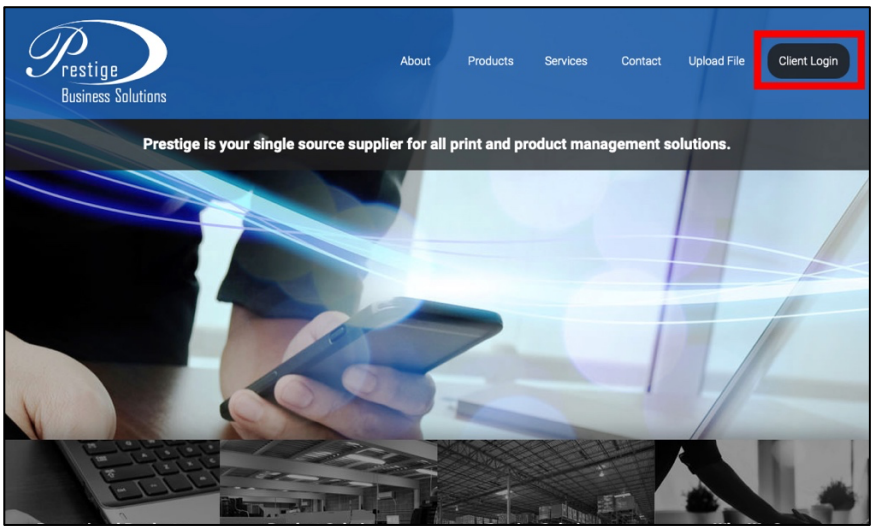
Staff Instructions for Ordering Business Cards

Questions? Concerns? Contact Damian Lane at damian.lane@uta.edu

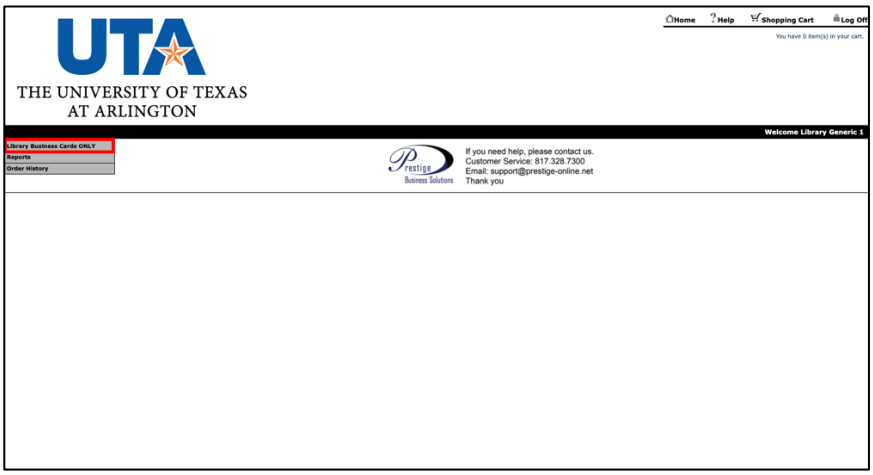
STEP 1: Open internet browser and go to www.prestige-online.net. Click "Client Login" in upper right hand corner.



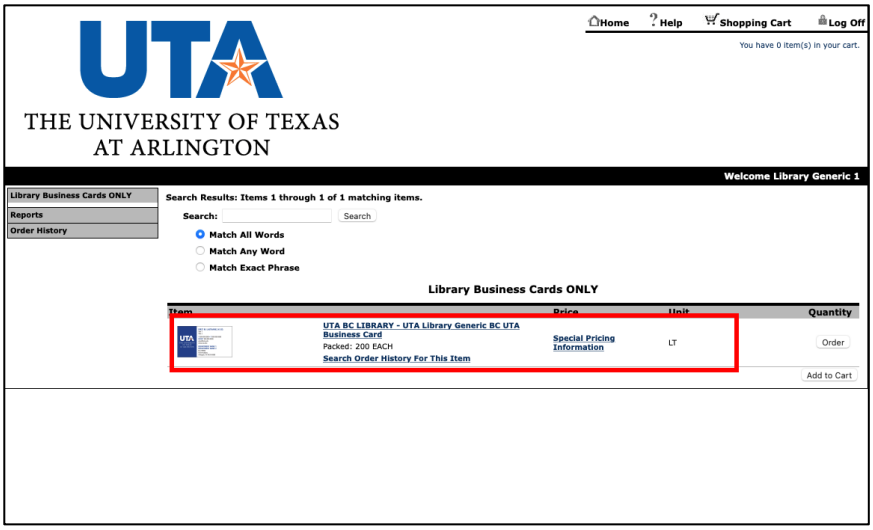
STEP 2: Enter credentials and click "Log On".

