

WEB TO PRINT ONLINE STORE

Step By Step Guide

1. Access Storefront via the IDOA Vendor Page
2. Enter User Name & Password
3. Review Options & Select Product
4. Enter Order Quantity & Type
5. Enter Billing Data (Business Unit Number & Dept. Code)
6. Select Shipping/Delivery Options
7. Click Proceed to Checkout or Continue Shopping
8. Checkout, Select Monthly Billing
9. Review Order Confirmation

