

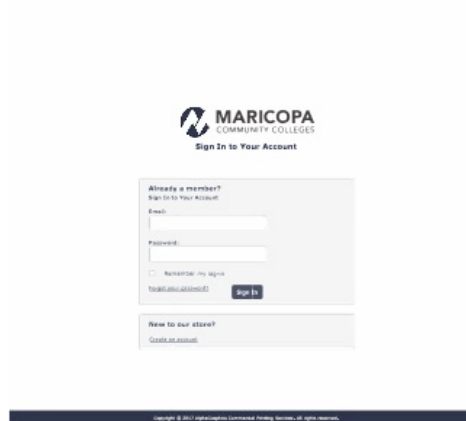
# Name Badge Ordering Process

**Step 1.** Use the link: <http://us013.agstorefront.com/uStore/98/home>

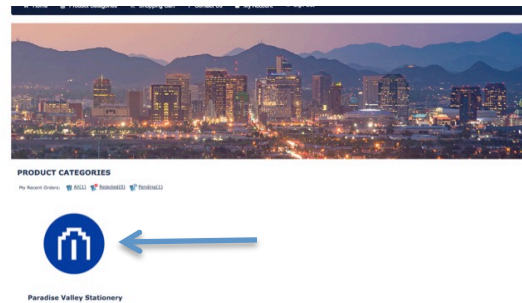
Choose Paradise Valley.

Then begin by creating an account for the order. You will only need to do this once.

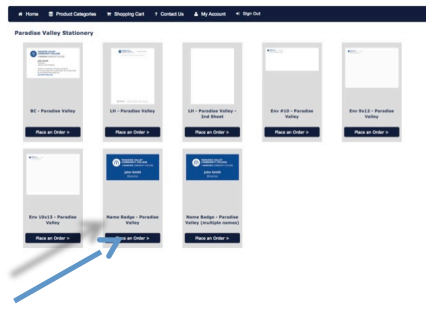
*\*You will then receive an email with a link to activate your account. Please be sure to do this as soon as possible, or you may need to register again.*



**Step 2.** Once you activate your account, login and click on the PVCC logo to choose your stationery.



**Step 3.** Choose the PVCC Name Tag Option



## Step 4.

Enter all of your information. A proof will build on the screen. You can choose the 'Enlarge view' option to proof your name badge.

- Marketing will not proof cards. Please check your information carefully.

BC - Paradise Valley

Complete the form below to customize your product.  
Please check the proof carefully for content and spelling errors. Once you have submitted your order it will be produced as is, and any reprints, delays or halting of production could result in additional charges.  
If your proof is correct, please check "I approve this proof" and click "Next" to select your Quantity.

Campus/Location: -- Please Select a Value --

Name\*

Title

Department or Division

Telephone\*

Fax

Cell

Email

\*Required or required field

Paradise Valley Community College  
John Smith  
President  
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j.smith@pvcc.edu

Update Proof Print Enlarge View

I approve this proof.

Next

You must click "I approve this proof" to move forward. Click Next.

## Step 5.

Review your order and click "Proceed to Checkout" when ready.

You will be directed to choose a payment option. Please click "Purchase Order" button. In the space for the Purchase Order number, type "PVCC PO".

**You will be given an order number and you will receive an email confirming your order as well. Marketing will review orders and approve for printing.**

Home Product Categories Shopping Cart Contact Us My Account Sign Out

Customize Finalize

BC - Paradise Valley

Quantity: 250 Business Cards

Total Quantity: 330 Business Cards

Price Per Business Card: \$5.00 USD

Total Price: \$12.50 USD

Add to Cart

Home Product Categories Shopping Cart Contact Us My Account Sign Out

Checkout - Order Summary

Address Details > Payment & Submission

Ordered Items

Name	Units	Price
BC - Paradise Valley John A. Employee	Total: 250 Business Cards	\$12.50 USD

Subtotal: \$12.50 USD  
Tax: \$1.08 USD  
Total: \$13.58 USD

Select Payment Method

Credit Card

Purchase Order

Purchase Order: PVCC PO

This order will go through an approval process after submission, before it is being produced.  
Follow the order approval status under My Account > Order History section.

Comment for the approver: