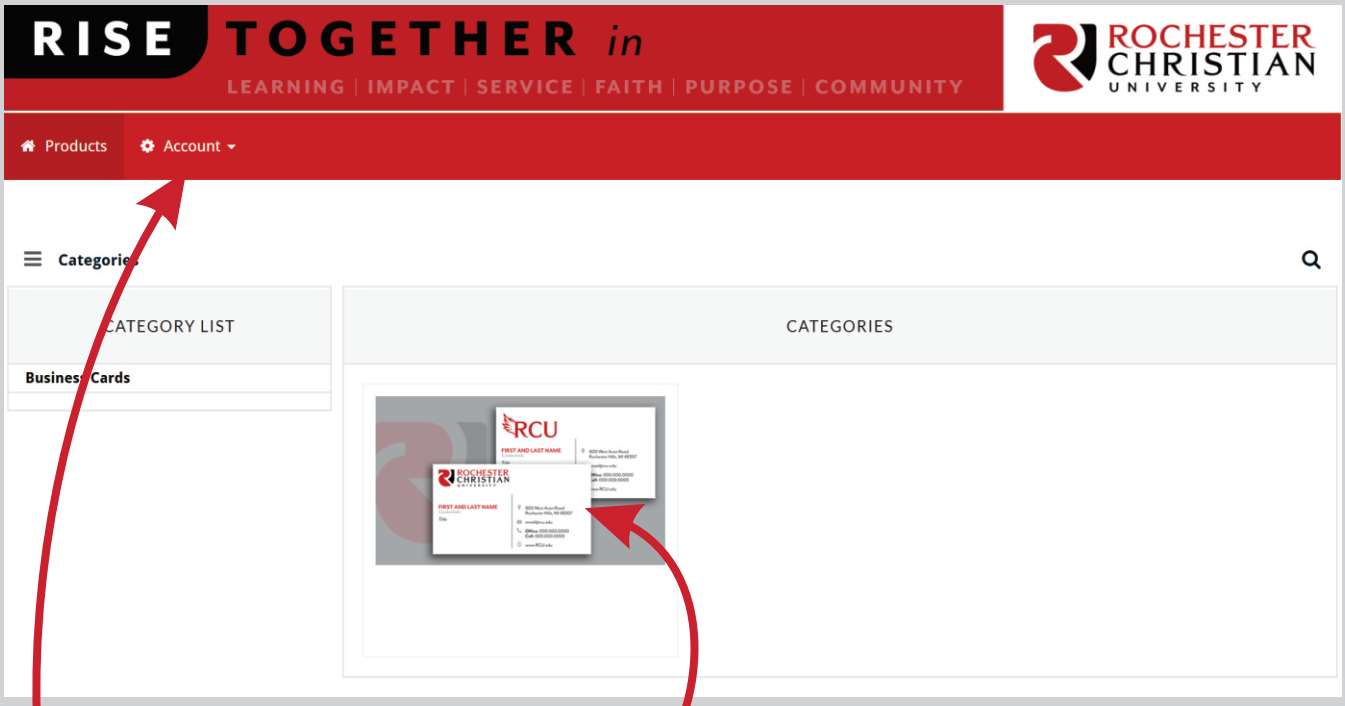
ROCHESTER CHRISTIAN UNIVERSITY





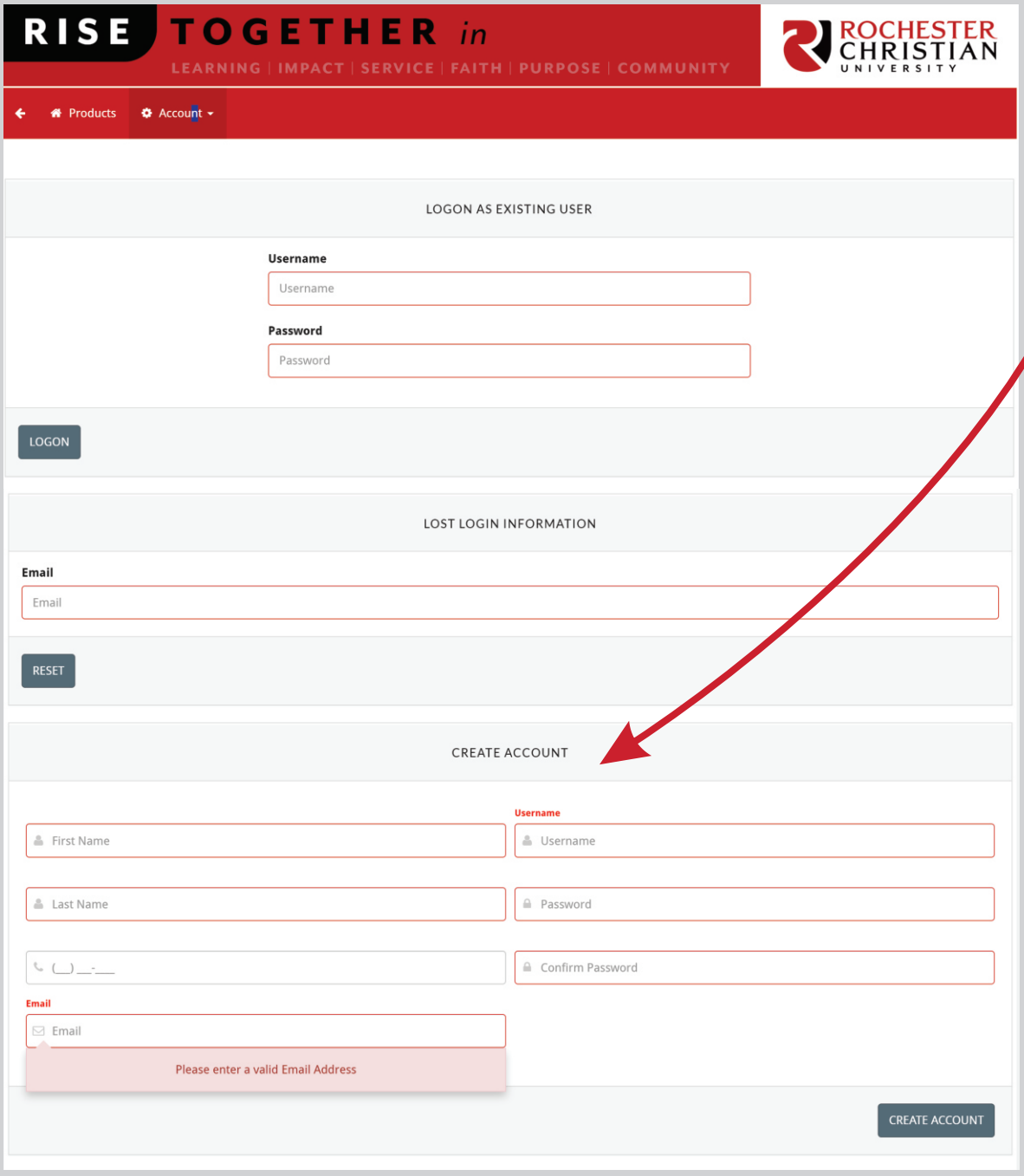
CLICK HERE TO ENTER THE ROCHESTER CHRISTIAN UNIVERSITY BUSINESS CARD ORDERING SITE

The link will take you the home page of the ordering site which looks like this:



You can get started right away by clicking on Business Cards to create your card.
You will create an account before you checkout.
OR
click on Account to create your account first.

If this is your first time using the ordering site, scroll down until you see CREATE ACCOUNT



