

# Digital Print Center Quickstart

## Self Registering

Use of the Digital Print Center requires registration so you can be connected to the correct catalog.

Go to <http://www.digitalprintcenter.net/childrens.pse>

1. To self-register, click on the Register link. The Create an Account page will appear.
2. In the Contact Information section, enter the information requested. Some special requirements:
  - Nickname should be the name you prefer to be called
  - **Company must be "Childrens"** (exactly as shown, case-sensitive, without quotes)
  - Please leave Cost Center Account Number field blank

In the Account Information Section:

- Enter your full name in the User Name field
  - Enter a password in the Password fields
  - Choose a security question and provide the answer to it
  - Check the box accepting the license agreement and then click Continue.
3. The Selected Print Shop screen will appear. Leave Digital Print Center selected and click Register. The Create an Account Confirmation screen will appear. Click on Get Started to begin ordering products.

You will receive an email confirming your account set up.

If you have any problems self-registering, please contact Customer Service toll free at 1-866-308-5462.

The Register link on the Log In page.

For cost savings, all orders are normally collected during the month and printed on the last working day of the month. For 3-day rush delivery, order the Rush Shipment Business Card and select your due date at checkout time. Otherwise, a due date is not required.

Home Help

### Login To Continue

User Name:

Password:

Remember User Name and Password

Login

**Register**  
Forgot your password?

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The Create an Account page.

For cost savings, all orders are normally collected during the month and printed on the last working day of the month. For 3-day rush delivery, order the Rush Shipment Business Card and select your due date at checkout time. Otherwise, a due date is not required.

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### Step 1 of 2 Create an Account

Contact Information

Nickname:

First Name:

Middle Name:

Last Name:

Address 1:

Address 2:

City:

State/Province/Region:

Zip/Postal Code:

Country:

Phone Number 1:

Phone Number 2:

Fax Number:

Title:

Company:

Department:

Cost Center Account Number:

E-Mail Address:

Account Information

User Name:

Password:

Re-enter Password:

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The Selected Print Shop page.

For cost savings, all orders are normally collected during the month and printed on the last working day of the month. For 3-day rush delivery, order the Rush Shipment Business Card and select your due date at checkout time. Otherwise, a due date is not required.

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### Step 2 of 2 Selected Print Shop

Choose the print shop nearest to you. Use the pull-down menus below to increase or narrow the results.

Show: 10 1-2 of 2 < Prev 1 Next >

Name	Address	City	State	Zip/Postal Code
<input checked="" type="checkbox"/> Digital Print Center Help	Digital Print Center	For help	PLEASE	call
<input type="checkbox"/> Franchises	Call	Cissy Neal	DIGITAL PRINT CENTER HELP	at toll-free number below

Register

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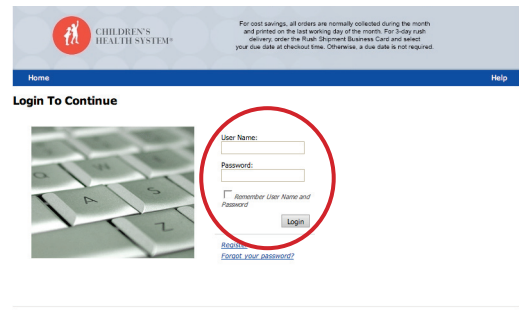
# Logging In

1. To log in, go to:  
<http://www.digitalprintcenter.net/childrens.pse>
2. Enter your User Name field and your password in the appropriate fields and click the Login button. Your company's Digital Print Center home page will appear.

Suggestion: You may want to click the Remember User Name box to speed the log in process for future orders.

If you have any problems logging in, please contact Customer Service toll free at 1-866-308-5462.

The Log In section of the Log In page.



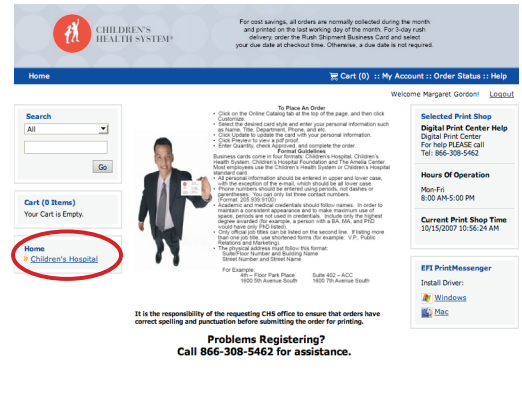
The link to the Main Catalog on the Home page.

