



Office of Marketing and Communications

# **AmeriPrint Storefront Ordering Instructions**





# Ordering Instructions

**Congratulations on setting up your AmeriPrint Account!**  
**From here, you will follow steps to successfully place an order.**

- Please click the link below to begin:

<https://ulm.myprintdesk.net/DSF/Smartstore.aspx#!/CategoryHome/42>

- Click "Login" in the upper right corner.

*Enter your username and password and click login to proceed.*

A screenshot of a web browser's login form. The form is titled "Login" and has a close button (X) in the top right corner. It contains two input fields: "User Name" with the text "swashington" and "Password" with a masked password "\*\*\*\*\*". Below the password field is a blue "Login" button. At the bottom of the form, there is a link for "New User? Register".

**Login** X

User Name  
swashington

Password  
\*\*\*\*\*

Login

New User? [Register](#)



# Ordering Instructions

- You should now be at this screen.
- Click University of Louisiana Monroe on the right.

A screenshot of the AmeriPrint website. The top navigation bar includes links for HOME, CONTACT US, HELP, ENGLISH (UNITED STATES), and a user profile for SHANETTE WASHINGTON. The main header features the AmeriPrint logo (PRINTING AND IMAGING Signs • Printing • Promotions), a search bar labeled 'Search Product', and a shopping cart icon showing '(0)'. A left sidebar titled 'SHOP BY CATEGORY' has a 'View All' link and a highlighted 'University of Louisiana Monroe' category. Below this, under 'EFI PRINTMESSENGER', are links for WINDOWS (32BIT), WINDOWS (64BIT), and MAC. The main content area is dominated by a large blue banner for 'DIRECT MAIL SERVICES' with the tagline 'Reach your target customers.' and a decorative pattern of colorful squares. The footer contains the text 'Powered by EFI MarketDirect StoreFront v11.4.0.24946a', '© 2004-2020 Electronics For Imaging, Inc.', and links for 'Terms &amp; Conditions' and 'EFI Productivity Suite'.



# Ordering Instructions

- You have the option to select Institutional or Athletic Products.
- For this example, click browse on the Institutional Product.

## PLEASE NOTE

- ONLY choose to order the products that pertain to your department.

The screenshot shows the AmeriPrint website interface. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, and language selection (ENGLISH (UNITED STATES)). A user profile for SHANETTE WASHINGTON is also visible. Below the navigation bar is the AmeriPrint logo and a search bar labeled 'Search Product'. The main content area is titled 'UNIVERSITY OF LOUISIANA MONROE' and features a large circular logo. Below the logo, there is a 'VIEW BY:' section with two options: 'ULM INSTITUTIONAL PRODUCTS' and 'ULM ATHLETICS PRODUCTS'. The 'ULM INSTITUTIONAL PRODUCTS' option is highlighted with a blue 'BROWSE' button, while the 'ULM ATHLETICS PRODUCTS' option has a white 'BROWSE' button. On the left side of the page, there is a sidebar with 'All Categories' and a sub-section for 'University of Louisiana Monroe' containing 'EFI PRINTMESSENGER' with options for 'WINDOWS (32BIT)', 'WINDOWS (64BIT)', and 'MAC'.



# Ordering Instructions

- This example shows an Institutional Order Sample
- Click "Browse" on the letterhead below.

The screenshot displays the AmeriPrint website interface. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, and language selection (ENGLISH (UNITED STATES)). A user profile for SHANETTE WASHINGTON is visible. The main header includes the AmeriPrint logo (PRINTING AND IMAGING Signs \* Printing \* Promotions) and a search bar labeled 'Search Product'. A shopping cart icon shows 0 items.

The main content area is titled 'ULM INSTITUTIONAL PRODUCTS' and features a large ULM logo. Below the logo, there is a 'VIEW BY:' section with two product categories:

- ULM INSTITUTIONAL LETTERHEAD**: Includes a 'BROWSE' button.
- ULM INSTITUTIONAL ENVELOPES**: Includes a 'BROWSE' button.

A left sidebar contains a category tree with 'ULM Institutional Products' selected. Underneath, it lists 'EFI PRINTMESSENGER' with options for WINDOWS (32BIT), WINDOWS (64BIT), and MAC.