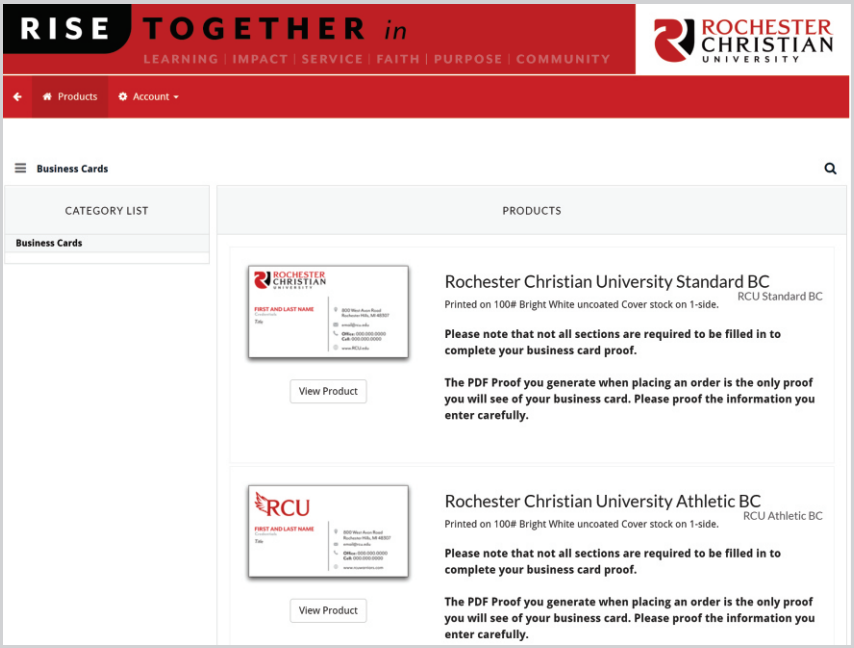
Fill in all required information and click CREATE ACCOUNT

(It is recommended to use your EMAIL ADDRESS as your USER name as it will always be unique and easy to remember)

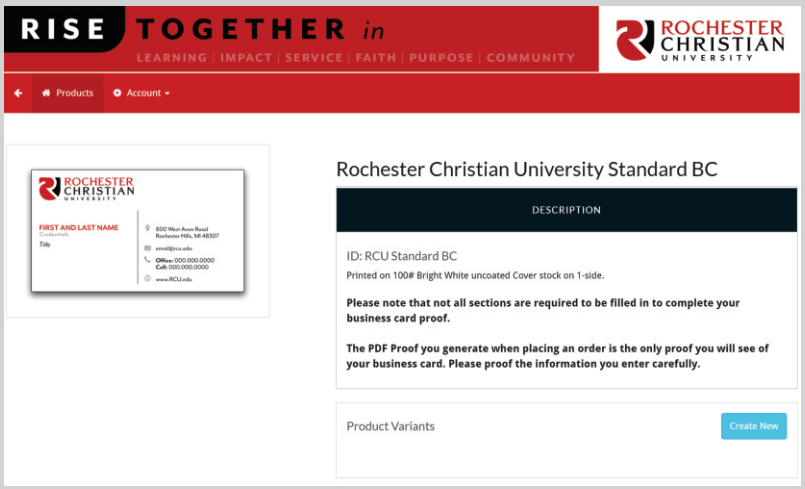
Be sure that the email address you enter is an email address you regularly check as all correspondence regarding your order will go to that email address.

(This includes order notifications, shipping notifications and any questions the printer may have)

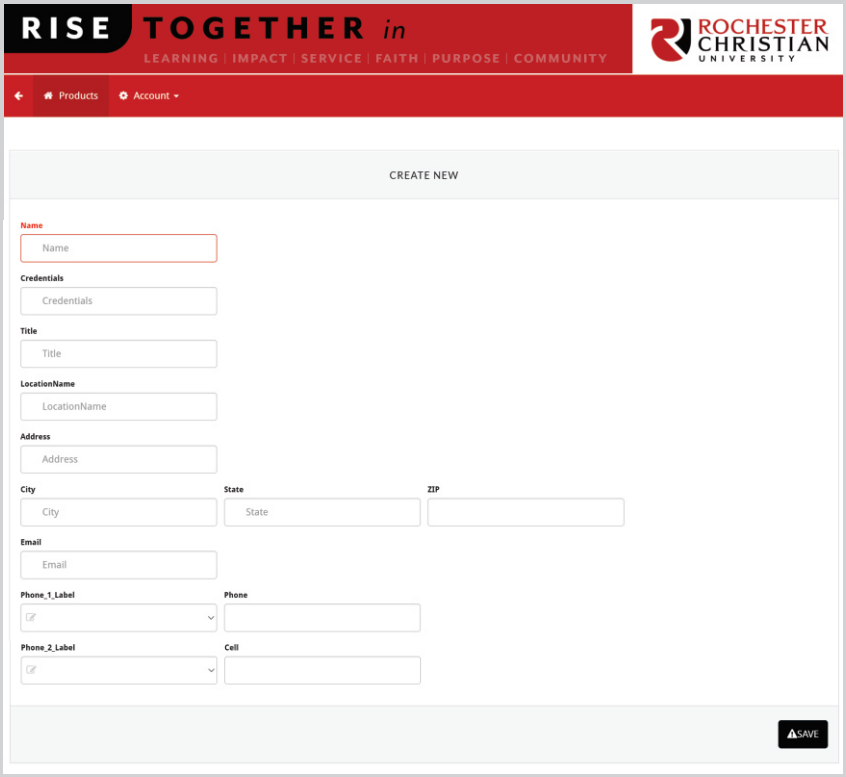
Once your account is created, you can return to the main page and start your order for business cards.



