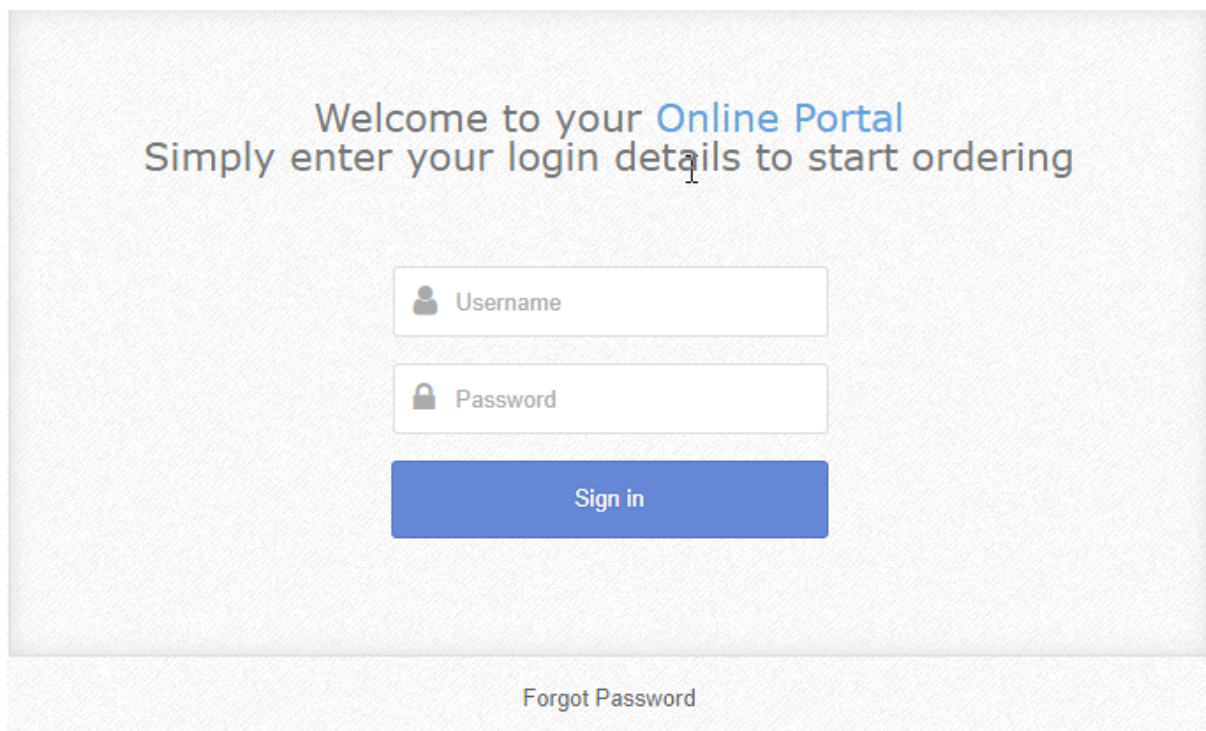


For any urgent support enquires please contact: Theo Pettaras on 0405 102102

Enter the following address in your web browser

<http://digitalpress.printiq.com>

You will be presented with the login page as shown below.



Welcome to your **Online Portal**
Simply enter your login details to start ordering

Sign in

[Forgot Password](#)

Enter your username and password and click sign in.

