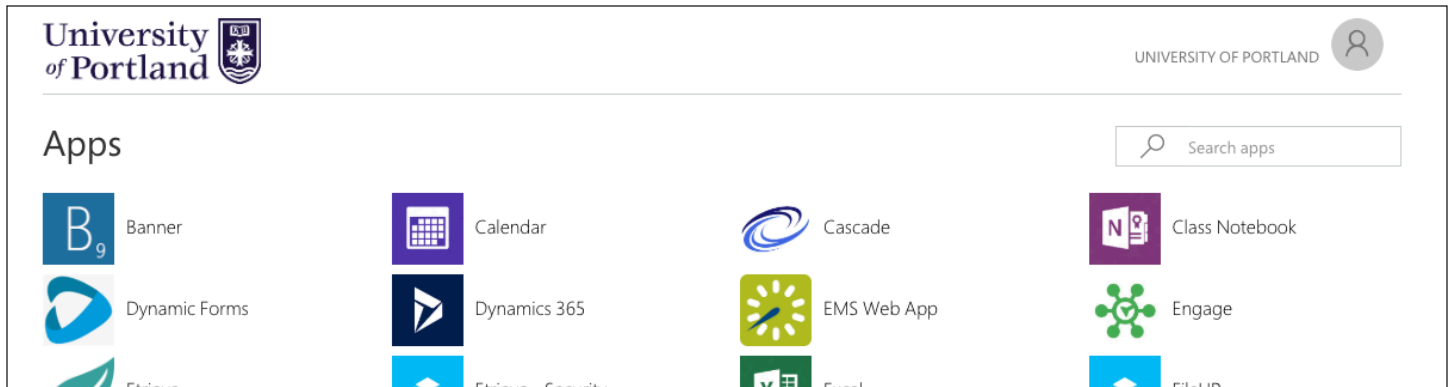


## How to place an order using Printing Services Order Desk

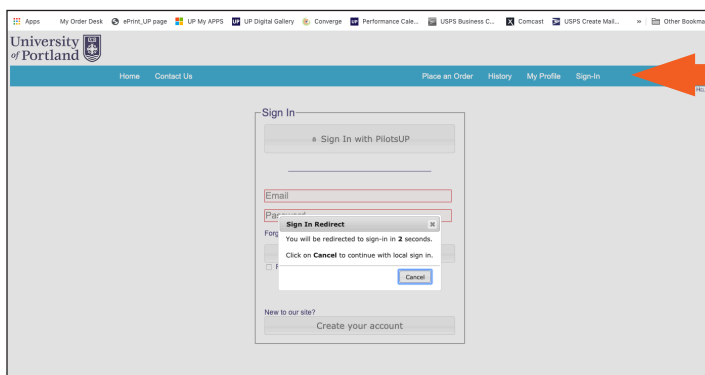
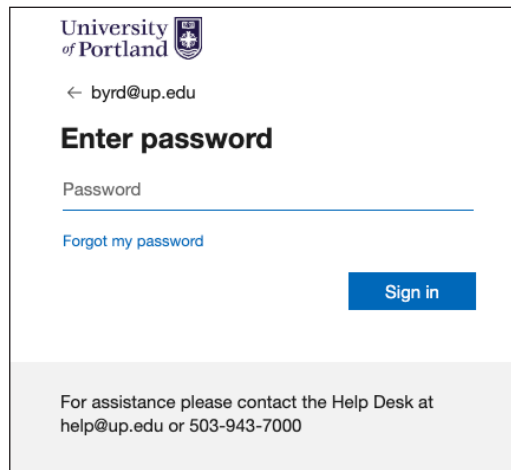
1. Go to myapps.up.edu