# Placing a Business Card Order

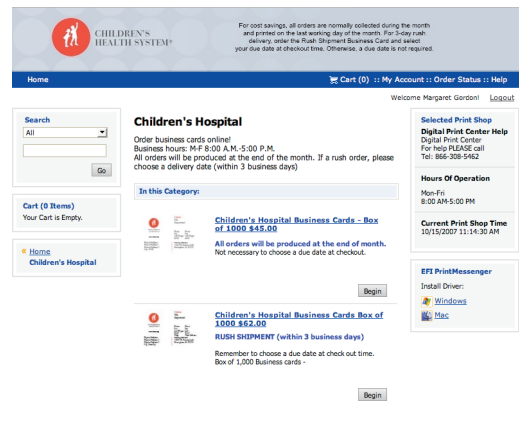
There are two listings for business cards in the Main Catalog. The first is for a normal turnaround schedule, which means your order will be held and printed on the last working day of the month. The second is for a rush order, which delivers in 3 business days.

1. Click on the Children's Hospital link in the Home section of the left navigation bar to view the Main Catalog.
2. Choose a business card based on the delivery schedule you require by clicking on the Begin button. The Personalization screen will appear.
3. Enter the number of boxes of 1000 business cards you want to order in the Quantity field.

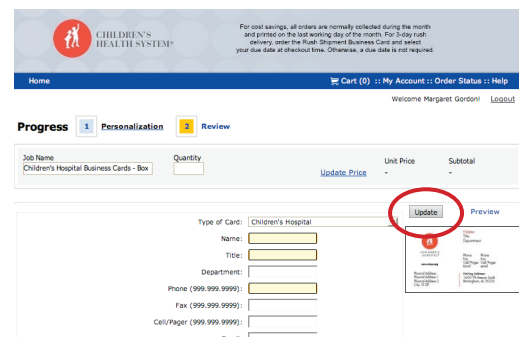
Example: If you want to order 3000 business cards, you would enter a quantity of 3 in the quantity field.



The Main Catalog page.



The update button on the Personalize page.



## Placing a Business Card Order (continued)

A pdf watermarked proof.

4. Choose the type of card you need from the dropdown menu. This will determine the format of the business card. Then enter all the personal information to be printed on the business card. Remember to type everything exactly as it should appear on the card. Additionally, the following formatting rules apply to keep the look of all Children's Hospital System cards consistent:

- All personal information should be entered in upper and lower case, with the exception of the e-mail, which should be all lower case.
- Phone numbers should be entered using periods, not dashes or parentheses. You can only list three contact numbers. (Format: 205.939.9100)
- Academic and medical credentials should follow names. In order to maintain a consistent appearance and to make maximum use of space, periods are not used in credentials. Include only the highest degree awarded (for example, a person with a BA, MA, and PhD would have only PhD listed).
- Only official job titles can be listed on the second line. If listing more than one job title, use shortened forms (for example: V.P., Public Relations and Marketing).
- The physical address must follow this format:  
Suite/Floor Number and Building Name  
Street Number and Street Name

For Example:

4th – Floor Park Place      Suite 402 – ACC  
1600 5th Avenue South      1600 7th Avenue South

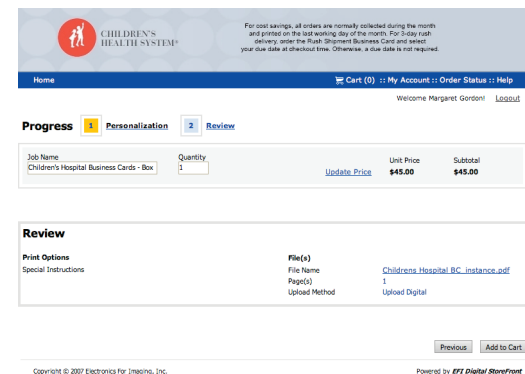
**It is the responsibility of the requesting CHS office to ensure that orders have correct spelling and punctuation before submitting the order for printing.**

Click on the Update button. Your personal information and chosen card format will be uploaded and flowed into the template (this takes a few seconds).

5. The image of the business card will be updated to reflect your information. To view a larger version (recommended), click on the Preview link. A full resolution pdf proof will appear.
6. You can add any special production instructions you may have in the Special Instructions field.
7. If everything looks good, click on the Next button to continue. The Review screen will appear.
8. Review your order quantity and click on the Add to Cart button to purchase. The Shopping Cart will appear.