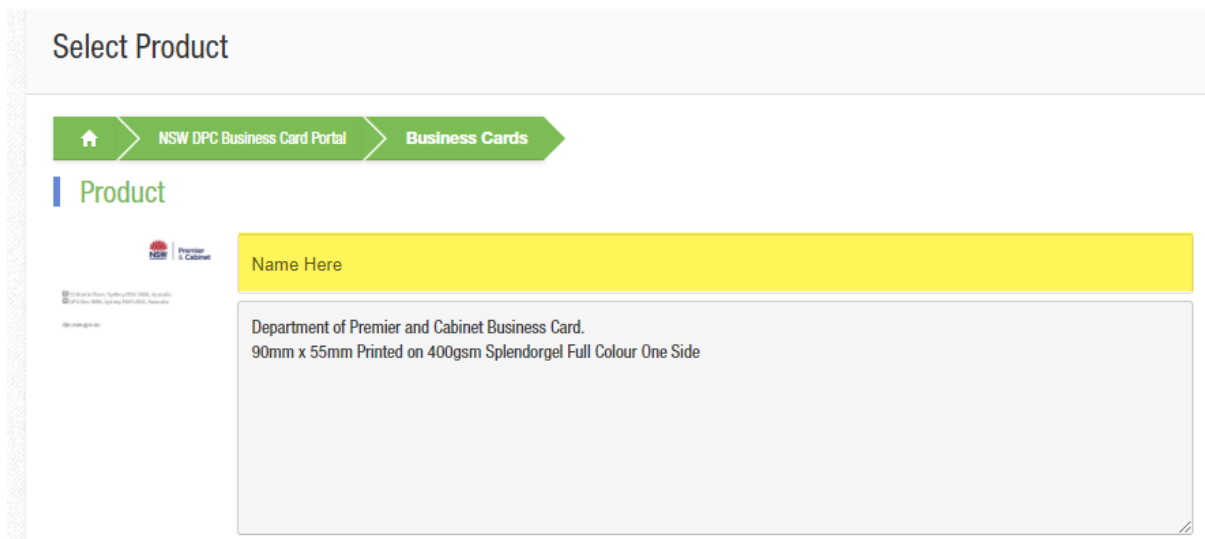
Use the forgot password to get an email reminder

Once you have logged in to place a new order for business cards, simply click on the 'Order Business Cards' button.

