

Follow these instructions to order your printed materials.

If you do not have a User ID and Password, visit poscorp.com/uni to submit a request. Please contact University Relations at ur@uni.edu with any questions.

LOGIN Visit poscorp.com/login and enter the User ID and password provided by POS via email.

STEP 1 Click the **Web-2-Print** button.

TMARSHALL@POSCORP.COM). A green 'Web-2-Print' button is highlighted with a yellow arrow. Below the button is an 'All Items' section with a document icon."/>

Cart 0

POS Professional Office Services, Inc.
Your Partner in Patient Communication

Home A/R Detail Open Orders Recent Orders Account Info Help

Welcome

Customer Information

UNI - GENERAL UNIVERSITY
Customer 520322

POS Regional Territory Manager
TANNER MARSHALL
319.833.4967
TMARSHALL@POSCORP.COM

Web-2-Print

All Items









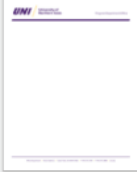





STEP 2 Click the **ORDER** button next to the item you'd like to order.

CUSTOMER INFORMATION

520322

UNI - GENERAL UNIVERSITY

CURRENT ITEMS


Item Description	Image Preview	Customize & Order
Business Card		
#10 Envelope		
#10 Envelope with Window		
A6 Envelope for Notecards		
Letterhead		
Notecard with UNI logo and Dept Name		
Notecard with UNI logo		

Please contact University Relations at ur@uni.edu with any questions.


STEP 3 Option 1 - If you are starting a new item, click the **CREATE NEW ITEM** button. After you have entered an item, it will be saved.

CUSTOMER INFORMATION

520322
UNI - GENERAL UNIVERSITY



CREATE NEW ITEM




OR

STEP 3 Option 2 - The next time you want to order, you can choose to **Edit, View, Order** or **Delete** previously ordered items. At this time the list is not able to be sorted by alpha order.

CUSTOMER INFORMATION

520322
UNI - GENERAL UNIVERSITY




CREATE NEW ITEM

EXISTING CUSTOMIZED ITEMS

Below is a list of the items you have created. You can view a PDF of your item by clicking the 'View' button. If you have changes to your item, click the 'Edit' button. To initiate your order, click 'Order'. You will have the opportunity to send a PDF for approval after clicking 'Ordering' if needed.

Name
TEST 1 - Business Card

CREATE NEW ITEM



Please contact University Relations at ur@uni.edu with any questions.

STEP 4 If you are **creating a new item**, you will need to name it. For business cards, we recommend using the name on the card. Please be as clear as possible. This will show on the invoice and reorder list.

After you have entered a name click **CONTINUE**.

CUSTOMER INFORMATION

520322
UNI - GENERAL UNIVERSITY

Item Name
Please enter a name for your new item. This will show in the list when needing to edit or re-order.

CONTINUE

STEP 5 Move your mouse/arrow over the editable areas and a box will appear, double click over the text to edit the information in each box. Click a third time to place the cursor in a specific location.

For each line, edit the information that needs to be updated. Please follow the sample format provided toward the bottom of the screen. If you make a mistake, you can use the **UNDO** button to undo individual changes (beginning with your most recent edit) or the **START OVER** button to begin with a fresh template.

Click on the **PREVIEW** BUTTON above to see the file that will be printed.

Please follow the format and style of the template provided here. Orders that do not follow this approved template may be rejected. Use the guide below for reference.

Your information must be in the same format as the sample text shown below.
There must be a double space after the name and before the pronoun.
There must be a double space before and after the slashes.
If you do not use a fax number, you can delete that text and/or replace with a cell phone number if preferred. (Ex: C 319-299-9999)

Name <i>pronouns</i> <small>(Pronouns are optional. Delete if unwanted.)</small>	John Doe <i>he/him/his</i>
Title	Director
Department/Office Name	Office of Students First
Mailing Address <small>(Make sure to update the last 4 digits of the zip code.)</small>	123 Gilchrist Hall, Cedar Falls, IA 50614-0000
email@uni.edu	john.smith@uni.edu
P 319-273-XXXX / F 319-273-XXXX / uni.edu	P 319-273-2761 / F 319-273-6494 / uni.edu

Please contact University Relations at ur@uni.edu with any questions.

STEP 5 continued If the item uses styles, they will show up on the right sidebar. Styles are used if you have more than one color, font or font size in a text box. You can highlight text by scrolling over it and selecting a style if you need to change it to match your format.

Example: If you delete the pronouns and later decide to add them, you would type them, highlight and select 'pronouns' from the drop-down of **Character Styles**.

Click **FINISHED** when you are done customizing your item.

