



pixa print portal

QUICK START GUIDE



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WELCOME TO THE PIXA ONLINE PRINT PORTAL!

At Pixa, we pride ourselves on being at the top of our game—which means providing our clients with the very best. Although we've offered you web-to-print services in the past, we recently realized that there is even better technology available.

Don't worry! The new system is just as easy to use. We are excited to give you access to the:

PIXA ONLINE PRINT PORTAL

Our web-based document management center is an online library of your documents that significantly streamlines how you manage, order, and replenish your mission-critical documents.

This Quick Start Guide will take you step by step through the operation of the online print center so you are up and running in no time. We look forward to supporting you in all of your print and marketing needs.

-The Pixa Team

instant access and control

Access your pre-selected documents at any time and from any place. Manage inventory, update time-sensitive information and reduce costs. These are just a few of the many benefits you'll enjoy with our new customized online order center.

Other benefits include:

- ▶ Central Repository for Printed Documents
- ▶ Brand Consistency Across All Markets
- ▶ Budget Management
- ▶ 24/7 Ordering
- ▶ Real-time Proofing
- ▶ Ease of Use
- ▶ Mobile Friendly

Let's get started!



Log in here



Go to [VARIABLE URL]

We emailed you a username and password for your account. Login to get acquainted with the online order center.

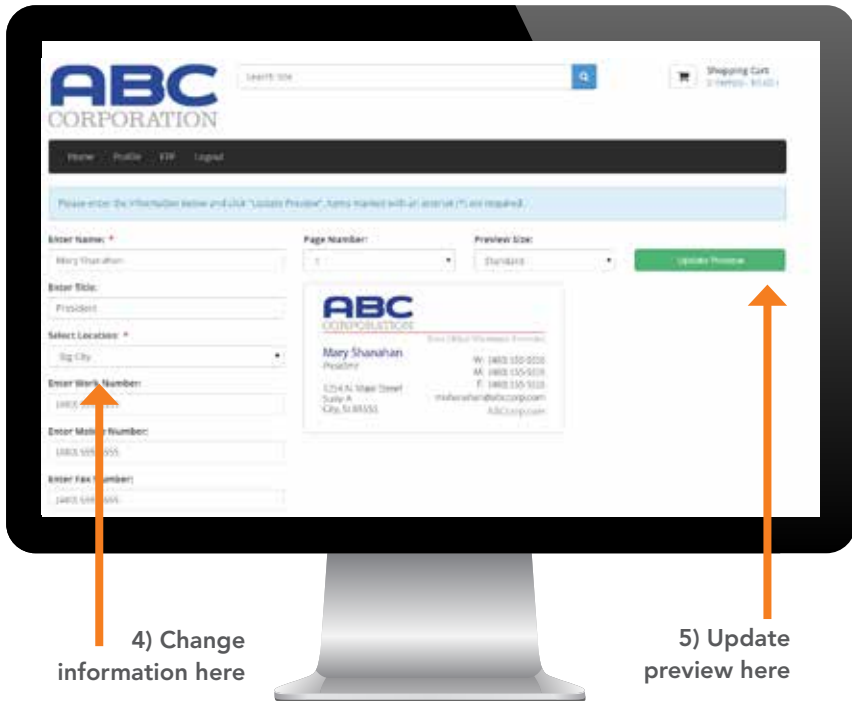
View
Products
here



View Dashboard

Once you have entered your username and password, you will be taken to the dashboard. This is the starting point to order documents for print and to manage your account.





Select a Product & Customize

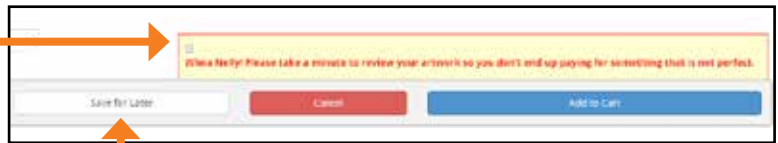
Follow the steps on the next page to successfully select and customize a product.



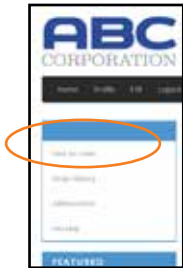
- 1) From the dashboard, select the product you wish to order from.
- 2) View the thumbnail and click **View Details** to view more information.
- 3) Click **Customize Order** to change the information.
- 4) Enter the required fields in the order form.
- 5) Click the **Update Preview** button to view your changes. This will show you a real-time proof of the document that you customized. Make sure to view all pages in the document.
- 6) Once you are satisfied with the changes, there are a few options:

If you DON'T need to see a downloadable PDF proof, you can check the box and Add to Cart. Or you can Save for Later.

Check here to approve proof. Then Add to Cart.



Select **Save for Later** to save changes but not to add to the cart. You can access all your saved documents from the Save for Later tab on the left side of your dashboard.

