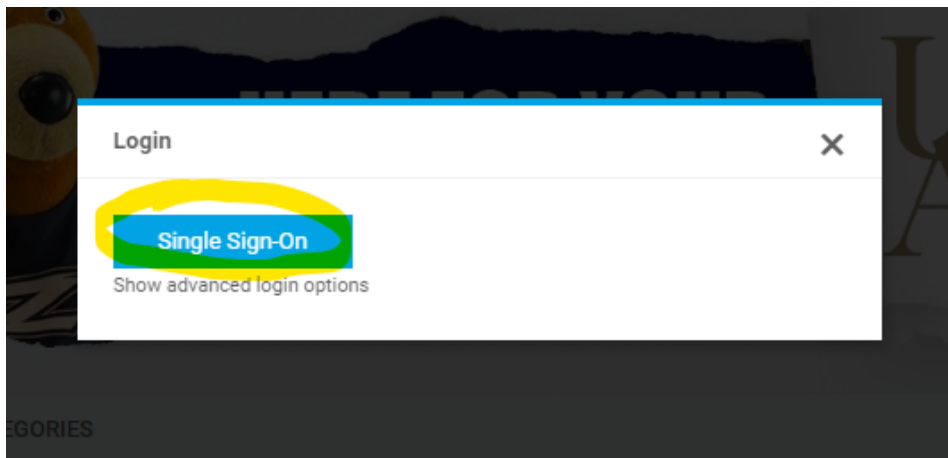
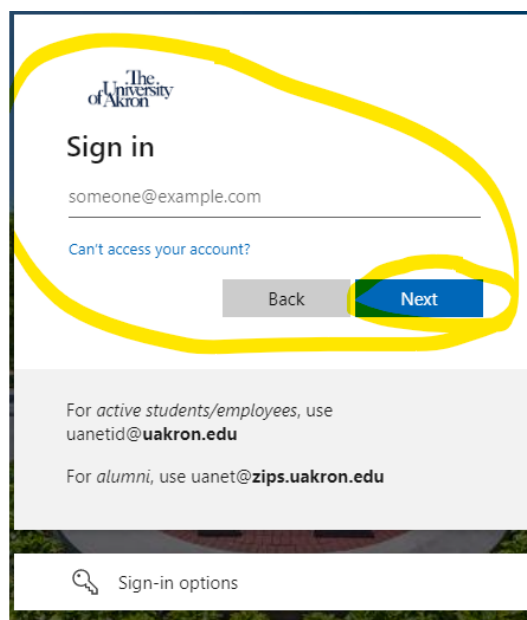