User ID: Library1
Password: 76019

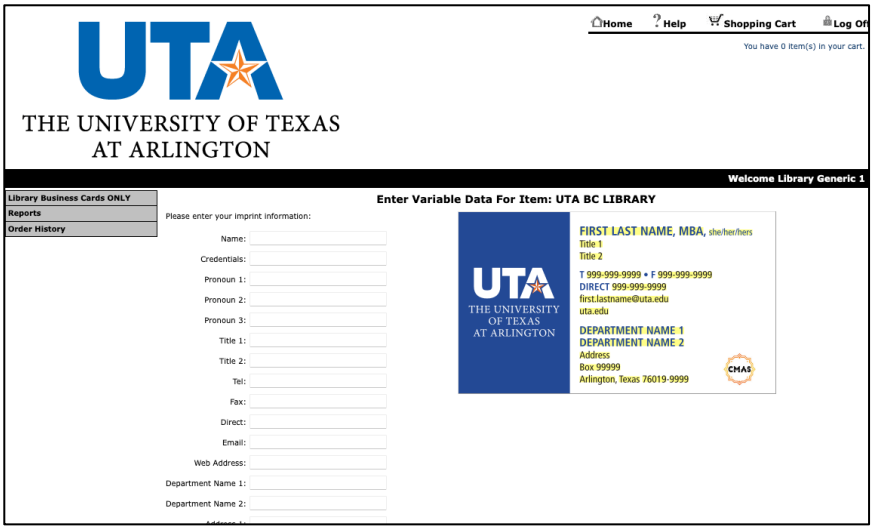
STEP 3: Click “Library Business Cards ONLY”” on left-hand side.



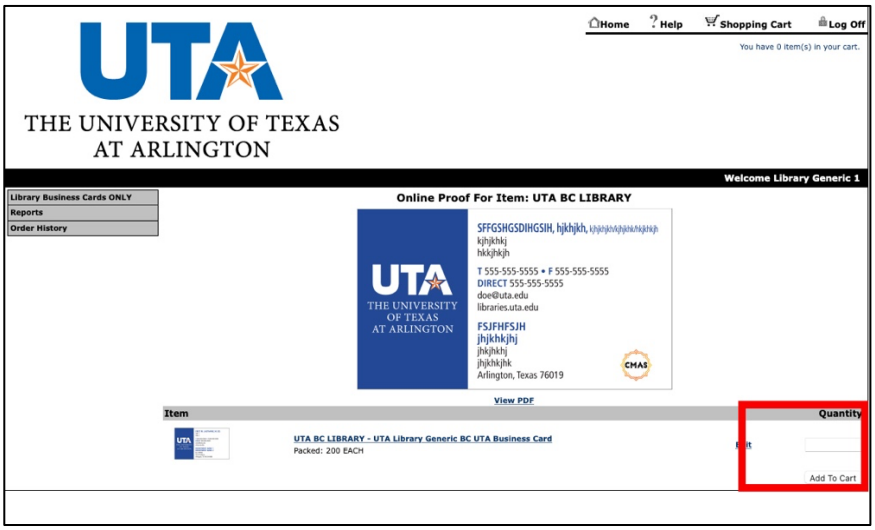
STEP 4: Click “UTA BC LIBRARY – UTA Library Generic” in list of items that appears by clicking “Order”.