2. Select Web-to\_Print



3. Log in using your pilotsUP credentials

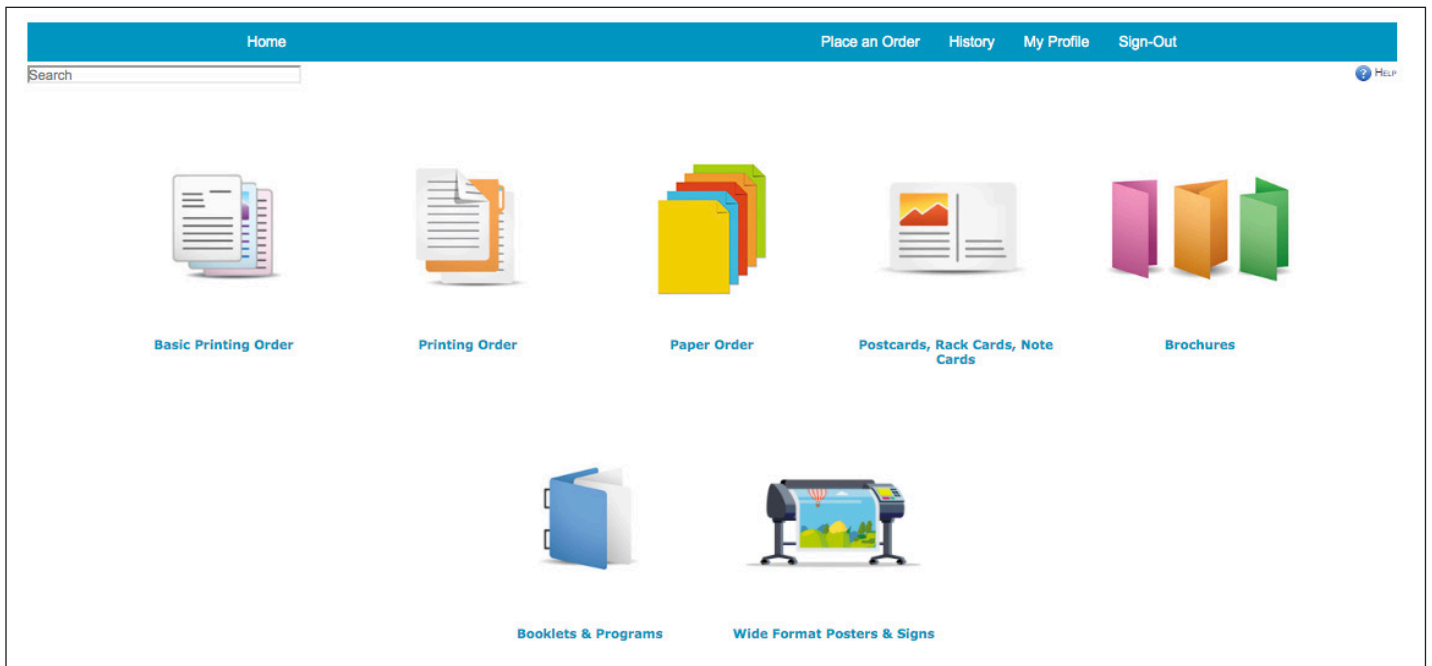


**Sign In**

Once logged in to pilotsUP, click on Sign in which will then redirect you to the home page.

## Home Page

The home page shows all the ordering options. Click on the appropriate order form based on the project you would like to have printed.



Complete the fields using the options provided. Costs will be automatically calculated. Attach your pdf file and add to cart.

The screenshot shows the Basic Printing Order form. The form is divided into several sections: Account Information, Delivery Information, General Printing, and Copyright Restrictions. Annotations with orange arrows point to specific fields: 'Include Fund, Organization & activity code' points to the 'Who do we charge?' field; 'Attach PDF' points to the 'Upload File' section; and 'Add to cart' points to the 'Add to Cart' button. The form includes fields for Name, Department, Delivery Method (set to 'Campus mail'), MSC#, Attention, Due Date, and Time Due. It also has fields for Job Name, Number of Copies, Color or Black & White, # of Black & White pages/sides, # of Color pages/sides, Paper Size, and Single Sided or Double Sided. A total cost of \$0.00 is displayed. A copyright notice is also present.

## Ordering Options



Basic Printing Order

### Basic Printing Order

Use this form for basic printing requests that don't require any bindery or only need stapling or drilling.



Printing Order

### Printing Order

Use this form for more complex printing jobs that require bindery such as cutting, laminating, folding, padding, coil or tape binding.



Paper Order

### Paper Order

Use this form to order sheets, packages, reams, or cases of paper.



Postcards, Rack Cards, Note Cards

### Postcards, Rack Cards, Note Cards

Use this form to order postcards, rack cards, or notecards that only require cutting, folding or laminating.



Brochures

### Brochures

Use this form to order brochures that require cutting and folding only.



Booklets & Programs

### Booklets and Programs

Use this form to order booklets and programs that require booklet folding, stapling and trimming.