Review order and Add to Cart.



9. On the Shopping Cart page, ignore the Requested Ship Date and Time section. Normal business card jobs will be produced on the last business day of the month. Rush business cards will ship in 3 business days.

## The Shopping Cart page.

Enter the ship to address, delivery method and any special delivery notes. Then click on the Checkout button. The Payment page will appear.

10. Enter your department code in the Cost Center field and click on the Next button. The final order review page will appear.

11. Review your entire order one last time. If everything looks good, click on the Place My Order button to officially place your order. An Order Confirmation page will appear that contains your order number and details.

If you want to print the confirmation for your records, click on the "Print this page" button.

That's it! You've placed a business card order through the Digital Storefront.

**Shopping Cart**

Requested Ship Date and Time: 10/18/2007 11:30 AM

Print Shop: Digital Print Center Help

Product	Quantity	Item Price	Item Total
Children's Hospital Business Cards - Box	1	\$45.00	\$45.00
			Subtotal: \$45.00
			Shipping: \$0.00
			Taxes: \$0.00
			<b>Total: \$45.00</b>

Recipient: Margaret Gordon, 801 Fifth Ave. S., Birmingham, AL 35233, United States

## The Payment page.

**Checkout** 1. Payment 2. Review

Payment Method: Accounting Codes

Cost Center: 12345

## The Order Review page.

**Checkout** 1. Payment 2. Review

Requested Ship Date and Time: 10/18/2007 11:30:00 AM CDT

Product	Quantity	Item Price	Item Total
Children's Hospital Business Cards - Box	1	\$45.00	\$45.00
			Subtotal: \$45.00
			Shipping: \$0.00
			Taxes: \$0.00
			<b>Total: \$45.00</b>

Payment Method: Accounting Codes

Cost Center: 12345

Recipient #1: Margaret Gordon, 801 Fifth Ave. S., Birmingham, AL 35233, United States

Products: Children's Hospital Business Cards - Box, Quantity: 1

## The Order Confirmation page.

**Thank you for your order!**

Order Confirmation

Order Number: 1662

Requested Due Date: 10/18/2007 11:30:00 AM CDT

Submitted on: 10/15/2007 11:33:25 AM CDT

Submitted by: Margaret Gordon, Tel: 205-226-8407

Products	Quantity	Item Price	Item Total
Children's Hospital Business Cards - Box	1	\$45.00	\$45.00
			Subtotal: \$45.00
			Shipping: \$0.00
			Taxes: \$0.00

# My Account

The My Account tab allows you to check the status of orders, change your user profile and password, and update your address book.

## The Profile page.

CHILDREN'S HEALTH SYSTEM®

For cost savings, all orders are normally collected during the month and printed on the last working day of the month. For 3-day rush delivery, order the Rush Shipment Business Card and select your due date at checkout time. Otherwise, a due date is not required.

Home Cart (0) My Account Order Status Help

Welcome Margaret Gordon! Logout

**My Account**

- Profile
- Address Book
- Order History & Status
- Files
- Saved Jobs

**Profile**

Nickname: Peggy  
Name: Margaret Gordon  
Title: Marketing  
User Name(Login ID): Peggy L. Gordon  
E-Mail Address: pgoron@ebcco.com  
Security Question: [Change](#)  
Company: Childrens  
Print Shop: Digital Print Center Help  
Address: Margaret Gordon  
302 197th Ave. S.  
Birmingham, AL 35233  
United States  
Phone Number 1: 205-226-8407  
Fax Number: 205-226-8607  
Password: [Change](#)

[Edit](#)

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## The Profile page.

CHILDREN'S HEALTH SYSTEM®

For cost savings, all orders are normally collected during the month and printed on the last working day of the month. For 3-day rush delivery, order the Rush Shipment Business Card and select your due date at checkout time. Otherwise, a due date is not required.

Home Cart (0) My Account Order Status Help

Welcome Margaret Gordon! Logout

**My Account**

- Profile
- Address Book
- Order History & Status
- Files
- Saved Jobs

**Order History & Status**

Time period: All Orders Show status: All Sort by: Due By

Printed Product Order Number: 1601 Order Date: 10/15/2007 11:33 AM Due Date: 10/18/2007 11:30 AM Status: User approval	Items: Children's Hospital Business Cards - Box of 1000 \$45.00	<a href="#">View Detail</a>
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