



Instructions for Ordering Business Cards for the State of Utah

1. Go to www.printingfast.com.
2. On our home page, click on the "Customer Login" link on the left.
3. Enter **utah.gov** as the username, and **cards1** as the password.
4. The Customer Portal page appears. Select "State of Utah Business Cards" unless you are ordering cards for the Dept. of Natural Resources (DNR), for which there is a separate portal for that department. Click on the "Continue" button.
5. The **State of Utah Business Card Order Center** page appears, in which a thumbnail image and item description of each style of business card is listed (For DNR cards, one general layout is shown. Selecting a DNR division will be required on the form that will appear). If you wish to view a larger image of the card, click on the "thumbnail" image to the left of the card description. Enter the desired quantity (of total cards, not boxes of cards) in the corresponding "Quantity" field of the card style you need. A minimum of 500 cards is required, and higher quantities are available in increments of 500.
6. Click on the "Continue" button (you may need to scroll down somewhat to see this button), or simply hit the "Enter" key to continue.
7. Enter the information that will appear on the business card in each of the provided fields (press the tab key to advance to the next field). If you are ordering a card that requires you to enter a department or office name, please capitalize the first letter of each major word of the department name to maintain consistency (Example: **D**epartment of **E**nvironmental **Q**uality). Simply skip any fields that do not apply to the current order. You have the option of having the web address you enter to be "bolded" and/or "italicized" if you so choose. You can also specify to have appointment info printed on the back of the card if desired. If so, simply choose from one of the three options for the backside shown by selecting it from the pull down menu.
8. Click on the "Preview" button.
9. A proof of your card appears onscreen. Review the information for accuracy. If any changes are needed, click on the "Modify" button, and repeat Steps 6 and 7. When you are satisfied with the proof, click on the "Order" button.
10. An item summary will appear showing all the information you entered along with the order quantity you entered. If you need to change the order quantity, enter the new quantity in the corresponding field on the right and click on the "Update Quantities" button.
11. Your order item is complete. If you are ordering cards for more than one person, click on the "Continue Shopping" button, after which you will be redirected to the page corresponding to Step 4. Repeat Steps 4 through 9. **Note:** If any of the cards you are ordering need information printed on the back of the card, you will need to enter information about that in the next step, **after** you have performed the typesetting for the fronts of **all** the cards you are ordering.
12. When you have finished entering orders for all cards, enter your contact and payment information in the fields provided below the item summaries. After you have filled in the information in the appropriate fields, click on the "Submit Request" button toward the bottom of the page. Note: only "Your Name" and "E-mail Address" are required in the fields relevant to your own contact information.
13. Your entire order is complete! You will be redirected to the home page with a confirmation statement. When you are finished with ordering, click on the link "Log Out" on the left side of our home page. If you realize that you need to place another order before logging out, simply click on the "State of Utah Business Card Order Center" link at the left and you will be redirected to step #4 above.

IF YOU SEND AN ORDER AND THEN REALIZE IT HAD WRONG INFORMATION:

Please send us an email message (to info@printingfast.com) letting us know which item(s) is (are) incorrect. We will then disregard the item (card) with the wrong information that you sent to us. If your order contained other items that are correct and still need to be processed, we will process them as normal. You can actually re-order the card with the wrong info and fix the information accordingly by looking up the order by clicking on the "Order History" link at the left when you're still logged in. Since your order was so recent, it should be toward the top of the list. You can then click on "View Order". After your order comes back up on the screen, find the individual item(s) you want to fix, and type in the quantity again in the box labeled "Reorder". Then scroll down to the bottom of the page and click on the "Reorder" button. The order form for that item(s) will then come up, and you can make changes accordingly and preview the item as before. The rest of the normal order process will then follow, and a new separate order will be sent to us containing only the item(s) that was (were) corrected.

If you have any problems with this process, please call Printing Express at 801-567-1888. Our hours are Monday thru Friday, 8:30 a.m. - 5:30 p.m.