# Ordering Instructions

- You now have the option for a custom letterhead with your office information or a blank second sheet.
- Click “Buy Now” on the Institutional Letterhead

The screenshot displays the AmeriPrint website interface. At the top left is the AmeriPrint logo with the tagline 'PRINTING AND IMAGING Signs • Printing • Promotions'. A search bar is located at the top center, and a shopping cart icon with '(0)' is at the top right. The left sidebar contains a navigation menu with the following items: 'All Categories', 'University of Louisiana Monroe', 'ULM Institutional Products', 'ULM Institutional Letterhead' (highlighted in blue), and 'EFI PRINTMESSENGER' with sub-options for 'WINDOWS (32BIT)', 'WINDOWS (64BIT)', and 'MAC'. The main content area is titled 'ULM INSTITUTIONAL LETTERHEAD' and features a large image of a letterhead template with the ULM logo and a maroon header. Below this, the section 'IN THIS CATEGORY:' displays two product cards. The first card is for 'INSTITUTIONAL LETTERHEAD (3A)' with a 'BUY NOW' button and a description: '2 color print: PMS 202 Maroon and Pantone Cool Gray 10'. The second card is for 'INSTITUTIONAL LETTERHEAD 2ND SHEET (3B)' with a 'BUY NOW' button and a description: '20# Capitol Bond (25%) White Watermark only.'.



# Ordering Instructions

- For every order, please start with “Job Name”.
- Click in the area after the description and add your department name.

## TO CONTINUE

(with this sample)

- Select the quantity
- Select your department from the drop-down menu.
- Building, is your physical campus location.
- Extended Zip; every department has an extended zip of 4 numbers.
- Phone, fax and website if desired.

## NOTE

Other products will have different areas of information to be filled in.

**Institutional Letterhead (3A)**

Job Details

**\* Job Name**  
ULM Institutional LH\_3A

**\* Quantity** 500 **\* Pages** 1

**Personalization**

College, School or Program

Building

Extended Zip (4 digits)

Phone

Fax

Website  
ulm.edu

Unit Price \$0.26 Total Price \$129.39

Save Add to Cart



# Ordering Instructions

- When done adding information, click "Add to Cart".

**Institutional Letterhead (3A)** Edit in Fullscreen Review My Job Help Close

**Job Details**

\* Job Name  
ULM Institutional LH\_3A

\* Quantity: 500 \* Pages: 1

**Personalization**

College, School or Program  
41. Office of Marketing and Communications

Building  
University Library

Extended Zip (4 digits)  
2500

Phone  
318.342.5440

Fax  
318.342.5446

Website  
ulm.edu/omc

Office of Marketing and Communications  
UNIVERSITY OF LOUISIANA MONROE  
#TAKEFLIGHT

Unit Price \$0.26 Total Price \$129.39 Save Add to Cart



# Ordering Instructions

- Follow the instructions below.

The screenshot shows a web application interface for ordering institutional letterhead. On the left, a sidebar titled 'Job Details' contains the following information:

- Job Name:** ULM Institutional LH\_3A
- Quantity:** 500
- Pages:** 1
- Personalization:**
  - College, School or Program: 41. Office of Marketing and Communications
  - Building: University Library
  - Extended Zip (4 digits): 2500
  - Phone: 318.342.5440
  - Fax: 318.342.5446
  - Website: ulm.edu/omc

The main area displays a preview of the letterhead with a dark background and the ULM logo at the top. A white information dialog box is overlaid on the preview, containing the text: 'Update preview before adding to cart(click to update)' and an 'OK' button. At the bottom of the interface, the pricing is shown as 'Unit Price \$0.26' and 'Total Price \$129.39'. There are also 'Save' and 'Add to Cart' buttons.



# Ordering Instructions

- Now, zoom in and check your information for accuracy. If it needs to be corrected, this is the **ONLY** time to make changes.

## IF CORRECTIONS ARE NEEDED

Click the box with the pencil icon on the left.

## IF CORRECTIONS ARE NOT NEEDED

Click "Add to Cart"

**Institutional Letterhead (3A)** Edit in Fullscreen Review My Job Help Close

**Job Details**

\* Job Name  
ULM Institutional LH\_3A

\* Quantity \* Pages  
500 1

Print Options

**Office of Marketing and Communications**  
University Library | 700 University Avenue | Monroe, LA 71209-2500  
P 318.342.5440 | F 318.342.5446 | ulm.edu/omc

11 Inc

1 / 1 60%

Unit Price \$0.26 Total Price \$129.39 Save Add to Cart



# Ordering Instructions

- Read the disclaimer below and click "I Agree" if you are ready to place your order.

A screenshot of a printing software interface. On the left, a sidebar titled "Job Details" contains the following information: "Job Name" is "ULM Institutional LH\_3A"; "Quantity" is set to "500" and "Pages" is "1"; and there is a "Print Options" section. The main area shows a preview of a document header with the ULM logo and the text "Office of Marketing and Communications", "University Library | 700 University Avenue | Monroe, LA 71201-2500", and "P: (504) 234-4001 | F: (504) 234-4000 | ulm.edu/library". At the bottom of the interface, a status bar shows "Unit Price \$0.26" and "Total Price \$129.30". A white disclaimer box is overlaid at the bottom right, containing the text: "I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors." Below the text is a blue button labeled "I Agree".