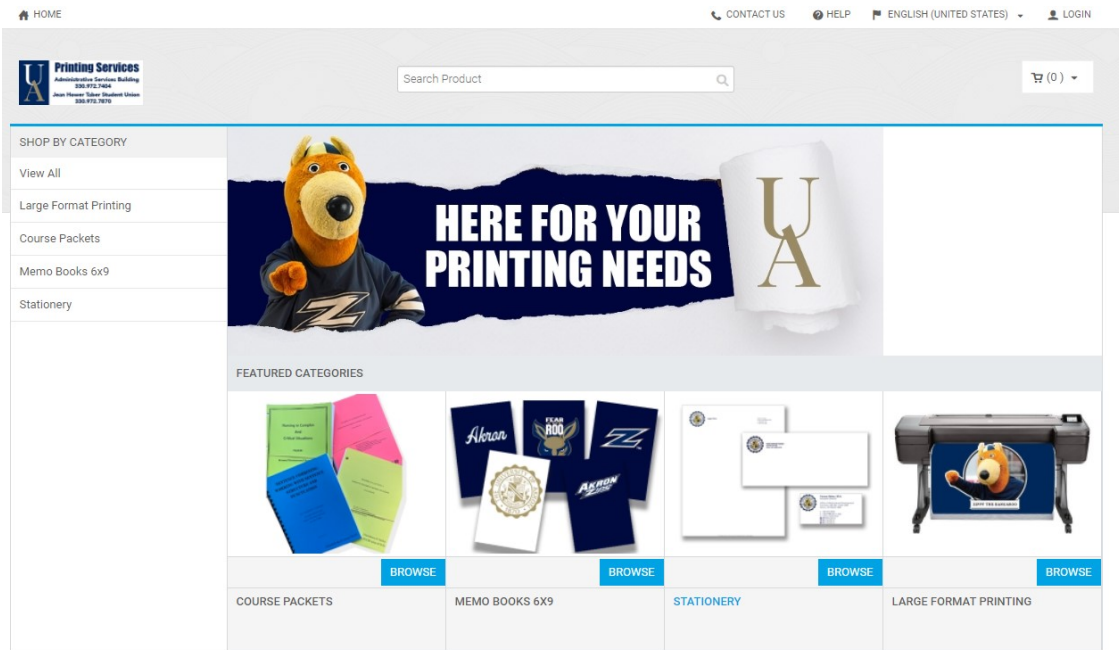
Step 1 - Click Login in Upper Right



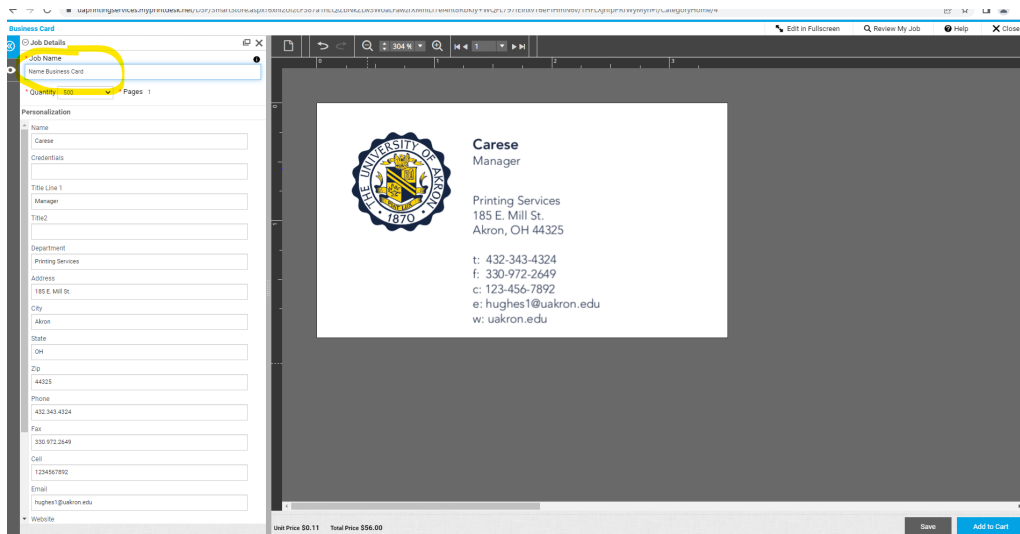
Step 2 - Click Single Sign-On



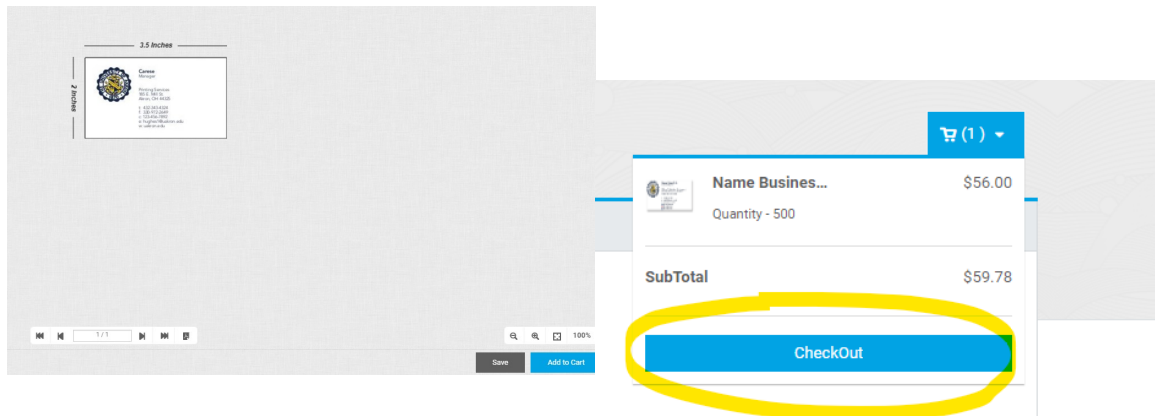
Step 3 - Takes you to UA Sign In (Use your UA login)



