

## Introducing the IIT Office Services Digital Storefront

IIT's Digital Storefront for Office Services is a new website designed to be a one stop shop where you can **submit print jobs and order letterhead, custom envelopes, business cards and many stock items**. This tutorial is designed to walk you through each step of the ordering process. If you have any questions, please call Office Services at 312-567-3068.

### Registering

1. Go to [www.iitofficeservices.com](http://www.iitofficeservices.com)
2. Click the "Login" button at the top right
3. Click the "Register" button next to "New User" just below the login button
4. Fill out the registration form and then click "Submit" (please note everything with a red asterisk (\*) is required)
5. A confirmation popup will appear letting you know your account was successfully created and an email will be sent to the address you provided
6. Click the "Get Started" button and you will be redirected to the Storefront. You're ready to order!

### Ordering Business Cards, Stationery (Letterhead and Envelopes) and Blank Stock

1. Click the "Browse" button under the item you would like to order
2. For Blank Stock enter the quantity you would like to order. Please note that paper prices are per case, then skip to #16
3. For Business Cards click "Buy Now" for 1 sided (no backer), Red or Gray backer, or Student Business Cards if you are a student
4. On the top left hand give your job a name (e.g. Briner business card, department envelopes/letterhead)
5. Choose your quantity
6. Choose your logo
7. Fill out information for the business card/letterhead/envelope on the left side of the page
8. Once all information is entered and correct you can either save the job (to finish at a later date) or add to cart on the bottom right of the page
9. Click the "Add to Cart" button on the bottom right
10. Update preview before adding to cart pop up appears, click ok
11. The next screen is a proof of your business card/letterhead/envelope- please look it over carefully as this is your only proof
12. If corrections are need to be made click the "Edit" button on the left side below the quantity dropdown

13. Make any corrections, then click the "Preview" button next to the edit button
14. Once everything is correct, click the "Add to Cart" button on the bottom right
15. A confirmation popup will appear - please read it and then click the "I Agree" button at the bottom right
16. Click on the icon of a shopping cart at the top right
17. Choose a due date, then click the "Proceed To Checkout" button on the bottom right
18. Choose from the dropdown menu how you want to receive your order under the word "Shipment"
19. If your order is correct, click the "Proceed To Payment" button on the bottom right
20. On the left side under "How would you like to pay?" choose your payment method. If you choose FOAP, enter the FOAP number
21. If everything is correct, click the "Place My Order" button on the bottom right
22. The next page is your Order Confirmation where you can print by clicking the "Print" button at the bottom left
23. Your order is now complete and you should receive an email when you place the order and also when it is completed

### Job Submission

1. Click "Buy Now" for the type of job you are submitting: 8 ½ x 11 Copies, 11 x 17 Copies or Booklets
2. On the top left give your job a name (e.g. Department name flyer)
3. Choose how many copies you would like and how many pages the job is
4. Under "Print Options" click "Media" to choose your paper, then click OK
5. Click on "Print in Color/Sides" and choose if you want your job color or black and white, single or double sided
6. Choose any other options you may need under "Print Options"
7. If you have special instructions, click the "Special Instructions" and write your special instructions and then click ok
8. Click the "Add to Cart" button on the bottom right
9. A confirmation popup will appear – please read it, then click the "I Agree" button at the bottom right
10. Click on the icon of a shopping cart at the top right
11. Choose a due date, then click the "Proceed To Checkout" button on the bottom right
12. Choose how you want to receive your order from the dropdown menu under the word "Shipment"
13. If your order is correct click the "Proceed To Payment" button on the bottom right
14. On the left side under "How would you like to pay?" choose your payment method, if you choose FOAP enter the FOAP number
15. If everything is correct, click the "Place My Order" button on the bottom right
16. The next page is your Order Confirmation and if you would like to print it click the "Print" button at the bottom left
17. Your order is now placed!
18. You should receive an email when you place your order and also when it is completed