# Ordering Instructions

- Review your items and click "Proceed to Checkout".

HOME CONTACT US HELP ENGLISH (UNITED STATES) SHANETTE WASHINGTON

**AmeriPrint**  
PRINTING AND IMAGING  
Signs \* Printing \* Promotions

Search Product (1)

**CART**

Selected Print Shop: AmeriPrint LLC

Products	Quantity	Unit Price	Total
 <b>ULM Institutional LH 3A</b> Item Name: Institutional Letterhead (3A)	500	\$0.26	\$129.39

Save for later Remove

Subtotal: \$129.39  
Taxes: \$11.65  
**Total: \$141.04**

Price subject to change.  
Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR CART **PROCEED TO CHECKOUT**

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EFI Productivity Suite



# Ordering Instructions

- Complete the shipping information below.

The screenshot shows the AmeriPrint website's shipping information form. The page has a navigation bar with 'HOME', 'CONTACT US', 'HELP', and a user profile 'SHANETTE WASHINGTON'. The AmeriPrint logo is prominently displayed. A progress bar at the top indicates three steps: 1. Shipping (active), 2. Payment, and 3. Finish. The main form area is titled 'Select a shipping address & shipping options'. It includes a 'SHIPMENT 1' section with a dropdown menu set to 'FedEx - Ground'. Below this is an 'ADDRESS' section with fields for 'First Name' (Shanette), 'Last Name' (Washington), and three 'Address Line' fields (University Library 205, 700 University Avenue, and an empty field). There are also fields for 'City' (Monroe), 'Country' (United States), and 'State/Province/Region' (LA - Louisiana). On the right side, a 'Products' table lists 'ULM Institutional LH\_3A' with a quantity of 500, a unit price of \$0.26, and a total of \$129.39. A summary table shows a subtotal of \$129.39, shipping of \$0.00, taxes of \$11.65, and a total of \$141.04. A note at the bottom of the summary table states 'Price subject to change.'

HOME CONTACT US HELP SHANETTE WASHINGTON

**AmeriPrint**  
PRINTING AND IMAGING  
Signs • Printing • Promotions

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

**SHIPMENT 1**  
Please select a shipment type:  
FedEx - Ground

**ADDRESS**  
[Add from Address Book](#)

\* First Name: Shanette

\* Last Name: Washington

Address Line 1: University Library 205

Address Line 2: 700 University Avenue

Address Line 3:

\* City: Monroe

Country: United States

\* State/Province/Region: LA - Louisiana

**Products**  
ULM Institutional LH\_3A  
Item Name: Institutional Letterhead (3A)

Qty	Unit Price	Total
500	\$0.26	\$129.39

Subtotal: \$129.39  
Shipping: \$0.00  
Taxes: \$11.65  
**Total: \$141.04**  
Price subject to change.



# Ordering Instructions

- Complete the shipping information below.
- Click “Proceed to Payment”

Address Line 1:  
University Library 205

Address Line 2:  
700 University Avenue

Address Line 3:

\* City:  
Monroe

Country:  
United States

\* State/Province/Region:  
LA - Louisiana

\* Zip/Postal Code:  
71209

Phone Number 1:  
3183425152

Company:  
University of Louisiana at Monroe

Email:  
swashington@ulm.edu

Delivery Instructions:

Save to My Address Book

You must click save to proceed with checkout.

**Total: \$141.04**  
Price subject to change.



# Ordering Instructions

- Enter PO Number "P0024084"
- Click "Place my Order".

The screenshot shows the AmeriPrint website's checkout process. The page title is "How would you like to pay?". The "PAYMENT METHOD" section has "PO Number" selected. The "PO NUMBER" field contains "P0024084". The "Products" section lists "ULM Institutional LH\_3A" with a quantity of 500, a unit price of \$0.26, and a total of \$129.39. The "Subtotal" is \$129.39, "Shipping" is \$0.00, and "Taxes" are \$11.65, resulting in a "Total" of \$141.04. A yellow arrow points to the "PLACE MY ORDER" button.

HOME CONTACT US HELP SHANETTE WASHINGTON

**AmeriPrint**  
PRINTING AND IMAGING  
Signs • Printing • Promotions

Shipping Payment Finish

How would you like to pay?

**PAYMENT METHOD**  
Please select a payment type.

PO Number

**PO NUMBER:**

\* PO Number:  
P0024084

**Products**  
ULM Institutional LH\_3A  
Item Name: Institutional Letterhead (3A)

Qty	Unit Price	Total
500	\$0.26	\$129.39

Subtotal: \$129.39  
Shipping: \$0.00  
Taxes: \$11.65  
**Total: \$141.04**  
Price subject to change.

CONTINUE SHOPPING PLACE MY ORDER

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