HCRS
Online Ordering Instructions

CREATE AN ACCOUNT

Click on "***Create an Account***" and fill in all your information.

Please note that the address you enter on this page will become your default shipping address. If you would like to change your default shipping address or add another address later, simply click on the Profile link in the header and choose the **My Addresses** tab. Then click "***Add New Address***".

The address you are entering on the account page is <u>not</u> the address that will appear on your business card.

You will enter a password. This password will be your access to the order site for all future orders.

PLACING AN ORDER

STEP 1 – Log Into your Account

STEP 2 – Select Cards

Click the button labeled "***Select an Item"*** to see the menu of options. Click to select the card for your order.

STEP 3 – Select a Location

Click the button labeled "***Select a Location"*** to see the list of HCRS office locations. Click to select your location.

STEP 4 – Product Description Page

The **Product Description** page contains a description of the card you've selected, including a preview image. Here select the quantity you wish to order, and enter the **Shipping Contact** name.

To enter your personal information to the card, click "**Customize Order**".

STEP 5 – Customize Your Card

Please read the instructions on the form before entering your information.

All items marked with an asterisk (*) are required.

In fields on left side of page, enter the information to appear on the card.

To see the entered information on the card, click the "**Update Preview**" button. If you make any changes to the information you've entered, make sure to click the "**Update Preview**" to show the latest entered contact information.

Once you are satisfied with the information that you've entered, please check the "**Yes, I approve this document**" box at the bottom of the page, then click "**Add to Cart**" to proceed to **Shopping Cart**.

IMPORTANT NOTE: If you need to go back to edit the **Quantity** or **Shipping Attention to** name for this order, make sure to click the **Customize Order** or **Add To Cart** button, to save those changes.

STEP 4 – Shopping Cart

IMPORTANT NOTE: If you need to go back to edit the Quantity or Shipping Attention to name for this order, make sure to click the **Customize Order** or **Add To Cart** button, to save those changes.

Here you'll select the ship to address **FOR EACH CARD**, from the drop down list. If the address is not on the list, use "**Add New Address**." *Unfortunately, at this time, we can not deliver to P.O. Boxes.*

Once you've selected a Ship to Address, select your shipping method from the menu. Note, shipping rates will change as you switch between the different options.

If you selected "**Add New Address**" this will bring you to the **Settings** page. Click "**Add New Address**," again, enter the ship to address, and click "**Save**." This will save in your address book and add the address to the **Ship to** menu for future orders. To return to the shopping cart, click the "**Shopping Cart**" link at the very top of the page.

If you've entered a new address, please select it now, from the menu. Once you've selected the correct shipping address, click "Proceed to Checkout". If ordering additional cards on this order, click the Continue Shopping button .

STEP 5 – Checkout

If you have any special instructions, please enter them on this page in the "**Comments or other information**" text box.

Verify all your information on this page.

If you need to make any changes, click "**Edit quantities or shipping options**" button above the "**Submit Order**" button to return to the **Shopping Cart.** Click **Edit** (pencil icon) to make changes or click **Delete** (X icon) to remove the card from the order.

If all is correct, on the **Checkout** page, click "**Submit Order**" to complete your order.

REORDERING

To reorder – when you log on, click "**Order History**" at the top of the page.

Click "**Reorder**" on the previous order you would like to reorder.

You can then click "**Edit**" to make any changes to your order.

If no changes are needed, click "**Proceed to Checkout.**"