

Ordering Business Cards Instructions

Create Account To start, [click here](#) to go to the login page. If you don't currently have an account with University Print & Mail, click the "Register for a Student/Personal account". For your "Login ID", use your uNID@utah.edu email.

Please Login

Personal Email:

Password: [Forgot your password?](#)

Remember my Login ID

OR Register for a Student/Personal account

If you have trouble logging in, please contact our support staff.
Phone: 801-581-6171
Email: uprint@utah.edu

Fill out form. For "Company" enter "University Connected Learning" to access our templates. Enter work email address and address.

USER PROFILE

Login ID:

Login Password:

Confirm Password:

CONTACT

Name:

Company:

Title:

Title 2:

Email:

Email 2:

Main Telephone:

Ext:

Cell:

Direct Phone:

Other Phone:

Company Phone:

Fax:

Address:

Address 2:

Address 3:

City:

State:

Zip Code: Residential:

Country:

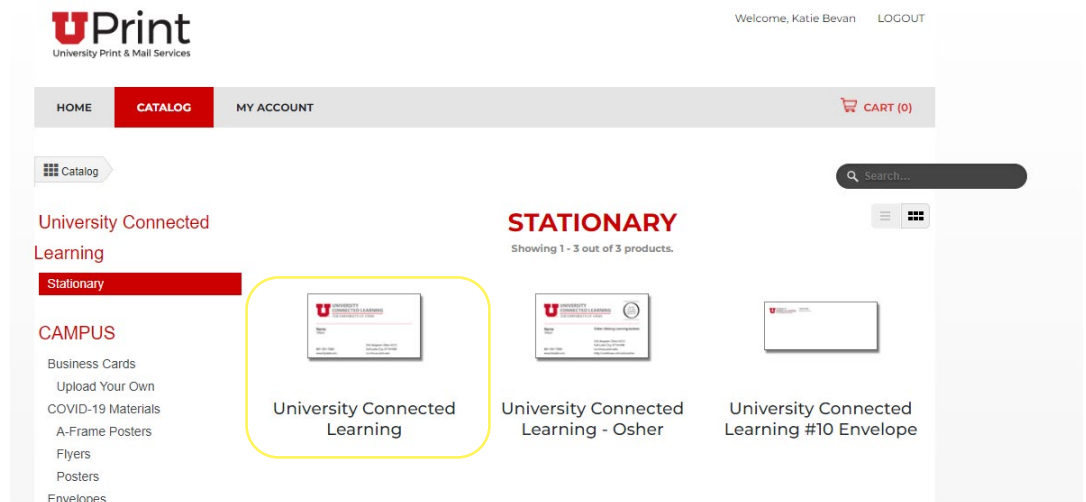
URL:

URL 2:

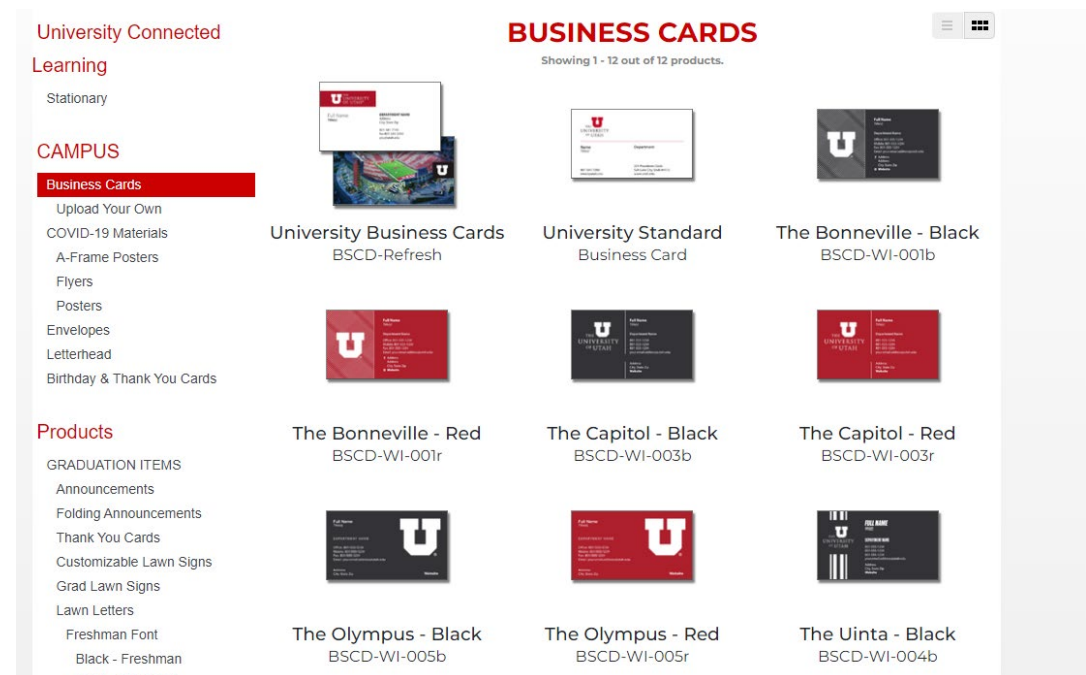
Login When you have finished creating a new account, a new page will appear for you to login with your uNID email (unid@utah.edu) and password. Then click “Login”.

