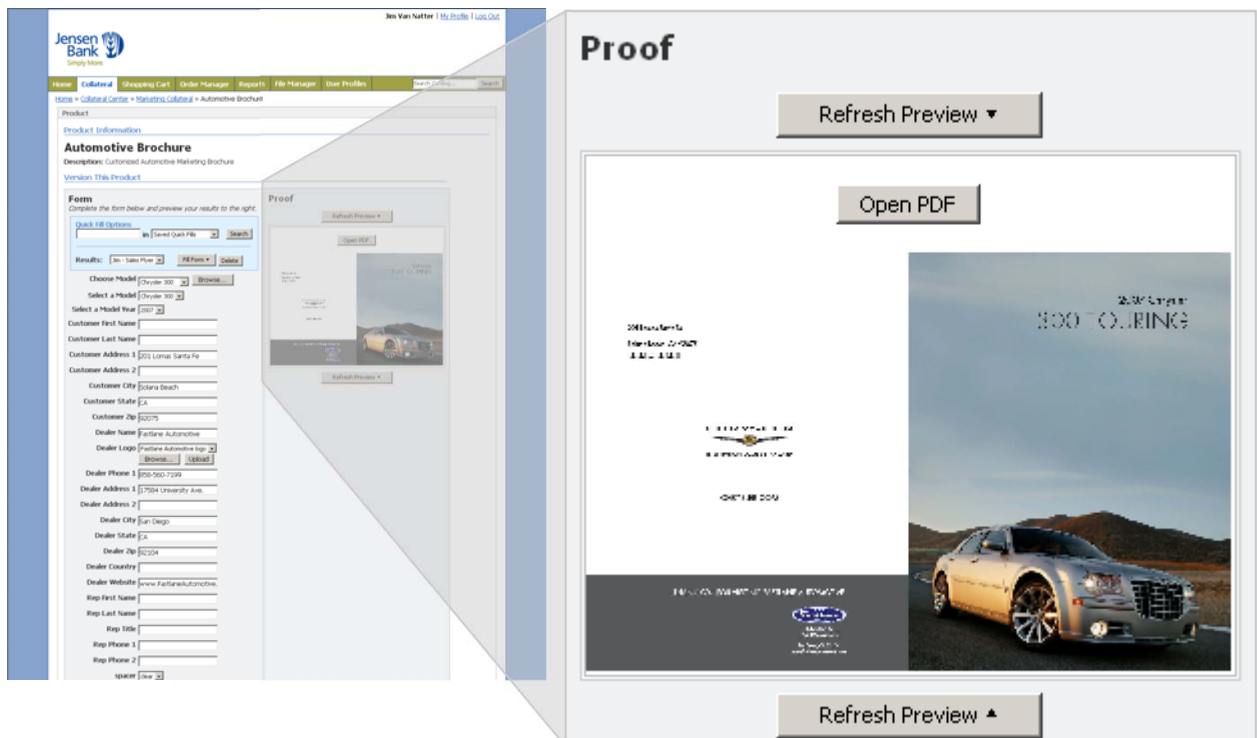
CAPTURE YOUR IMAGE. CAPTURE YOUR MARKET.

Versioned Products

Items can be quickly and easily customized (like a brochure), using drop down menus and completing text fields.



Once a visitor has customized a piece, it can be viewed and proofed as a PDF




Once the piece looks exactly the way you want it, select the desired quantity and “Add to Cart”. Then, continue to the shopping cart.

Shopping Cart

After choosing the products you want, you can view them in the shopping cart. From this page, you can change quantities or remove items. Once you have confirmed the products you want in the shopping cart, you can proceed to checkout.

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 **Employee Portal**
Branch Collateral Center

[Home](#) | [Catalog](#) | [Shopping Cart](#) | [Order Manager](#) | [Reports](#) | [File Manager](#) | [User Profiles](#) |

[Home](#) > Shopping Cart

Shopping Cart: Current


Thank you for adding Offer To Purchase Form to your cart

<input type="checkbox"/>	Products	Qty	Price
<input type="checkbox"/>	Jensen Business Card SKU: JBC--Tzipi_Netz Description: Jensen Business Card. This card will fill with the information that is in your Profile. - Tzipi_Netz	<input type="text" value="100"/>	\$30.00
<input type="checkbox"/>	401k Application SKU: 401k584 Description: Inventoried Item - Forms printed in triplicate on non-carbon NCR paper.	<input type="text" value="10"/>	\$20.00
<input type="checkbox"/>	Offer To Purchase Form SKU: OTPF412-e Description: Offer to purchase form, 8.5" x 11" 20lb stock. 2 sided. Stored in east coast warehouse	<input type="text" value="0"/>	\$0.00

Subtotal: \$50.00

[« Back To Catalog](#)

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Checking Out

To check out, simply complete the shipping and billing information.

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Home | Collateral | **Shopping Cart** | Order Manager | Reports | File Manager | User Profiles | Search Catalog... Search

1) **Shipping** → 2) Billing → 3) Confirm Order

Shopping Cart: Shipping

Choose Shipping Address: (All Products)

Use an Existing Address: Use a New Address (This order only):

Attn:
Jensen Bank HQ
123 Main Street
San Diego, CA 92116
USA
[Change Address](#)

OR

Company:
Attn:
Addr1:
Addr2:
Addr3:
Addr4:
City:
State:
Zip:
Country:

Choose Shipping Method: (All Products)

Products	Description	Ship To	Ship Method	Instructions	Qty	Shipping Price	Postage
<input type="checkbox"/> Automotive Brochure pt-9-	Customized Automotive Marketing Brochure -	Current	N/A	<input type="text"/>	1	\$0.00	\$0.00
<input type="checkbox"/> 401k Application 401-584	Inventoried Item - Forms printed in Intalcalite on non-carbon NCR paper.	Current	Local Pick-Up	<input type="text"/>	1	\$0.00	\$0.00


[Remove Selected](#) [Recalculate](#)

Subtotal:	\$3.30
Shipping:	\$0.00
Postage:	\$0.00
Tax:	\$0.00
Total:	\$3.30

[Back to Cart](#) [Continue Order](#)

After providing billing and shipping information, orders can be reviewed before submitting them.

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1) Shipping → 2) Billing → 3) Confirm Order

Confirm Order

Current Ship To Address Jensen Bank HQ 123 Main Street San Diego, CA 92116 USA [Change]	Purchase Order Number: Current Bill To Address: Jensen Bank HQ 123 Main Street San Diego, CA 92116 USA [Change]
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Items

1	Name	SKU	Qty	Price
	Automotive Brochure Description Customized Automotive Marketin...	pt-9- Cost Center 0231 - Branch [Change]	1	\$1.30
	Ship To 123 Main Street San Diego, CA 92116 USA [Change]	Ship Method N/A [Change]	Est. Weight	Shipping Price \$0.00
	Instructions	File(s) Attached	Postage \$0.00	
	2	401K Application Description Inventoried Item - Forms print...	1	\$2.00
	Ship To 123 Main Street San Diego, CA 92116 USA [Change]	Ship Method Local Pick-Up [Change]	Est. Weight 0.0010 Pounds	Shipping Price \$0.00
	Instructions	File(s) Attached	Postage \$0.00	

	Subtotal:	\$3.30
	Shipping:	\$0.00
	Postage:	\$0.00
	Tax:	\$0.00
	Total:	\$3.30

[Attach a File](#)

By checking this box, I confirm that each proof in my order has been reviewed thoroughly and approved.

Order Agreement

[Back to Billing](#) [Finish Order](#)

After clicking on “Finish Order”, your order is submitted to Pacific Plus to begin printing.