Wide Format Posters & Signs

### Wide Format Posters & Signs

Use this form to order wide format posters, lamination, foam board mounting and corrugated plastic mounting and h-frames.

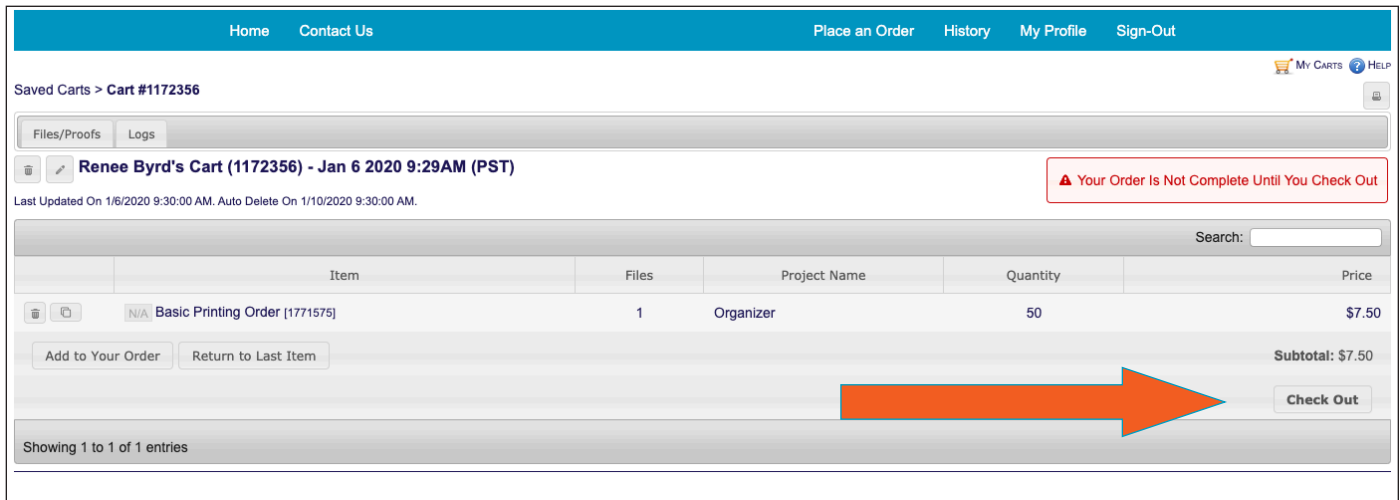
*Please note: wide format posters are defined as larger than 12"x18".*

## Placing your order

Once you click on the "Add to Cart" button, it will lead you to this page.

You can choose to add additional orders to your cart, return to the last item or check out.

**To place your order click the CHECK OUT button then click the PLACE YOUR ORDER button.**



Home Contact Us Place an Order History My Profile Sign-Out My CARTS HELP

Saved Carts > Cart #1172356

Files/Proofs Logs

Renee Byrd's Cart (1172356) - Jan 6 2020 9:29AM (PST) ▲ Your Order Is Not Complete Until You Check Out

Last Updated On 1/6/2020 9:30:00 AM. Auto Delete On 1/10/2020 9:30:00 AM.

Item	Files	Project Name	Quantity	Price
N/A Basic Printing Order [1771575]	1	Organizer	50	\$7.50

