

PSC BUSINESS CARD PORTAL

HOW TO CREATE A
NEW BUSINESS
CARD ORDER

START A NEW ORDER

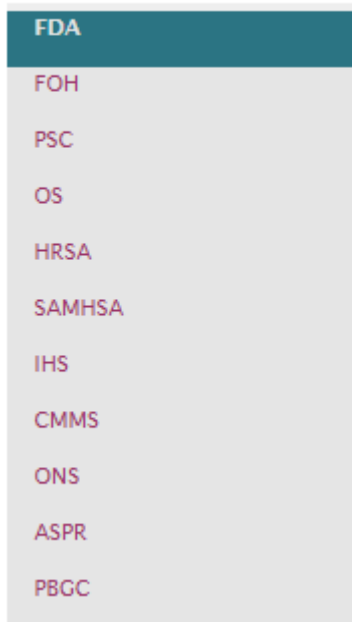
PRESS

Start a New Order ►

Choosing A Catalog Item

On the left side of your screen is a catalog to choose preset cards each with their own specifications. To the right is an image in real time of a business card proof. It will update as you fill in the fields. There will be more about that in the Creating a Business Card section.

Catalog:



Creating a Business Card.

1. Choose the specific card style the customer is requesting within your agency catalog item and listed business card styles. In this example we will use Office of the Secretary

OS Business Card V1 (printed flat)

500 - \$52.81 ▼

Add

Shipping Included



500 - \$52.81 ▼

Add

PRESS

the Add button below the pricing.

2. There is a list of Imprint Information fields on the left side of your screen and to the right is a proof that is generated in real time.

Name and Title: <small>leave fields blank if they do not apply</small> First Name: <input type="text"/> Last Name: <input type="text"/> Title: <input type="text"/> Title 2: <input type="text"/> Title 3: <input type="text"/>	Shared form personal_dept_hhspsc Department 1 <input type="text"/> Department 2 <input type="text"/> Shared form personal_dept_hhspsc	Street 1: <input type="text"/> Street 2: <input type="text"/> Street 3: <input type="text"/> City, State: <input type="text"/> <input type="text"/> Country: <input type="text"/> Zip: <input type="text"/>	Contact Information: <small>The two fields directly below can be used for international phone and fax numbers. Be sure to identify your phone, fax, cell, etc., by entering the label and the number into this area.</small> <input type="text"/> <input type="text"/> <small>You must choose a phone label from the pull down menu to display the phone number!</small> Phone Label <input type="text"/> <input type="text"/> Phone Label <input type="text"/> <input type="text"/> Email: <input type="text"/>
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Fill in the necessary fields only –

as prompted above, leave fields blank that do not apply

As the data is entered, a proof will be generated. Below is a sample image

	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Office of the Secretary - Add Department Name
Joe Public Current Title	
1234 First Street Anytown, DC US 12345	Fax: (101) 123-4567 Cell: (102) 891-1112 joe.public@opsdive.agency.gov

- As you enter information into the fields, please review the proof in real time to ensure accuracy. Typos or entry errors may delay production while corrections are made. Please note that if errors are discovered after printing, any reorders will incur the standard printing fee of \$52.81.

Save the order [Save This Order](#)

CLICK THE [Checkout](#) if you have completed your entry.

- Once the check-out button is pressed, the business card portal will ask you to accept the proof or cancel. CLICK “ACCEPT PROOF”

Provide confirmation of this proof. Cancel Accept Proof	
	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Office of the Secretary - Add Department Name Joe Public Current Title 1234 First Street Anytown, DC US 12345
	Fax: (101) 123-4567 Cell: (102) 891-1112 joe.public@opsdive.agency.gov

BILLING INFORMATION AND DELIVERY

1. In these sections you will confirm your requestor information, delivery instructions followed by billing.

NOTE: For pricing information (see red highlight) - drop down menu. **Options \$52.81 for 500 single sided or \$68.25 for 500 double sided business cards.** This section is an editable field if you need to make changes to the original order.

Profile | Logout michelle.lange@psc.hhs.gov

Item	Qty	Remove	Edit
OS Business Card V1 (printed flat) (Public, J.)	500 - \$52.81 ▼	<input type="checkbox"/>	edit

[Add More Products](#) [Update](#)

Requestor Information:

Your First Name:

Your Last Name:

Your E-mail Address:

Enter “Requestor’s” information – first name, last name and email address.

Shipping Information

1. Add the name in the ATTN field,
2. Address will be Street 1 Street 2 , City – State, Zip and Phone if National (US). Fill in ADDITIONAL INTERNATIONAL information if overseas – outside of US.

Ship To:

Attn:

Street 1:

Street 2:

Additional International Address 1:

Additional International Address 2:

Additional International Address 3:

City, State:

Zip:

Country:

Phone:

[Billing Info](#)

Please click the above button only once.
Please be patient.

- a. When complete, press the ‘BILLIN INFO’ button.
3. Complete all of the billing fields. IP/PO, TAS, OPDIV (acronym), CAN#. **Note in RED highlight that the IP/PO should be payable to GPO**

Billing Codes:

IP/PO#
*IP/PO should be made payable to
GPO*

TAS#

OPDIV

CAN#

PSC no longer accepts purchase/credit cards for payment of business cards.

4. Please enter all information in the fields and do not leave any of these fields blank as the order will be delayed until the information is provided.

a. CHECK THE BOX

☐ CHECKING THIS BOX INDICATES YOU HAVE SUPERVISORY APPROVAL TO ORDER BUSINESS CARDS.

b. Then **PRESS** [Review Order ▶](#) prior to submitting to the Mail & Publishing Services team.

Please note that Mail & Publishing Services does not accept credit cards in the portal

PSC no longer accepts purchase/credit cards for payment of business cards.

Delivery is estimated to be approximately 5-7 day from date of submission to the contracted printing vendor if a standard business card. For executive styled business cards, the estimated delivery date will be longer as proof need to be approved prior to printing.