Choose the business card version you want to order.



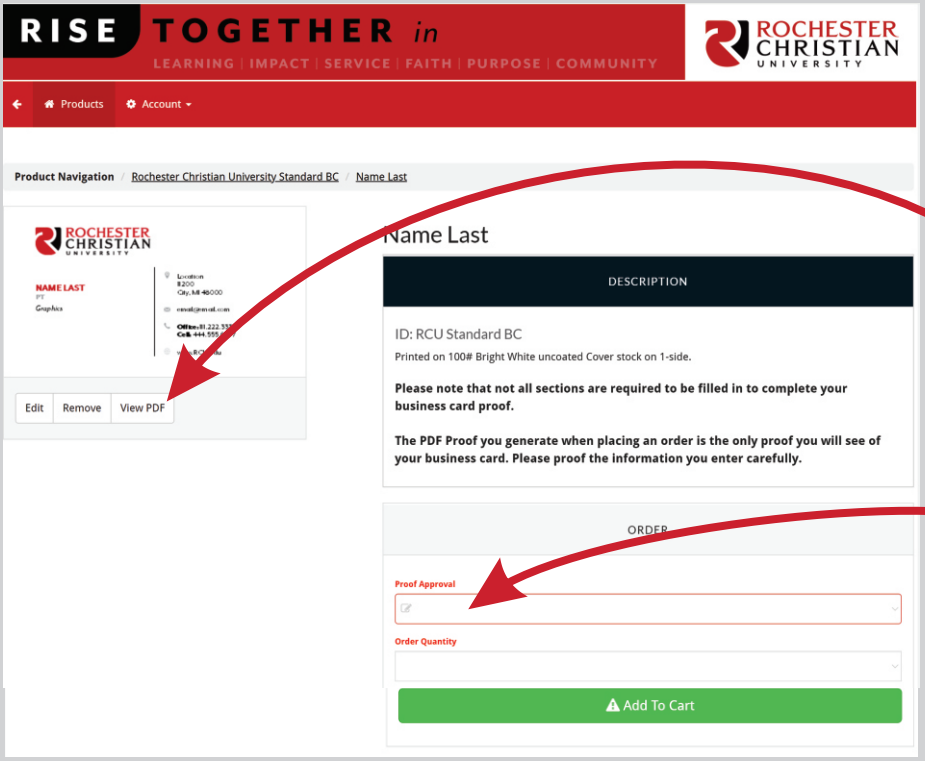
Click CREATE NEW



Fill in your information.

Please note that not all sections are required to be filled in to complete your proof.

Once you've entered all your information correctly, click SAVE.



