



Welcome to the St. Charles Online Order Site

This overview will guide you through logging in and ordering a product.

stcharlesprintcenter.bizds.com

Login

Email or Username:

Password:

[Reset password](#)



PACIFIC OFFICE AUTOMATION

— PROBLEM SOLVED —

LOGGING IN

First time user? Create your own credentials and select **Login**. (Remember these credentials for the next time you log in.) Once you have logged in you will see all of the available products for you to order from.



Login

A login form is displayed, enclosed in a red oval. It contains two input fields: 'Email or Username:' and 'Password:'. Below the fields is a 'Login' button and a 'Reset password' link.

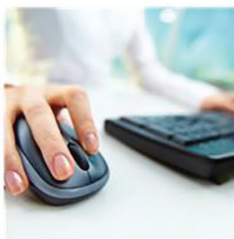
ORDERING

CATEGORIES

Select the category you would like to order by clicking on the icon—**Forms** and **Print Order**. Each of these categories have products that you can choose from. *Each of these categories are explained in further detail in the following steps.*



Forms



Print Order

PRODUCTS

FORMS

The **Forms** are broken out into the different locations (plus the **Health Systems Forms**), click the appropriate icon to find the form you would like to order.

Once you have selected the form you would like to order, type in the quantity you need printed and any additional instructions. Click **Add to Cart**.

Forms



Health Systems Forms



Bend Forms



Madras Forms



Prineville Forms



Redmond Forms

Quantity Needed:

Select a form:
I want to select this one

Total: \$0.00

Additional Instructions

[Add to Cart](#)

[Back to Catalog](#) [Shopping Cart](#)

PRINT ORDER

In the Print Order category there are only two choices, Order a **B&W Print Job** and Order a **Color Print Job**. Here is where you can upload files and customize the order with choices of stapling, double-sided vs. single-sided, number of copies, etc.

Once you have entered in all of the information for your print order, you have the option to Name Your Job and add any additional instructions. After filling all of this out, click **Add to Cart**.

Print Order



Order a B&W Print Job



Order a Color Print Job

Number of Originals:

Quantity Needed:

Do you want your copies to be collated or uncollated?:
(Please Select)

Do you want your copies to be one-sided or two-sided?:
(Please Select)

Please select your paper weight and color:
(Please Select)

Please select your secondary paper weight and color:
(Please Select)

Please select your finishing option (if applicable):
1 Staple: Top Left Corner

Please select your secondary finishing option (if applicable):
(Please Select)

Total: \$0.00

Name Your Job (optional)

Additional Instructions

[Add to Cart](#)

[Back to Catalog](#) [Shopping Cart](#)

*If you would like to add another product, click **Continue Shopping** and it will redirect you back to the categories page where you can add another product to your order.*

PLACING AN ORDER

Once you have clicked **Add to Cart** and you will automatically be redirected to the **Shopping Cart**. At this point you can choose **Proceed to Checkout**, **Continue Shopping**, **Edit** the item(s), **Remove** the item(s) or **Save for Later**.

SAVE FOR LATER

You can save the item to reorder for another date.

EDIT

Make any last minute changes to your product before proceeding to the checkout page.

REMOVE

Delete any products that you do not want in your shopping cart.

CONTINUE SHOPPING

Click to add any additional products to your shopping cart.

PROCEED TO CHECKOUT

Once you have finalized your shopping cart, click **Proceed to Checkout** to finish the order.

CHECKOUT


At this point, select the funding code to charge the printing to from the drop-down menu and any final additional comments. Once you have selected the funding code, click **Submit Order**.

You will receive an email with your order details.

Shopping Cart

1 Item Shipping To:
Facilities Management
Print Center
2500 NE Neff Road
Bend, OR 97701
541-382-4321

Shipping options:
Delivery \$0.00

Item	Description	Quantity	Price
	106 Rapid Response Team	1	\$0.00

Details
Quantity Needed = 1
Select a form # I want to select this one

Save for Later | Edit | Remove

Order Summary

1 product shipping to 1 location

Items: \$0.00
Shipping: \$0.00
Total Before Tax: \$0.00
Estimated Tax: \$0.00
Order Total: \$0.00

Continue Shopping

Proceed to Checkout

Checkout

Please fill out the following information before completing your order.

Payment Information

SUBMIT ORDER

Comments or other information about this order (optional):

SELECT YOUR FUNDING CODE
Please select

Order Summary

1 Products
1 Shipping Locations

Items: \$0.00
Shipping: \$0.00
Before Tax: \$0.00
Estimated Tax: \$0.00
Order Total: \$0.00
[Edit quantities or shipping options.](#)

SUBMIT ORDER

Order Item Summary

(1) Item Shipping To : Madras - M SHIP GRANT

Description	Quantity	Price
Order a Color Print Job	1	\$0.00