

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:

FDA
FOH
PSC
OS
HRSA
SAMHSA
IHS
CMMS
ONS
ASPR
PBGC



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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of the Inspector General
Office of Counsel to the Inspector General

Jane Doe
Director, Division of Resource Management
Office of IT Shared Services
Division 1

5600 Fishers Lane
HHH Building
Room 17B45, HFA-710
Rockville, MD 20857

Phone: (123) 456-7890
Cell: (123) 456-7890
FAX: (123) 456-7890
jane.doe@hhs.gov

PRESS

500 - \$52.81 ▾

Add

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:
leave fields blank if they do not apply

First Name:

Last Name:

Title:

Title 2:

Title 3:

Shared form personal_dept_hhspsc

Department 1:

Department 2:

Shared form personal_dept_hhspsc

Street 1:

Street 2:

Street 3:

City, State:

Country:

Zip:

Contact Information:

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.

You must choose a phone label from the pull down menu to display the phone number!

Phone Label

Phone Label

Email: michelle.lange@psc.

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



- 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

CLICK THE if you have completed your entry.

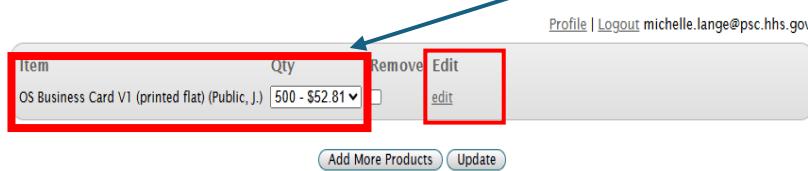
- Once the check-out button is pressed, the business card portal will ask you to accept the proof or cancel. CLICK "ACCEPT PROOF"



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 VI (printed flat) (Public, J.)	500 - \$52.81	<input type="button" value="Remove"/>	<input type="button" value="edit"/>

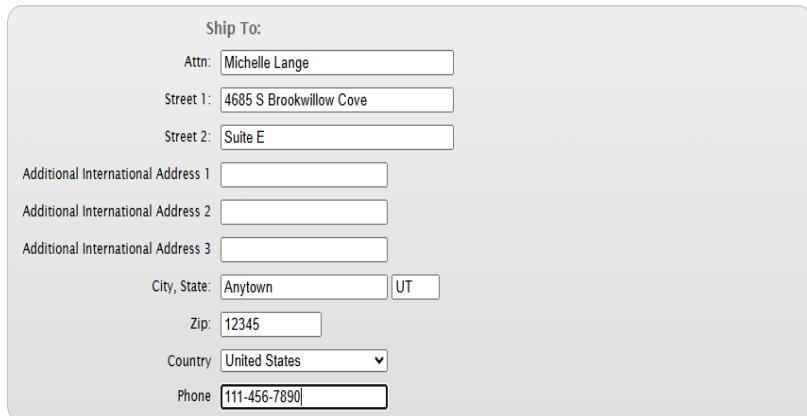
Requestor Information:

Your First Name:	Michelle
Your Last Name:	Lange
Your E-mail Address:	michelle.lange@psc.hhs.gov

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: Michelle Lange

Street 1: 4685 S Brookwillow Cove

Street 2: Suite E

Additional International Address 1

Additional International Address 2

Additional International Address 3

City, State: Anytown UT

Zip: 12345

Country: United States

Phone: 111-456-7890

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

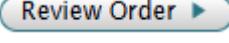
CAN#

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**  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.