The screenshot shows a web interface for creating a business card. At the top, there is a toolbar with buttons for UNDO, ZOOM, PREVIEW, START OVER, FINISHED, and CANCEL. Two yellow arrows point to the PREVIEW and FINISHED buttons. A yellow callout box says "Click preview to view a proof of the final product." Below the toolbar, a white box says "Click on the PREVIEW BUTTON above to see the file that will be printed." The main area displays a business card template for the University of Northern Iowa (UNI). The card includes fields for Name, Title, Department/Office Name, Mailing Address, email@uni.edu, and phone/fax numbers. A yellow arrow points to the "Pronouns" dropdown menu in the "Character Styles" section of the right sidebar. A yellow callout box says "Please follow the provided format and style. We will do our best to review your items and correct any inconsistencies, but we ask that you carefully review the information you enter and format." Below the card, there is a text box with instructions: "Your information must be in the same format as the sample text shown below. There must be a double space after the name and before the pronoun. There must be a double space before and after the slashes. If you do not use a fax number, you can delete that text and/or replace with a cell phone number if preferred. (Ex: C 319-299-9999)"

UNI / University of Northern Iowa

Name *pronouns*

Title
Department/Office Name
123 Gilchrist Hall, Cedar Falls, IA 50614-XXXX

email@uni.edu

P 319-273-XXXX / F 319-273-XXXX / uni.edu

Your information must be in the same format as the sample text shown below.
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Title	Director
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email@uni.edu	john.smith@uni.edu
P 319-273-XXXX / F 319-273-XXXX / uni.edu	P 319-273-2761 / F 319-273-6494 / uni.edu

STYLES FRAME

Paragraph Styles
Left Align

Character Styles
Pronouns
[No Character Style]
Name
Pronouns
Title, Department/Office, Address
Email Address
Phone, Fax and web address
Yellow Slash

DONE

Click preview to view a proof of the final product.

Click on the PREVIEW BUTTON above to see the file that will be printed.

Please follow the provided format and style. We will do our best to review your items and correct any inconsistencies, but we ask that you carefully review the information you enter and format.

Please contact University Relations at ur@uni.edu with any questions.


STEP 6 A copy of your artwork will be sent to University Relations for final approval. Upon approval, the order will automatically be moved into the print queue. Contact ur@uni.edu with questions.

Enter the quantity you wish to order and click **CONTINUE**.

INITIATE ORDER

Please enter an order quantity and click 'Continue'.

A copy of your artwork will be sent to University Relations for final approval. Upon approval, the order will automatically be moved into the print queue. Contact ur@uni.edu with questions.

Quantity: 

Product Quantities and Pricing

PRODUCT	QUANTITY	PRICE
Business Cards	100	\$ 21.02
	250	\$ 30.75
	500	\$ 43.08
Letterhead	500	\$ 81.25
	1,000	\$ 99.67
	2,500	\$ 155.83
#10 Regular Envelopes	500	\$ 62.00
	1,000	\$ 85.00
	2,500	\$ 154.75
#10 Window Envelopes	500	\$ 69.83
	1,000	\$ 94.83
	2,500	\$ 170.00
Notecards	100	\$ 33.51
	250	\$ 64.38
	500	\$ 56.17
A6 Notecard Envelopes	100	\$ 40.60
	250	\$ 52.17
	500	\$ 71.42

Please contact University Relations at ur@uni.edu with any questions.

STEP 7 Enter your email address in the **From Email** field. If an email is already entered, delete and enter yours. Uncheck the box to not save your email. Click **Continue**.

IMPORTANT - PLEASE READ:

Place Order - After clicking 'Send Proof', you must 'Proceed to Checkout' and place the order. If not, items will not be sent for approval.

Approval - All items must be approved before the order is submitted. If you do not want to wait for all approved items, enter separate orders.

To Information

Send Proof To: ur@uni.edu

Send Proof CC:

From Information

From: Kristen Cetrano

From Email:

Save for future use

Message

Reminder: The proof will be emailed once you check-out

Continue

Cancel

Please contact University Relations at ur@uni.edu with any questions.

STEP 8 Review your Cart Summary and click **Proceed to checkout** if you are done with this order or click **Continue Shopping**.

Cart 1

POS Professional Office Services, Inc.
Your Partner in Patient Communication

Search this page for

Home A/R Detail Open Orders Recent Orders Account Info Help

Your Cart

UNI - GENERAL UNIVERSITY
Customer 520322

Item #	Item Description	Quantity	Special Instructions	Edit	Delete
BC	Business Card	1000	BC1 John Doe Proof to Email	Edit	Delete

[Continue Shopping](#) [Proceed To Checkout](#)

STEP 9 Once at the checkout screen, complete the following fields and click **Place Order**. Once the order is placed, you will receive a confirmation message on screen and via email.

Fields to Complete *(screen shot on the next page)*

- Your Name - Mail Code -- This is extremely important for delivery
(This field has a max of 15 characters. If needed, use your first initial, last name and mail code.)
- Ordered By -- Enter your name again
- Email -- Enter at least one email address to receive the order confirmation.

All orders will be delivered to the UNI Mail Center and then sent to the mail code entered at checkout.

Additional Information

- Once you complete your order, the proof(s) will be sent to University Relations for approval.
- If an order has multiple items, all proofs must be approved or rejected before the order is sent to print.
- If an item is rejected, it will be removed from the order. All approved items will be printed.
- You will be notified via email when your item is approved or rejected.
- Once a job has been printed, POS will send an invoice to the individual that placed the order. Please pay according to standard university procedures.

Please contact University Relations at ur@uni.edu with any questions.

Checkout

UNI - GENERAL UNIVERSITY

Customer 520322

Order Information

Your Name - Mail Code



Shipping Information

Select Address

Saved Addresses

Name

POS TO DELIVER

Address 1

UNI MAIL CENTER

Address 2

Address 3

City

CEDAR FALLS

State

Iowa

Zip

Ship as ready

Select Yes or No

[What's This?](#)

Expedited Shipping

None

Ordered By



Contact Phone

Special Instructions

Email Confirmation

Email



Save for future use



Email CC

Save for future use

Place Order

Cancel



Please contact University Relations at ur@uni.edu with any questions.