Create Business Card Once you are logged in, select “My Account” in the top menu. Under the “University Connected Learning” section, select “Stationary”.

Then select the desired business card template.



You can also select “Business Cards” under the “CAMPUS” section if you want to purchase only University of Utah branded business cards.



Once the template is selected, fill out the form with the desired information to print on the business card. After the form is finished, click "Proceed to Order".

HOME CATALOG MY ACCOUNT CART (0)

Catalog University C...

Proceed to Order

PERSONALIZE YOUR DESIGN

UNIVERSITY CONNECTED LEARNING
THE UNIVERSITY OF UTAH

Katie Bevan
Senior Graphic Designer

Marketing and Communications

801-581-7200
katie.bevan@utah.edu

540 Arapeen Drive #280
Salt Lake City, UT 84108
continue.utah.edu

PDF Proof

Full Name: Katie Bevan

Titles: Senior Graphic Designer

Phone(s): 801-581-7200

Email: katie.bevan@utah.edu

Department: Marketing and Communications

A module window will pop up and will ask you if the content and the layout are verified. Click "Approve" to proceed.

Online Proof Approval

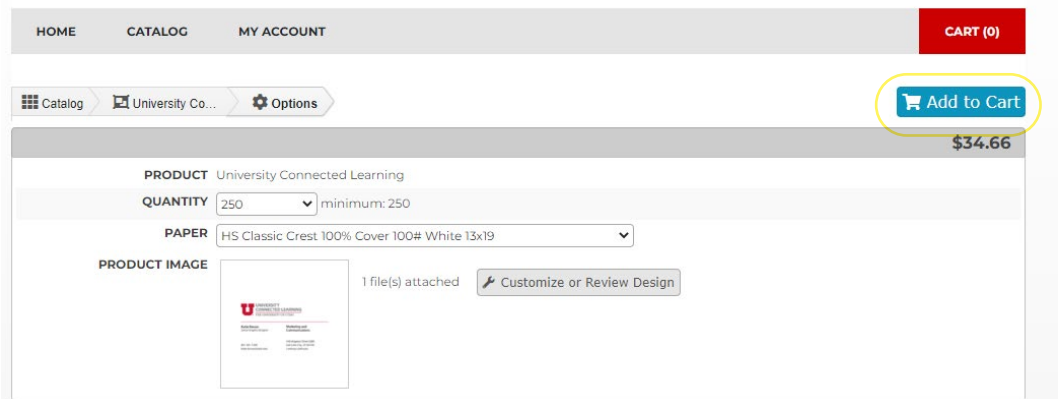
By selecting the "Approve" button below, I acknowledge that I have verified that the content and layout are correct and that printed colors may vary from what I see on the screen. I approve this for production.

