The Plus OnLine Stationery

Instructions:

1) Go to www.theplus.com.

2) The site will ask for a "Login ID", "Username", and "Password". Login using the login information below:

> Login ID: wartburg
> Username & Password: first initial, last name – all lowercase, no spaces

NOTE: Logins are case sensitive!!

3) The first time you place an order, click "New Order". Type the first and last name of the person whose cards are being ordered, then click on the "Next" button. (The middle name field is provided for those who may have 2 or more people with the same first/last name) The information you input here will be used to save this item in the reorder history for future orders.

Or if you are reordering cards, click "Reorder" and chose the first letter of the person's last name, find their name in the list and click on it.

> NOTE: Use the buttons on the bottom to navigate through the site.
> DO NOT hit the "Back" buttons on your browser!!

4) Choose the template needed from the list and click on the icon. Enter the variable information you need on the cards in the fields provided and choose your quantity.   If you chose "Reorder", the person's variable information should auto fill in the fields. You can edit this information as needed and choose your quantity. Then click the "Create Preview" button.

> NOTE: ***This is your proof!!*** Double check all information and spelling!

If you need to make corrections, click on the "Edit" button. This will take to the previous screen and you can make corrections. You will then need to preview the card again. Once you are ready to approve it, click on "Continue".

NOTE: If you need someone to approve the card before proceeding, you can right click on the image and either email the image or print the image. And until you are ready to continue, the order will be saved in the "Pending" section of the site as an "incomplete" order.

5) On the next screen you are reviewing your order up to this point. You can verify quantity, choose to preview the item, edit your information, or remove an item from your order.

You also may add an item to your order (additional lots of cards shipping to the same location, etc.) by clicking the "Add Item" button. When adding additional items, you will immediately be prompted to enter the "new" person's first and last name. Do not click on the Reorder button here. If it is a reorder of someone's card, you can fill in the first and last name of the person. Then it will take you to the product template list, which will show the items already ordered with a check mark. Choose the template needed for this 2nd order, and it should already contain your reorder info. Make any changes as needed and then "Create Preview" and continue as above.

Once all orders are entered, click the "Proceed to Shipping" button to enter your shipping information (and any billing info) to begin the process of finalizing your order.

6) On the shipping screen you will be asked to enter your shipping information in the fields provided, as well as the billing information. Click on the "Next" button to proceed. If there are required fields on this screen, you will not be able to proceed. Fields with missing information will contain a red asterisk and must be filled in before proceeding.

7) On this last screen, you once again can remove any items before finalizing the order. You will click on "Finalize Order" to finalize individual orders, or "Finalize All Orders" if you have entered multiple orders. This will complete your order(s) and send it on for production.

Additional Information:

Pending Orders
A "Pending Orders" button appears when there are orders that have not been complete and/or have not been finalized. A red notice stating "You Have Pending Orders" will appear at the top of the first page the next time you login. By clicking on the button, you will be able to see what names are pending. By clicking on a name you will then be able to go back in and review, complete, finalize or remove these orders. An order is not complete if you haven't clicked "Finalize Order".

The site will log you off after 60 minutes of inactivity. Any orders not completed will be held in "Pending".

Be sure to click the "Logout" button when finished with the site. This will ensure an error free login process.