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.

3

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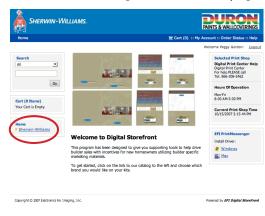
   Enter the personalization information requested. Browse for the correct builder logo. Select the two coupon specials you wish to have printed on the cards from the dropdown menus.

   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.
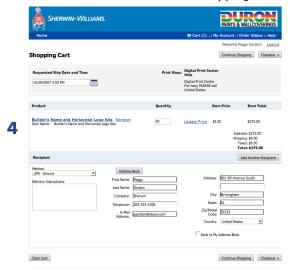

The Main Catalog page.

The Perosnalize page.

Placing an Order (continued)

4. 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.

5. Enter your account code in the Account Code field and click on the Next button. The Checkout page will appear.

6. 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.
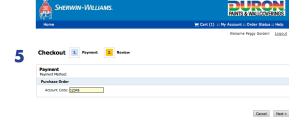
If you want to print the confirmation for your records, click on the "Print this page" button.

That's it! You've placed an order through the Digital Storefront.
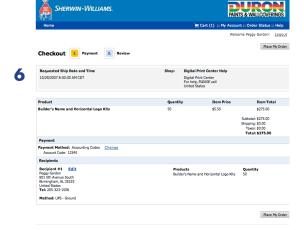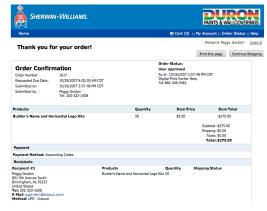
The Shopping Cart.

4

The Payment page.

5

The Checkout page.

6

The Order Confirmation page.

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.