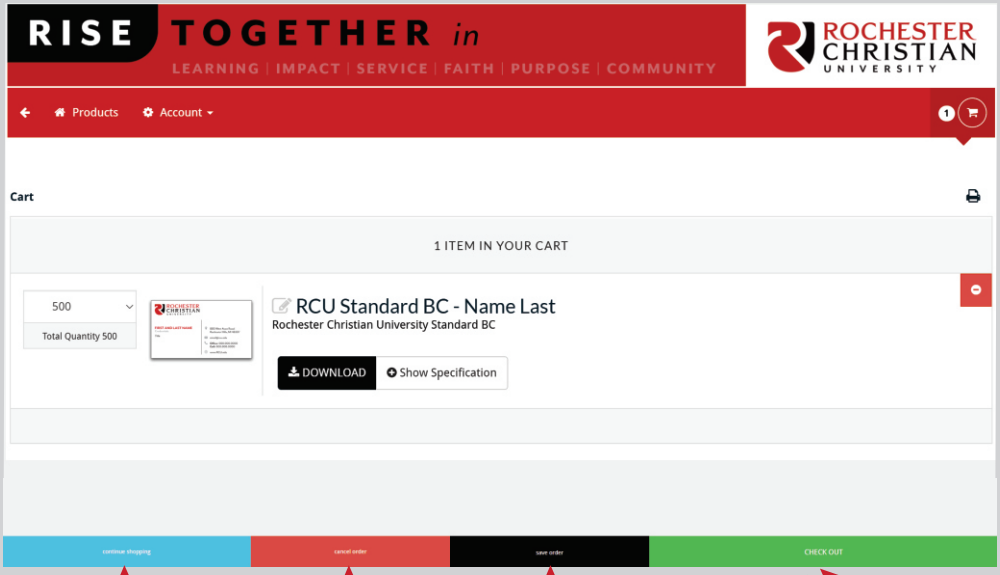
You will then see a preview of your card.

Click VIEW PDF if you want to download the proof.

Check that your proof is correct before clicking Proof Approval.

Click Order Quantity and Add to Cart.

Your PDF will be saved to your account. When you log in again to reorder, you will have the option to create a new card, or choose one you have previously created.



At the next screen you will click CHECKOUT to start the checkout process

To add another Card click CONTINUE SHOPPING

To cancel your order click CANCEL

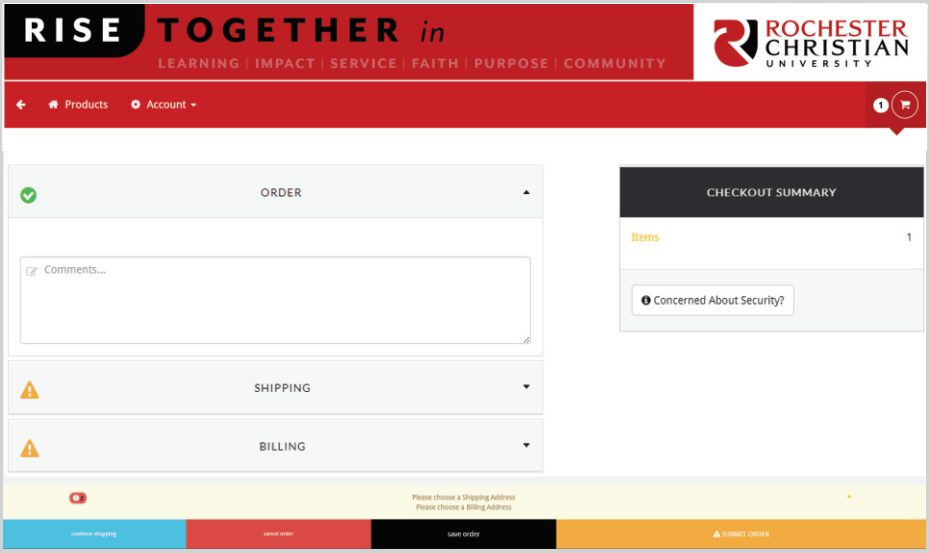
To save any changes made to your order click SAVE ORDER

'Save Order' *does not place your order*. When you are ready to place your order, click on CHECKOUT to start the checkout process