Approve Cancel

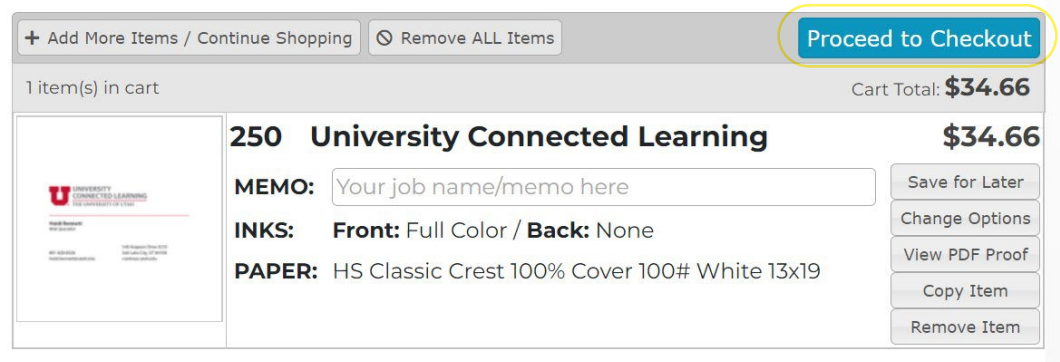
PDF Proof

Order Business Card

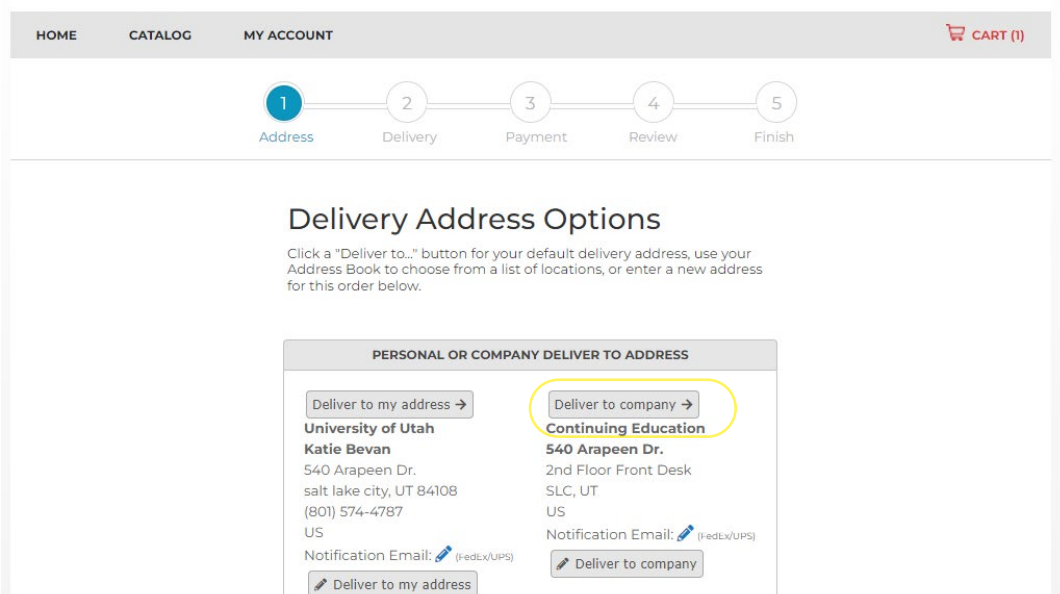
Select the quantity you want to order (the minimum is 250). Choose the paper you want to print on or leave it on the default white cover paper stock. Check the product image for accuracy and click "Add to Cart".



Click "Proceed to Checkout" to enter address, delivery, and payment information.



Address When filling out the delivery address option enter your campus office location by selecting "Deliver to Company".



Delivery Choose your delivery turnaround time (3-4 days is the quickest). Select your delivery method and then click "Continue".

CHOOSE YOUR PRODUCTION TURNAROUND TIME:

TURNAROUND OPTION	PRODUCTION TIME	EST. COST
<input checked="" type="radio"/> 3-4 Day 3-4 Day	3 business days	\$0.00

CHOOSE YOUR DELIVERY METHOD:

DESIRED METHOD	DELIVERY TIME ?	EST. COST
<input type="radio"/> Customer Pickup	3 business days*	\$0.00

ORDER SUMMARY

Continue

Items Ordered:	Price
250 - University Connected Learning	\$34.66
Item(s) Subtotal:	\$34.66
Estimated Tax:	\$0.00
Turnaround Fee:	\$0.00

Payment Enter your department/unit's chartfield for payment. Please receive approval from supervisor before purchasing. Then enter your project name (i.e. "Your Name, Business Cards") and click "Continue".