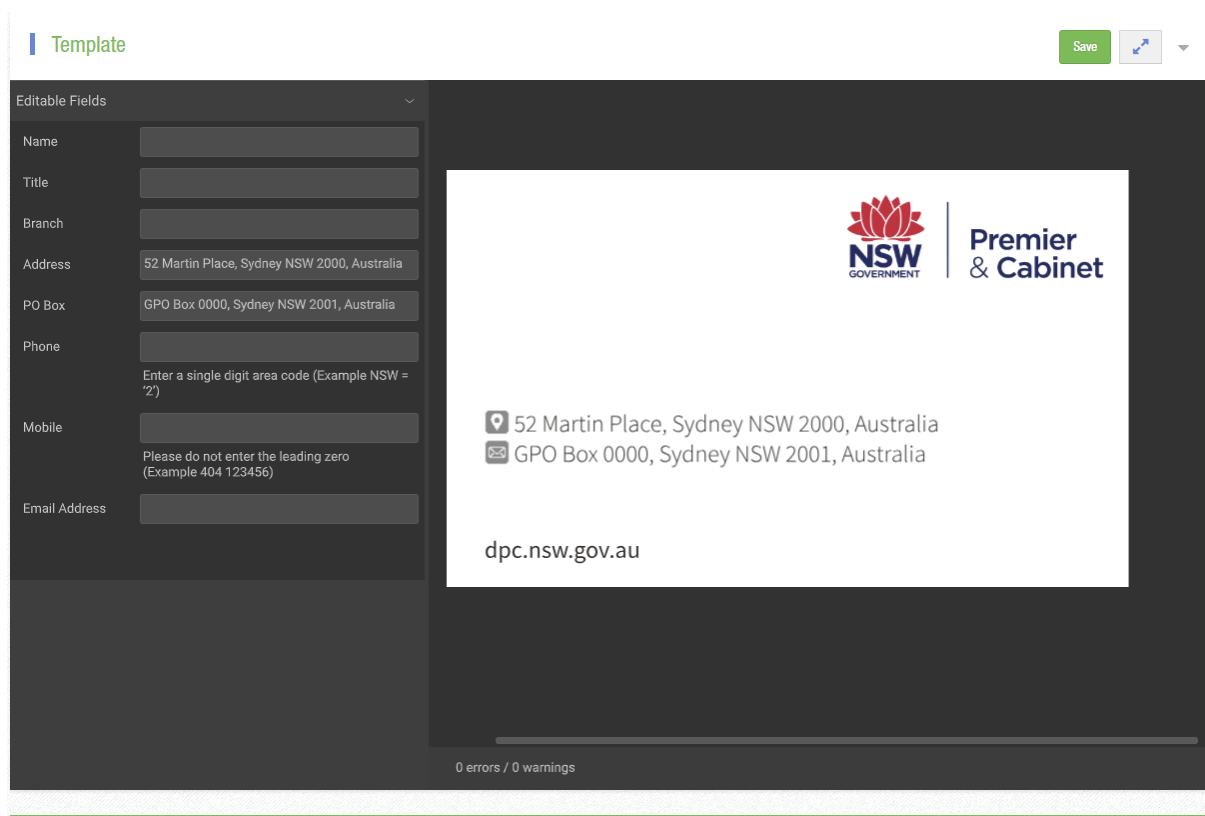
Order Business Cards



After clicking on the button, wait a few seconds for the page to fully load and the business card template to open.

The top half of the page you can enter your name at the title for this order



Then move down to the Template section where you will personalise your business card.



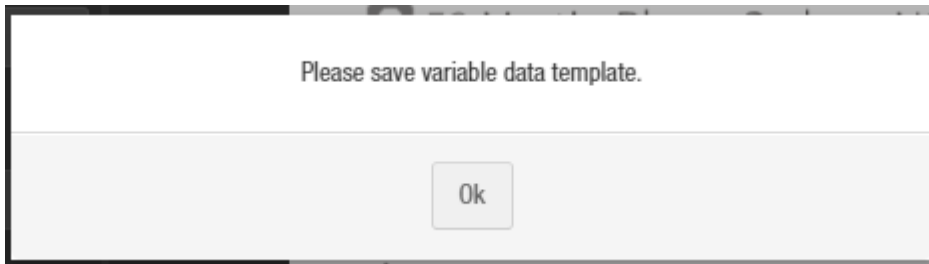
You can click on the  to switch the editor to full screen mode. Once you have completed the fields required click on the  in the top left to return to the ordering page.

Please take care reading the guide information under any editable fields to ensure you create your business card correctly.

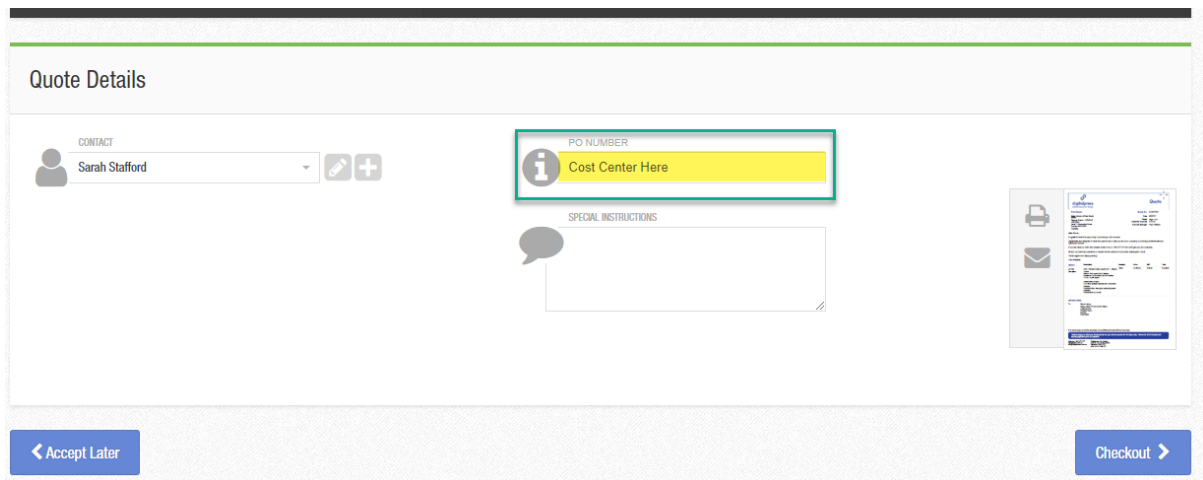
Once you have finished entering your personal details, remember to click on the save button



You will be reminded to do this if you try to proceed without saving.