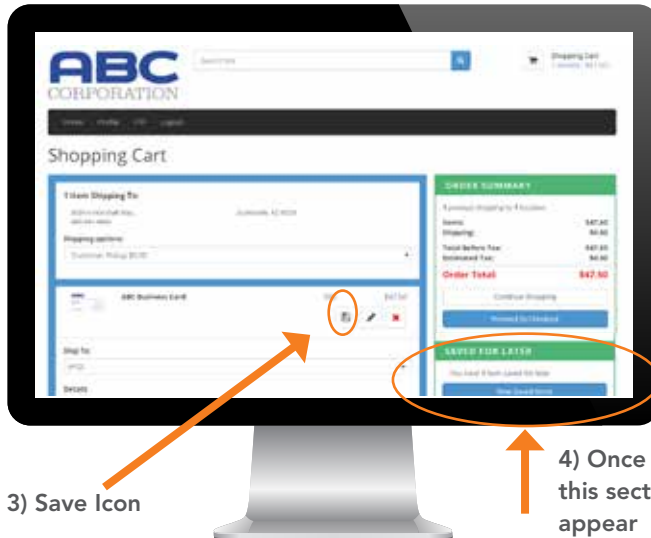


If you DO need to see a PDF proof prior to ordering, continue to the next page.

View a Downloadable PDF Proof

If you DO need to see a PDF proof prior to ordering, you can follow these instructions:

- 1) Go ahead and check the box to approve the proof (don't worry-it won't send your order to print yet).
- 2) Select **Add to Cart**.
- 3) In the **Shopping Cart**, click the Save icon next to the selected product of which you'd like to view a downloadable PDF.
- 4) Once saved, you will see a **Saved for Later** area on the right of your screen.



3) Save Icon

4) Once saved,
this section will
appear



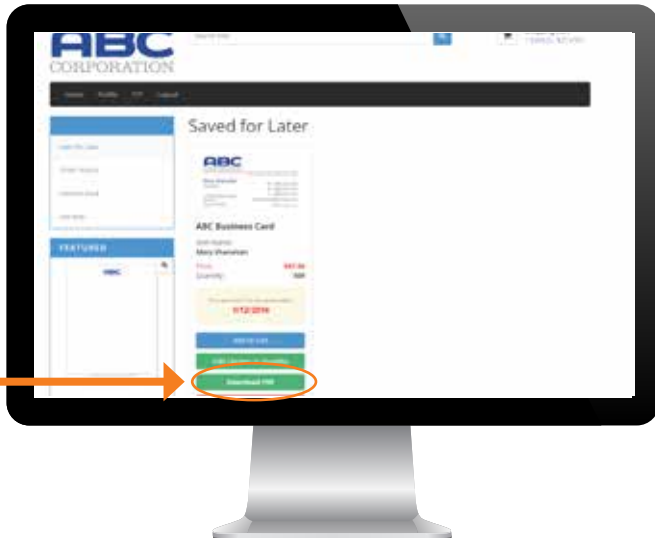
5) Click the **View Saved Items** button to view your product.

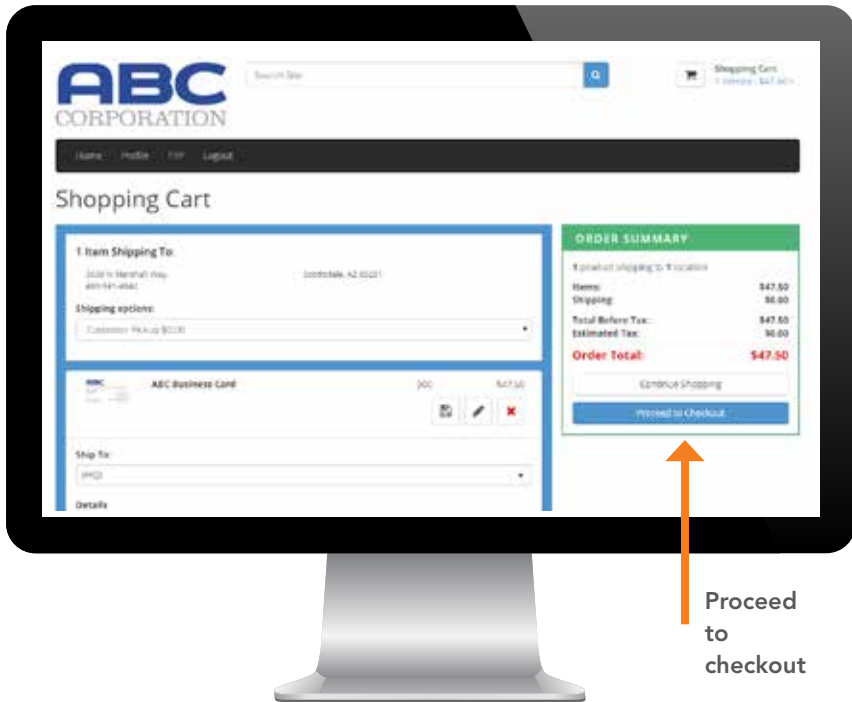
6) Click **Download PDF**

▶ We provide a proof so you can ensure the accuracy of any updates you make from the online print center. Please check the proof carefully before you continue with your order.

▶ After viewing proof, you can either Add to Cart or Edit.