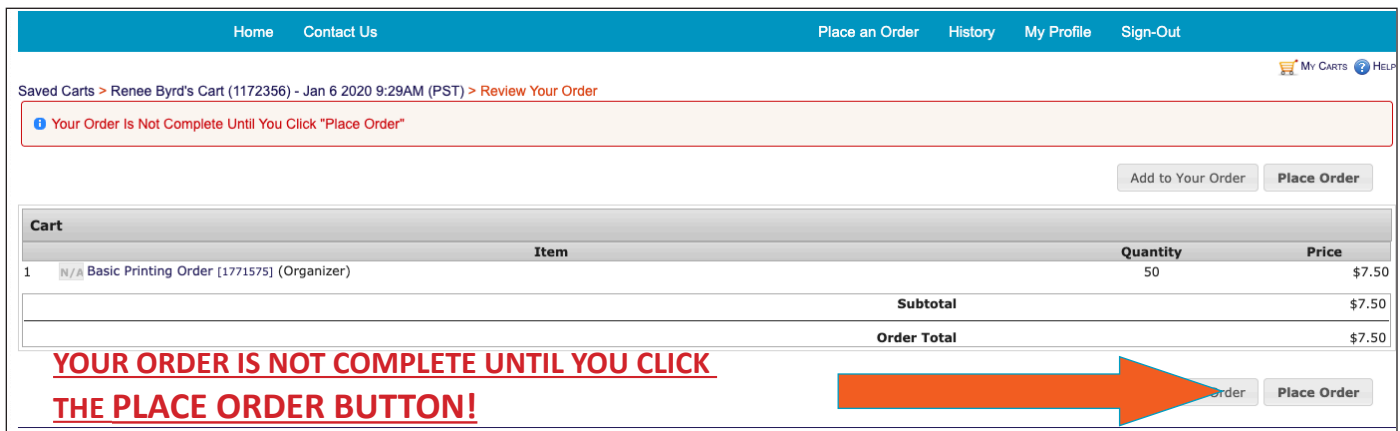
Add to Your Order Return to Last Item

Subtotal: \$7.50

Check Out

Showing 1 to 1 of 1 entries

Once you click the Check Out button it will take you to this page:



Home Contact Us Place an Order History My Profile Sign-Out My CARTS HELP

Saved Carts > Renee Byrd's Cart (1172356) - Jan 6 2020 9:29AM (PST) > Review Your Order

i Your Order Is Not Complete Until You Click "Place Order"

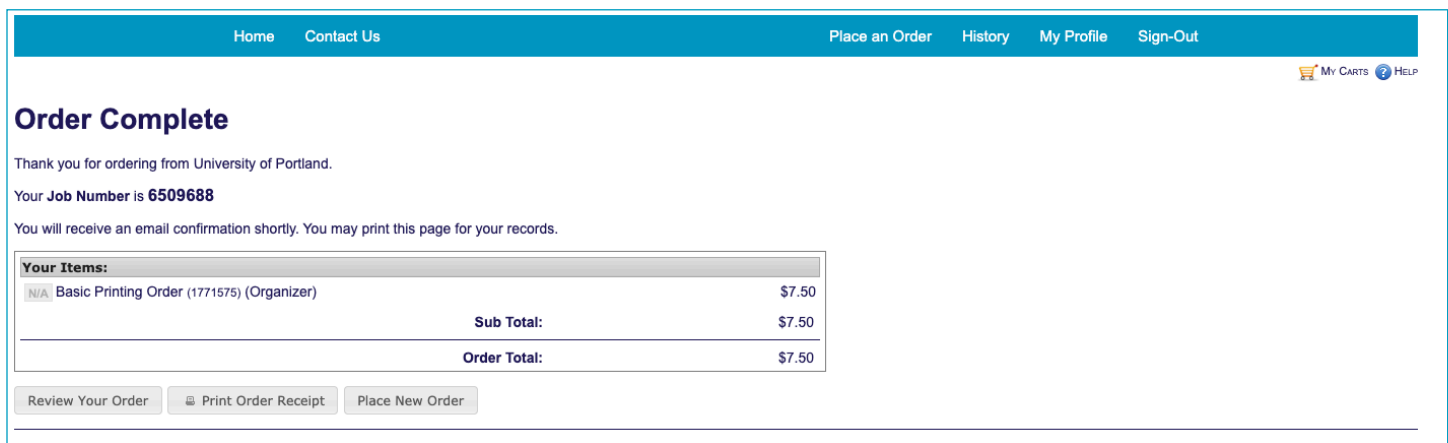
Add to Your Order Place Order

Item	Quantity	Price
1 N/A Basic Printing Order [1771575] (Organizer)	50	\$7.50
Subtotal		\$7.50
Order Total		\$7.50

**YOUR ORDER IS NOT COMPLETE UNTIL YOU CLICK THE PLACE ORDER BUTTON!**

Place Order

Once you complete your order you will receive this confirmation screen and an email.



Home Contact Us Place an Order History My Profile Sign-Out My CARTS HELP

## Order Complete

Thank you for ordering from University of Portland.

Your Job Number is **6509688**

You will receive an email confirmation shortly. You may print this page for your records.

Your Items:	
N/A Basic Printing Order (1771575) (Organizer)	\$7.50
Sub Total:	\$7.50
Order Total:	\$7.50

Review Your Order Print Order Receipt Place New Order

If you have any questions, comments, or suggestions, please contact:  
Printing Services 503.943.7200 printjobs@up.edu