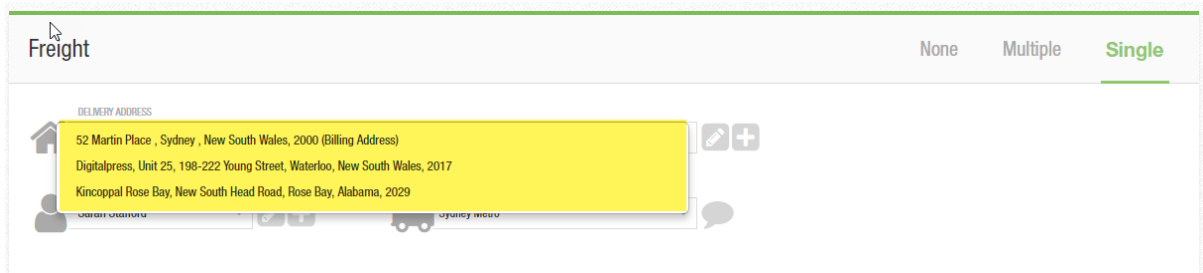


After you have saved your changes please enter a 'Cost Centre' in the PO Number box.



Click on checkout to proceed to the next step.


Now select your delivery address from the dropdown list



If your required address is not in the list, simply add it by clicking on the +

The page below will open,

Address ✕

 *Search for address...*

Country

Company

Address 1 *

Address 2

Address 3

City/Suburb *

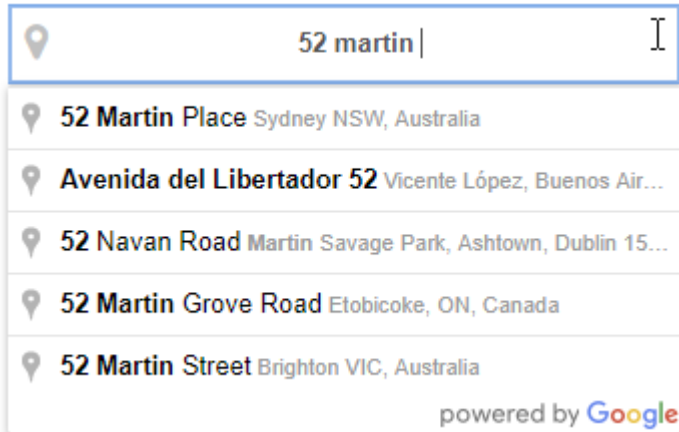
State

Postcode *

Please note we do not deliver to PO Boxes.

This page is integrated with Google Maps.

Simply type in your address in the search for address section. Select the correct address to populate all the required fields.