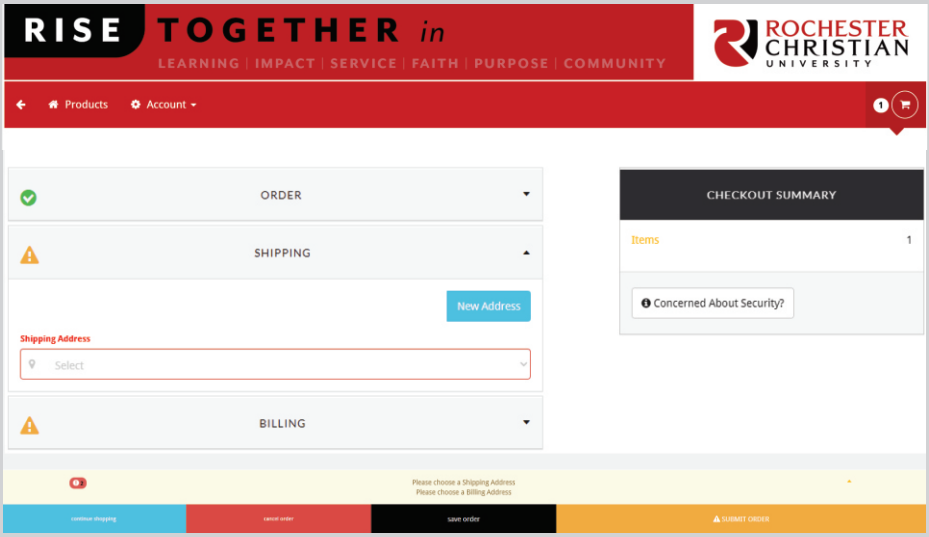
If you leave this screen, or log out before submitting your order, it will remain in the cart until you checkout or cancel the order.

If at any time you see a number next to the cart symbol, your order has not yet been submitted and you need to click the green CHECKOUT button to start the checkout process.

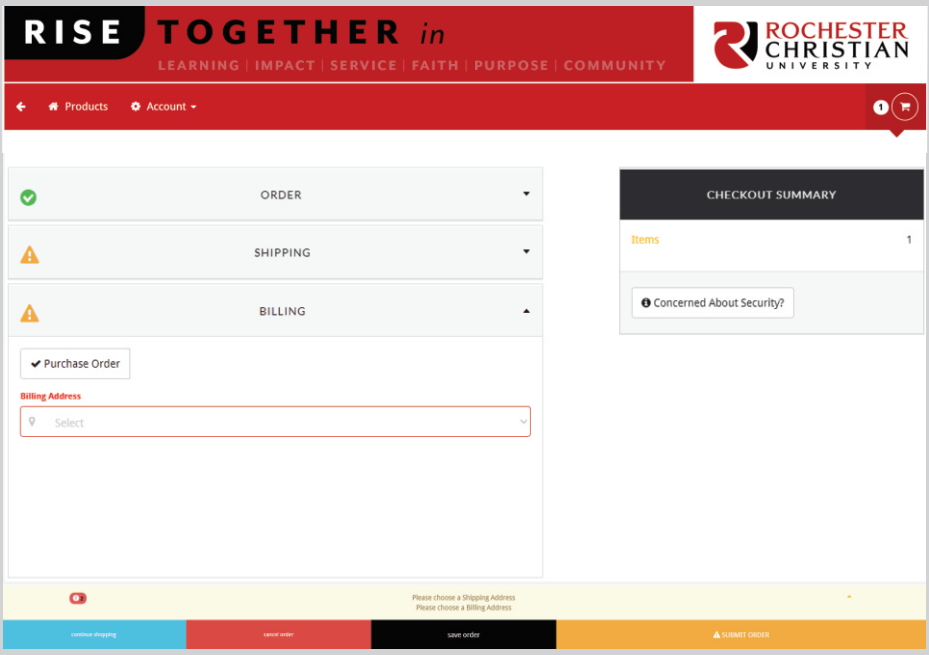




Use this area to leave any additional comments regarding your order.

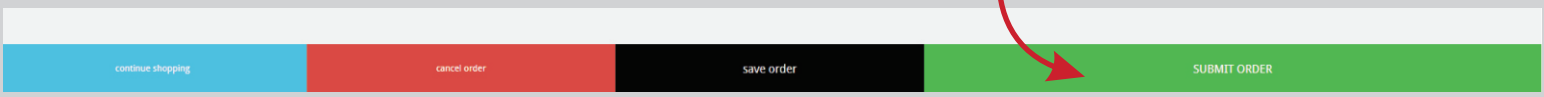


Enter your shipping information here. This will be saved in your account. When you reorder, you can choose an address you've previously entered or create a new one.



Enter you billing address. This will be saved in your account. When you reorder, you can choose an address you've previously entered or create a new one.

Once all information has been entered, the SUBMIT ORDER button will change to green and you can submit your order.



When you've submitted your order successfully, you will receive an email notification that your order has been placed.