

Using Signature On-Demand

Logging In:

Your login for Signature On-Demand is based on your email address. When your account is created, your password is set to be the name portion of your email address. For example, if your email address is “bsmith@company.com”, your password is initially set to be “bsmith”. Your password can be changed after you log in by clicking “My Account” and then selecting “Personal Information”.

Ordering Products:

To select a product to order, choose one of the product categories in the product navigation bar to the left. This will present you with the list of products available for this category accompanied with thumbnails of each product. Choose the product you would like to order by clicking the thumbnail or “Details” link. You will then be presented with a larger thumbnail of the item as well as the pricing matrix for the item. Click “Continue” to order the product or “Back” to select a different product from the list.

Some products, such as business cards, allow for custom text to be entered. If a product requires customization, you will need to view and approve a PDF proof of the item before you can complete your order. Enter the appropriate information into each required and optional field, select the quantity desired, and click “Next” or “Finish” to put the item in your shopping cart.

A few products, such as direct mailers, are variable data products that require database information to be merged with the printed material. These products will require you to upload a recipient list to complete your order. A recipient list template is available to be downloaded for each of these products. Download the Microsoft Excel template, copy and paste your data into the appropriate columns (leaving the template headers intact), save the Excel file and upload it into the store by clicking “Browse” and selecting the file. Just like the customized items, you will need to view and approve a proof before completing your order. Quantity is based on the number of entries in your data file.

Completing your order:

Once you have selected all of the items you would like to order and have placed them in your shopping cart, you can complete your order by going to the shopping cart and clicking “Checkout”. If this is your first order, or if you need to change your billing or shipping address information, you can enter this information on the billing and shipping page. Select the shipment method and click “Submit Order”. Shipping costs are calculated after an order is processed and not at the time the order is placed. Overnight shipping may incur additional rush charges. Once your order is submitted, you will receive a confirmation email containing an order number. Keep this email for your records.