6) Download
PDF

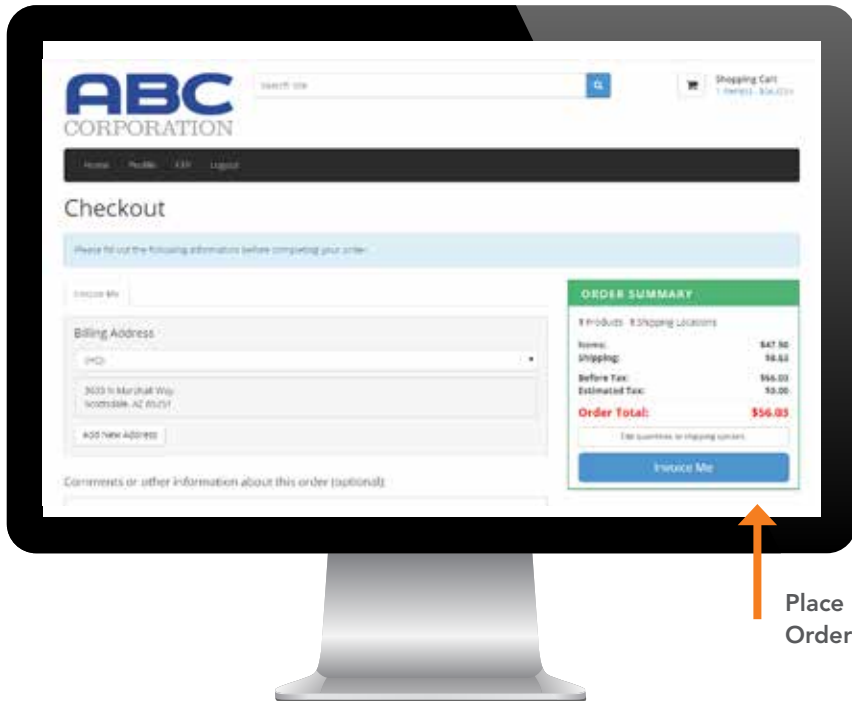




Review Shopping Cart

Once you've added items to the cart and are ready to order, review Shopping Cart & Proceed to Checkout

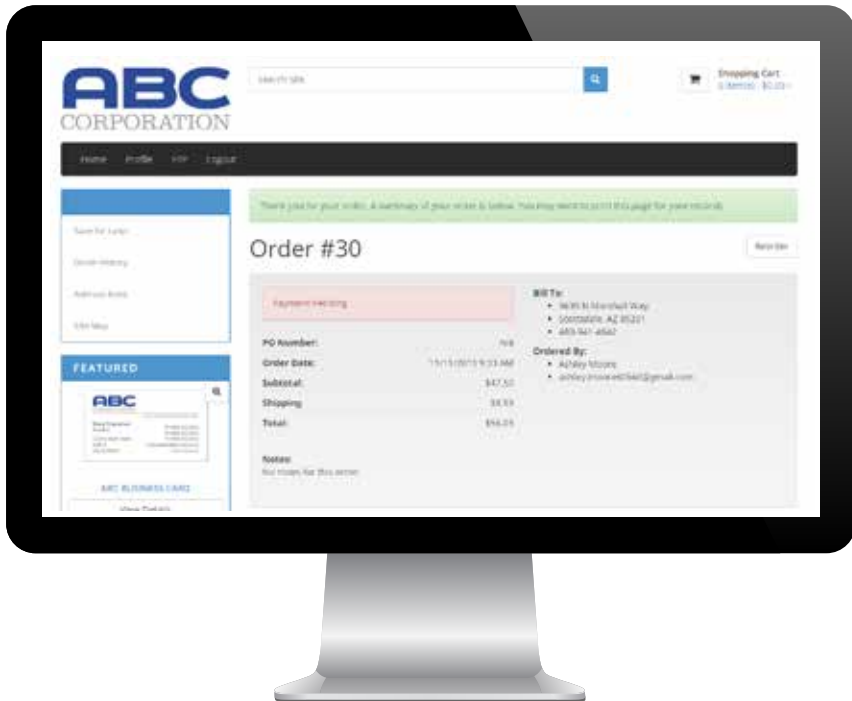




Place Order

Place Order

Review Billing Information & Place Order



Order Summary

Once you place an order, you will get an Order Summary for your records.



The details on this page include your:

- ▶ Order Number
- ▶ Project Details
- ▶ Quantity
- ▶ Price
- ▶ Billing/Shipping Preferences

You will have the opportunity to print this screen for your records. You will also receive an email confirmation for your order.

Ways to Continue:

- View your order history
- Select Home to go back to products
- Logout

That's it!

Your order is placed and you can get back to your day. We'll take it from here!



THANK YOU FOR USING THE PIXA ONLINE PRINT PORTAL!

I know! It's amazing isn't it? With 24/7 access, you have the convenience to place an order from anywhere. If you have additional questions while placing an order, please call our Online Order Support Staff during normal business hours for assistance at 480-380-2201.

Thank you! We appreciate your business.

Eileen & Ted

Eileen Rogers & Ted Raymond
Principals



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