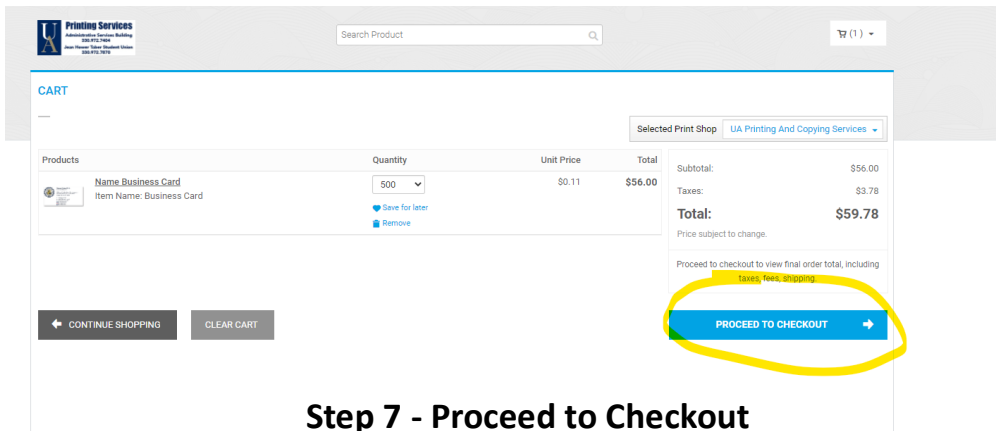
Step 4 - Select Product (Item)



Step 5 - Business Card for Example—Name the Job and Fill out Required Fields



Step 6 - You will get a preview screen, if OK hit Add to Cart and then Approve will pop-up Click Agree and then go to Check-Out



Step 7 - Proceed to Checkout

Select a shipping address & shipping options

*Your order contains estimated amounts; final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount.

SHIPMENT 1

Please select a shipment type.

Deliver

ADDRESS

Add from Address Book

* First Name:
Michael J

* Last Name:
Hughes

* Address Line 1:
[Text Field]

Address Line 2:
[Text Field]

Address Line 3:
[Text Field]

* City:
[Text Field]

Country:
United States

* State/Province/Region:
[Text Field]

* Zip/Postal Code:
[Text Field]

Phone Number 1:
[Text Field]

Company:
[Text Field]

Products	Qty	Unit Price	Total
Name Business Card	500	\$0.11	\$56.00

Subtotal: \$56.00
*Estimated Shipping: \$0.00
Taxes: \$3.78
Total: \$59.78

Price subject to change.

Step 8 - Click Delivery Method (Deliver for example) Fill out required fields

HOME CONTACT US HELP MICHAEL J HUGHES

Shipping Payment Finish

How would you like to pay?

*Your order contains estimated amounts; final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount.

PAYMENT METHOD

Please select a payment type.

Speed Type Credit Card Pay At Store

SPEED TYPE

309825

309825

Products	Qty	Unit Price	Total
Name Business Card	500	\$0.11	\$56.00

Subtotal: \$56.00
*Estimated Shipping: \$0.00
Taxes: \$3.78
Total: \$59.78

Price subject to change.

PLACE MY ORDER

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Step 9 - Pick Payment Method - If using Department Account Code

Please fill out 6 digit Number

Account Number without dash