HOME CATALOG MY ACCOUNT CART (1)

1 2 3 4 5

Address: Delivery **Payment** Review Finish

PAYMENT METHOD

Enter the information below to complete the payment options for your order.

<p>CHARTFIELD</p> <p>No accounting code assigned</p> <p>Total allocated: 0.00%</p>	<p style="text-align: center; font-size: small;">ENTER PHONE # OR ENTER CHARTFIELD</p> <input style="width: 90%;" type="text"/>	<p>PROJECT NAME</p> <p style="font-size: small;">required</p> <input style="width: 90%;" type="text"/>
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ORDER SUMMARY

Continue

Items Ordered:	Price
250 - University Connected Learning	\$34.66
Item(s) Subtotal:	\$34.66
Estimated Tax:	\$0.00
Turnaround Fee:	\$0.00
Shipping & Handling:	\$0.00
Grand Total:	\$34.66

Review Review to make sure all information is accurate and click "Place Your Order".

HOME CATALOG MY ACCOUNT CART (1)

1 2 3 4 5

Address Delivery Payment **Review** Finish

DELIVERY DETAILS

Delivery Address:

Continuing Education
540 Arapeen Dr.
2nd Floor Front Desk
SLC, UT
US

Delivery Method:

Turnaround: 3-4 Day
Will Ship: UU Campus Delivery Only

PAYMENT INFORMATION

Billing Address:

University of Utah Continuing Ed
540 Arapeen Dr.
Sandy, UT 84108
US
(801) 581-6466

Payment Type:

COD
Enter phone # or Enter Chartfield: 801-574-4787

ORDER SUMMARY

Place Your Order

Items Ordered:	Price
250 - University Connected Learning	\$34.66
Item(s) Subtotal:	\$34.66
Estimated Tax:	\$0.00
Turnaround Fee:	\$0.00
Delivery & Handling:	\$0.00
Grand Total:	\$34.66

PROJECT NAME

test

SPECIAL INSTRUCTIONS

Finish You will receive an email confirmation with the receipt.

Hi Katie Bevan,

Thank you for ordering from University Print & Mail Services! Your order information is below:

ORDER DETAILS

Order Number: 2205327

ITEMS: #1 - 250 4/0 Business Cards - \$34.66 - Katie Bevan Business Cards Customer PO: 01-02199-2000-10306-00000
\$34.66 Item Subtotal
\$0.00 Rush Fee (3-4 Day)
\$0.00 Sales Tax
\$0.00 Shipping & Handling (Campus Delivery)
\$34.66 Purchase Grand Total

WEBSITE ORDER STATUS

<https://uprint.presswise.com/account/status.php?webID=OTFmZGE5ZjdhYmFk>

Tracking You can view the status of your project by clicking the link sent in the confirmation email. You can also log in to see the status of your projects by selecting “My Account” in the top menu. Then select “My Orders” in the “Quick Links” section. You will receive an email when the business cards are out for delivery.

The screenshot shows the UPrint website interface. At the top left is the UPrint logo with the tagline "University Print & Mail Services". Below the logo are navigation tabs: "My Account", "View Orders", and "Order Status". A "Login" button is located in the top right corner. The main content area is divided into two columns. The left column contains an "ORDER INFORMATION" section with the status "Closed" and "Order Received: Dec 20, 2021 11:54:26". Below this is an "UPLOAD FILES" section with an "Upload" button. A black callout box at the bottom of the left column says "Login or see the Order Confirmation email for pricing information." The right column contains several sections: "ORDERED BY" (Katie Bevan) and "ORDER ID" (N2205327); "SHIP DATE" (Jan 27, 2022); "PARTFIELD" with a table showing "1-02199-2000-10306-n/a-66311-1" at 100.00% and "Total allocated:" at 100.00%; "CUSTOMER PO" (01-02199-2000-10306-66310); "PROJECT NAME" (22-10202 Spain Go Learn Trip Poster); and "SHIP TO" information for Katie Bevan at the University of Utah.