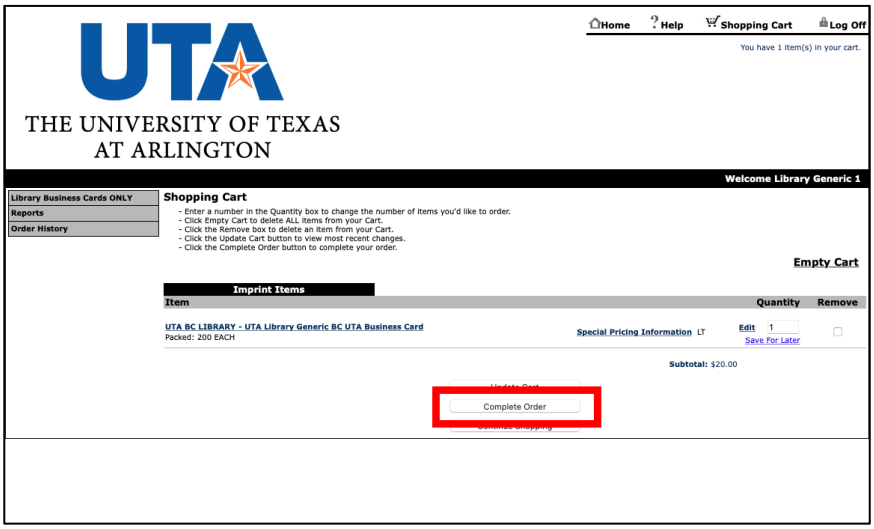
STEP 5: Input information for business card. Ensure all information is accurate. Click “Review Proof”.



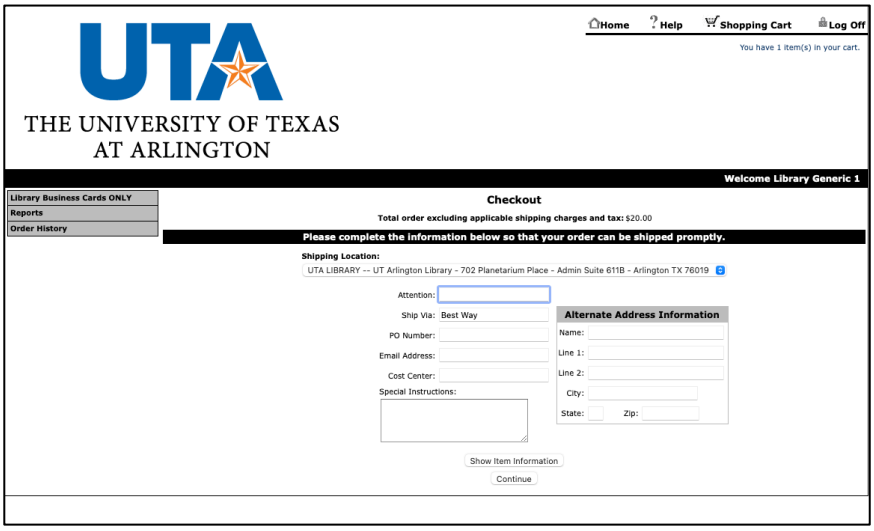
STEP 6: Review proof and enter “1” for quantity (system will automatically order 200 business cards, which is the default quantity). Click “Add To Cart”.



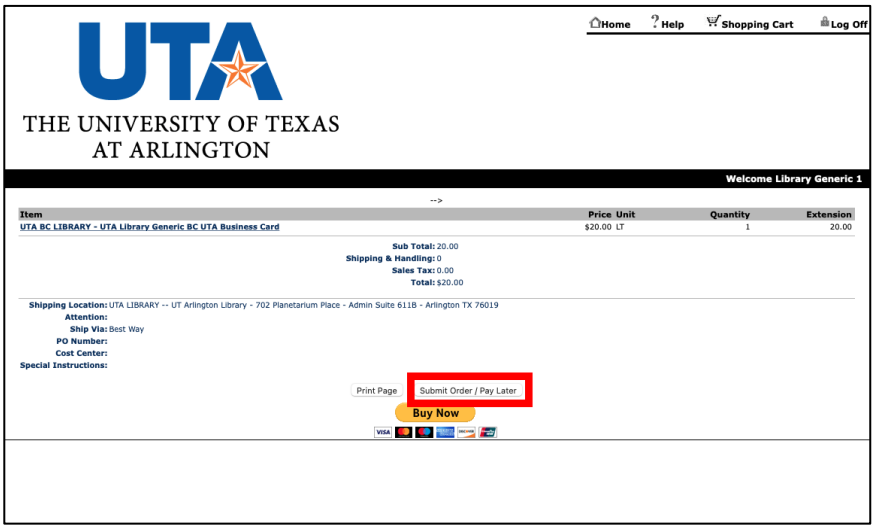
STEP 7: Review order and click “Complete Order”.



STEP 8: Input your name in field listed as “Attention”. No need to complete remaining fields. Click “Continue”.



STEP 9: Click “Submit Order/Pay Later” (do not click any other button).



STEP 8: Click “OK” on order confirmation. Your order has been made.