

## Self Registering

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

Go to <http://www.digitalprintcenter/sherwin.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
  - **Account must be "Sherwin"** (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 and email confirming your account set up.

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

The Digital Print Center Log In page.

1

The Create an Account page.

2

The Selected Print Shop page.

## Logging In

1. To log in, go to:

<http://digitalprintcenter.net/sherwin.pse>

2. Enter your email address into the User Name field, your password in the Password field 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 Cissy Neal toll free at 1-866-308-5462.

## Placing an Order

There are two types of products in the Main Catalog: those that are co-branded with Duron and those that are Sherwin-Williams only.

1. To place an order, first choose either the co-branded or Sherwin-only category from the Main Catalog by clicking the Browse button next to the appropriate category. The Category page will appear.
2. Click the Begin button next to the product you wish to order (there is currently just one product listed). The product page will appear. Note the quantity pricing breaks in the product description.
3. Enter a quantity in the quantity field. Pricing will be updated on your invoice.

Enter the personalization information requested. Browse for the correct builder logo. Select the two coupon specials you wish to have printed on the cards from the dropdown menus.

Enter any special production instruction in the Special Instructions field.

Click on the Next button. The Shopping Cart page will appear.

The Log In section.

The main catalog link on the home page.

The Main Catalog page.

The Personalize page.

## Placing an Order (continued)

- On the Shopping Cart page, select your due date by clicking on the calendar icon and then clicking on the date you would like your order to ship by. Click Save. (Orders are normally shipped within 1-2 business days.) Enter the ship to address, delivery method and any special delivery notes. Then click on the Checkout button. The Payment page will appear.
- Enter your account code in the Account Code field and click on the Next button. The Checkout page will appear.
- 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 an order through the Digital Storefront.

## The Shopping Cart.

**Shopping Cart**

Requested Ship Date and Time: 10/29/2007 4:00 PM

Print Shop: Digital Print Center  
For help, PLEASE call United States

Product	Quantity	Item Price	Item Total
Builder's Name and Horizontal Logo Kits Item Name: Builder's Name and Horizontal Logo Kits	50	\$5.50	\$275.00
			Subtotal: \$275.00
			Shipping: \$0.00
			Taxes: \$0.00
			<b>Total: \$275.00</b>

Recipient: Peggy Gordon  
Address: 801 5th Avenue South, Birmingham, AL 35233

## The Payment page.

**Payment**

Payment Method: Purchase Order

Account Code: 12345

Cancel Next >

## The Checkout page.

**Checkout**

Requested Ship Date and Time: 10/29/2007 8:00:00 AM CDT

Shop: Digital Print Center  
For help, PLEASE call United States

Product	Quantity	Item Price	Item Total
Builder's Name and Horizontal Logo Kits	50	\$5.50	\$275.00
			Subtotal: \$275.00
			Shipping: \$0.00
			Taxes: \$0.00
			<b>Total: \$275.00</b>

Payment Method: Accounting Codes  
Account Code: 12345

Recipient #1: Peggy Gordon  
Address: 801 5th Avenue South, Birmingham, AL 35233  
United States  
Tel: 205-323-1508

Method: LPS - Ground

Place My Order

## The Order Confirmation page.

**Thank you for your order!**

Order Confirmation

Order Number: 1637  
Requested Due Date: 10/29/2007 8:00:00 AM CDT  
Submitted on: 10/16/2007 3:57:48 PM CDT  
Submitted by: Peggy Gordon  
Tel: 205-323-1508

Order Status: User approved  
As of: 10/16/2007 3:57:48 PM CDT  
Digital Print Center Help  
Tel: 866-308-5462

Products	Quantity	Item Price	Item Total
Builder's Name and Horizontal Logo Kits	50	\$5.50	\$275.00
			Subtotal: \$275.00
			Shipping: \$0.00
			Taxes: \$0.00
			<b>Total: \$275.00</b>

Payment Method: Accounting Codes

Recipient #1: Peggy Gordon  
Address: 801 5th Avenue South, Birmingham, AL 35233  
United States  
Tel: 205-323-1508  
E-Mail: pggordon@duco.com  
Method: LPS - Ground

Delivery  
Orders ship in 12 business days.

## My Account

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

The My Account page.

The screenshot shows the 'My Account' page. At the top, there is a blue header with the Sherwin-Williams logo on the left and the Duron Paints & Wallcoverings logo on the right. Below the header, a navigation bar includes 'Home', 'Cart (0)', 'My Account', 'Order Status', and 'Help'. A user greeting 'Welcome Peggy Gordon' and a 'Logout' link are on the right. On the left, a 'My Account' sidebar lists: Profile (selected), Address Book, Order History & Status, Files, and Saved Jobs. The main content area is titled 'Profile' and contains the following information:

- Nickname: Peggy Gordon
- Name: Peggy Gordon
- User Name(Login ID): ppgordonw
- E-Mail Address: ppgordon@ebco.com
- Security Question: [Change](#)
- Company: Sherwin
- Print Shop: Digital Print Center Help
- Address: Peggy Gordon, 801 5th Avenue South, Birmingham, AL 35233, United States
- Phone Number 1: 205-323-1508
- Password: [Change](#)

An 'Edit' button is located at the bottom right of the profile information.

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The Order History page.

The screenshot shows the 'Order History & Status' page. It features the same header and navigation as the My Account page. The 'My Account' sidebar is visible on the left. The main content area is titled 'Order History & Status' and includes a table with the following controls and data:

- Time period: All Orders
- Show status: All
- Sort by: Due By
- Product Product: Order Number: 1617
- Order Date: 10/16/2007 3:57 PM
- Due Date: 10/23/2007 8:00 AM
- Status: Cancelled
- Items: Builder's Name and Horizontal Logo Kits
- Buttons: [View Detail](#) and [Reorder](#)

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