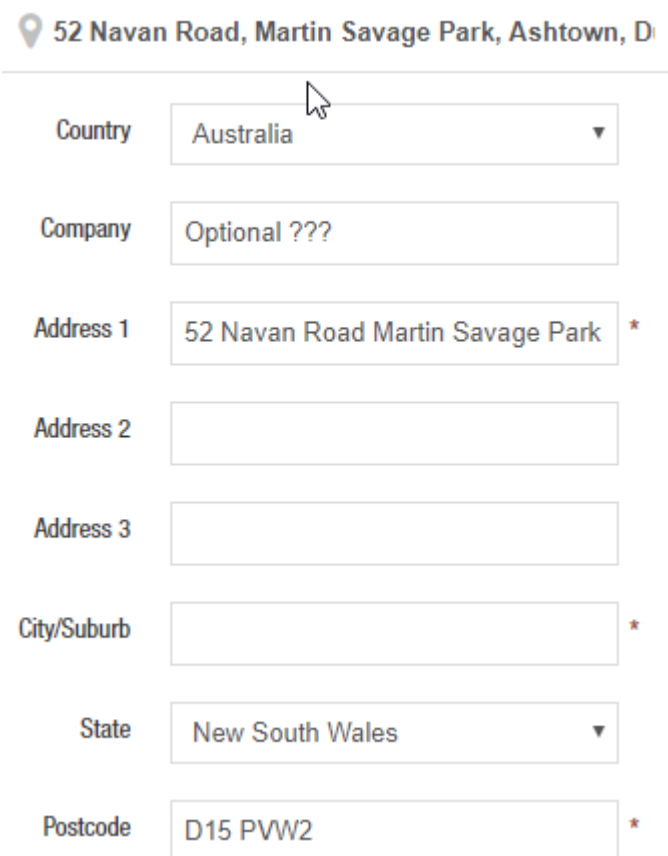


A search input field containing the text "52 martin |" with a location pin icon on the left and a cursor on the right. Below the input is a dropdown menu with five address suggestions, each preceded by a location pin icon:

- 52 Martin Place Sydney NSW, Australia
- Avenida del Libertador 52 Vicente López, Buenos Air...
- 52 Navan Road Martin Savage Park, Ashtown, Dublin 15...
- 52 Martin Grove Road Etobicoke, ON, Canada
- 52 Martin Street Brighton VIC, Australia

At the bottom right of the dropdown menu, it says "powered by Google".

The company filed is optional.





A form for address details. At the top, a location pin icon is followed by the text "52 Navan Road, Martin Savage Park, Ashtown, D". Below this are several input fields:

- Country:** A dropdown menu with "Australia" selected and a downward arrow.
- Company:** A text input field containing "Optional ???".
- Address 1:** A text input field containing "52 Navan Road Martin Savage Park" with an asterisk to its right.
- Address 2:** An empty text input field.
- Address 3:** An empty text input field.
- City/Suburb:** An empty text input field with an asterisk to its right.
- State:** A dropdown menu with "New South Wales" selected and a downward arrow.
- Postcode:** A text input field containing "D15 PVW2" with an asterisk to its right.

Now select or add the delivery contact





DELIVERY CONTACT



- Sarah Stafford
- Amanda Lawton
- Louise Mohen

Now check the summary and click on complete order

Summary for **Q1371437** PROMO CODE

| | | | |
|---|--|---|------------------------|
| CUSTOMER C0001155 - DPC | CONTACT Sarah Stafford  |    | 1 Item Selected |
| ACCOUNT MANAGER DP DP | PAYMENT TERMS Online Credit Card | | Retail \$70.00 |
| NOTES <input type="text"/> | VALID UNTIL 22/12/18 | | Freight \$0.00 |
| PO REFERENCE Cost Center Here | QUOTE STATUS In Process | | GST \$7.00 |
| | | | \$77.00 |

[Accept Later](#) In accepting this quote, I am approving the job to be printed and have read and accept the [terms and conditions](#) of sale.   [Complete Order](#)

You will then be presented with the secure payment page, after successful payment you will be able to download your tax invoice.

Payment

Credit Card

Online Credit Card Payment



Payment Checkout

Merchant Reference: C0001155-425062_1
Reference: C0001155
Order Line 3: 88fb97f2-41ff-46c9-b65c-b5e222ea6053
Amount: **\$77.00 (AUD)**

Credit Card Payment

Card Number:*
Name On Card:*
Expiry Date:* 09 ▾ 18 ▾
CVC:

Submit



Invoice 425062

Name Here x 250 **\$70.00**

Department of Premier and Cabinet Business Card, 90mm x 55mm
Printed on 400gsm Splendorgel Full Colour One Side

Sub Total **\$70.00**

GST **\$7.00**

Total \$77.00