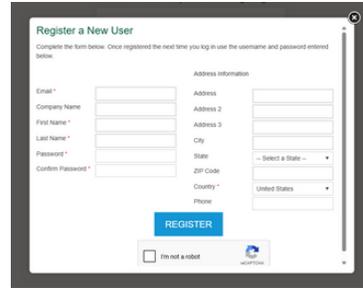


Impressive Print Portal Guide

Follow these steps to navigate the print portal to order materials.

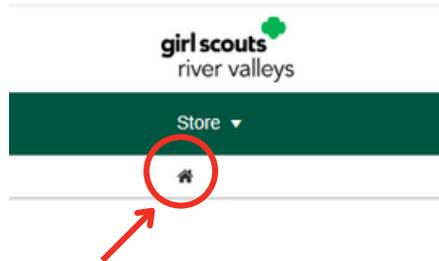
1. Login with your username and password. If it's your first time using the portal, click "Register Now" and fill out the form and then proceed to login.



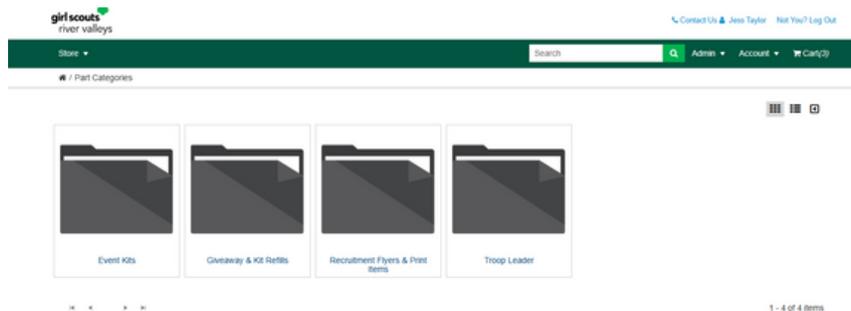
2. Enter the Print Portal. You will have access to your account, cart, and search bar.



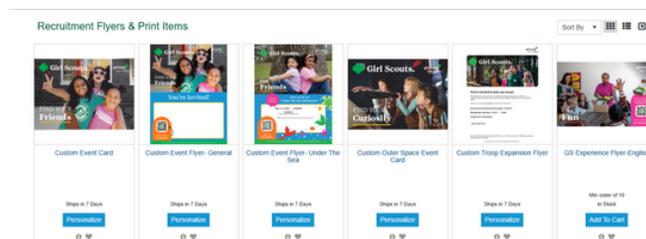
3. Click on the home button on the upper left hand corner of the webpage to access the store.



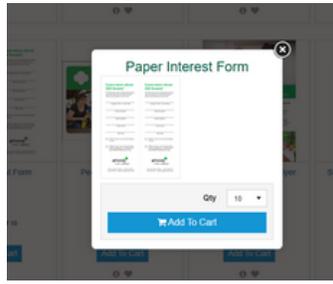
4. Click on the folder of your choice.



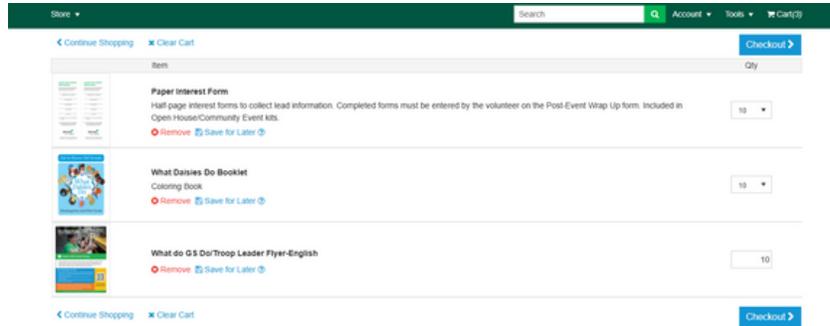
5. Explore the folder. You can click on the titles below the pictures to get a better view and more information of each item.



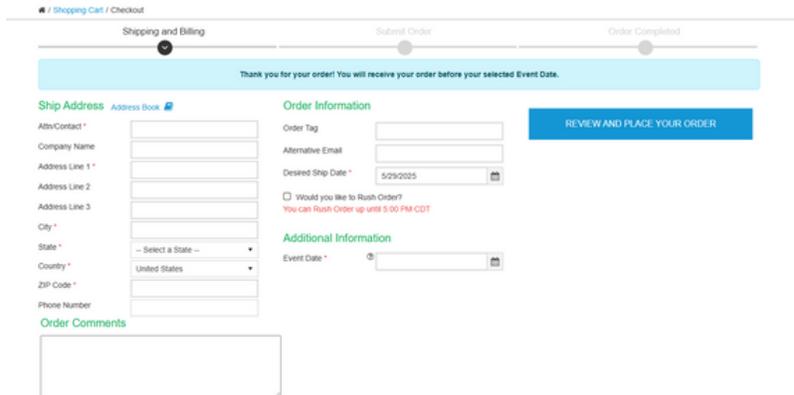
6. When you locate the item you want, click “Add to Cart” and add the quantity needed.



7. Once you have all the items you need added to your cart, proceed to checkout.



8. Fill out your shipping and order information. Please provide at least a week for Desired Ship Date.



9. Review your order information and then click “Place Order”.

