

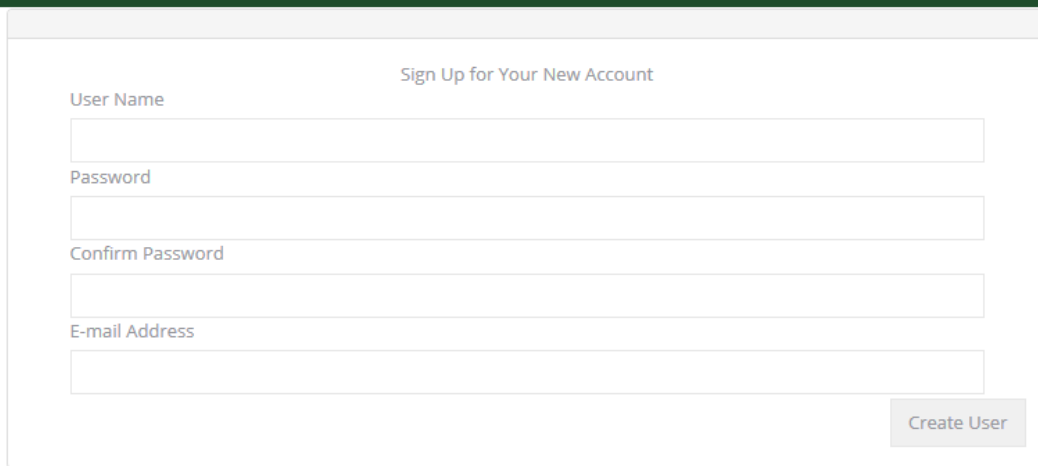
Instructions for ordering Colorado State University Extension business cards:

******For first time users; for standard business cards. New employees can order the first 500 ‘standard’ business cards, paid for by Extension HR. If you are a new employee who wants a special order, Extension HR will pay for the standard business card rate of the new order.

For special orders please contact [Doug Garcia](#) at CSU Creative Services.

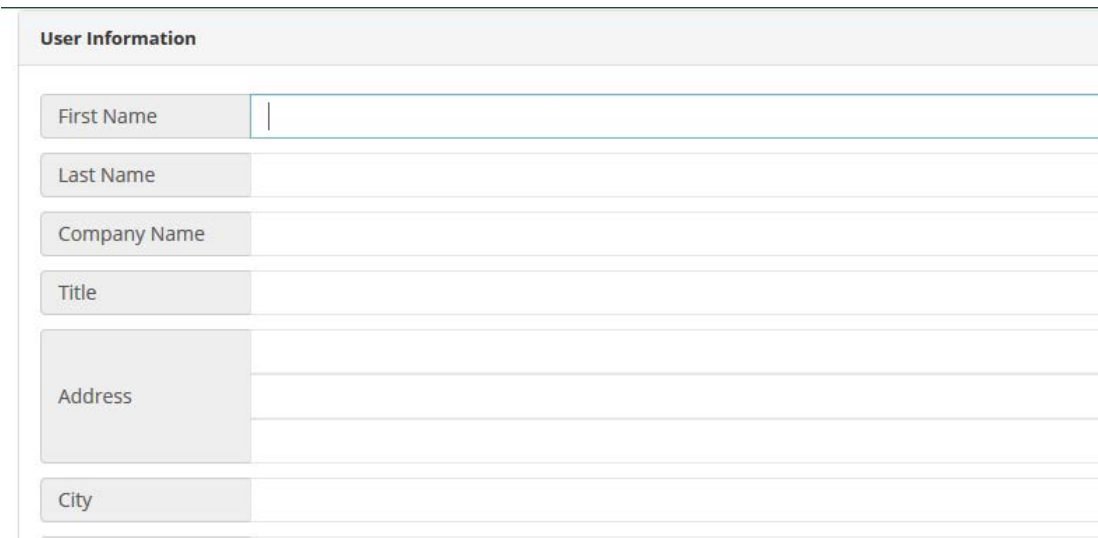
[Jump to order page](#) if not first-time user and you have a new profile.

******New User



The form is titled "Sign Up for Your New Account" and contains the following fields: User Name, Password, Confirm Password, and E-mail Address. A "Create User" button is located at the bottom right of the form.

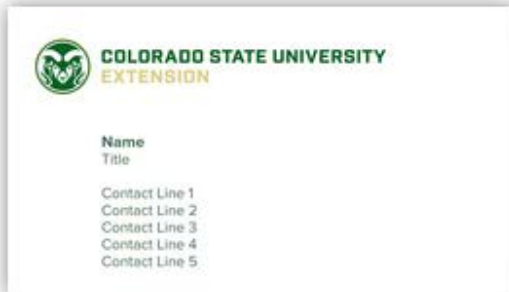
Create your profile: You will need to create a new user name and password. *Both the user name and password should be new to this site, and ones that you have never used before.*



The form is titled "User Information" and contains the following fields: First Name, Last Name, Company Name, Title, Address, and City.

STEP 1 After you have created your new profile.

“Choose One” one (Regular Extension for non-4-H card or Clover for 4-H card).



Business Card - Extension

\$63.00

Continue



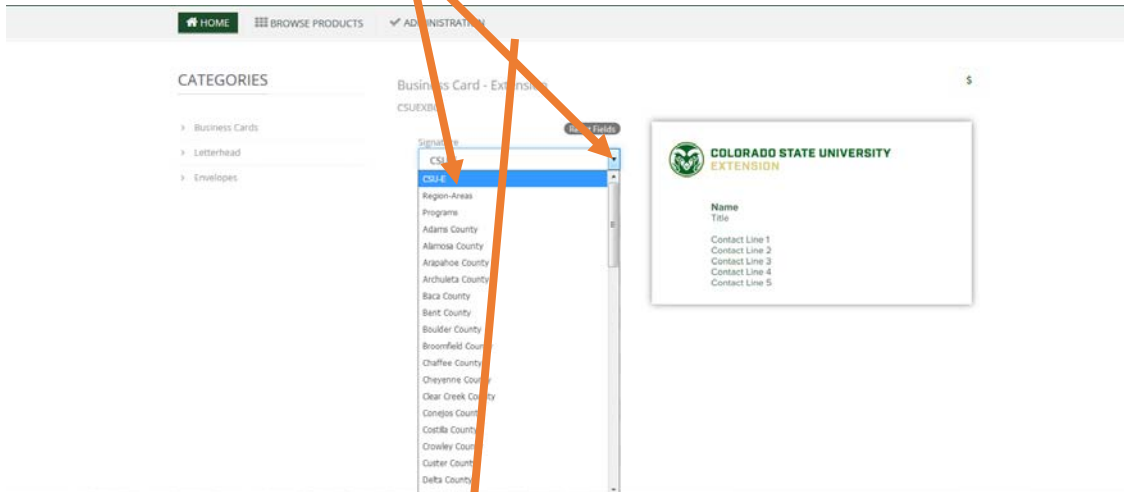
Business Card - 4H

\$63.00

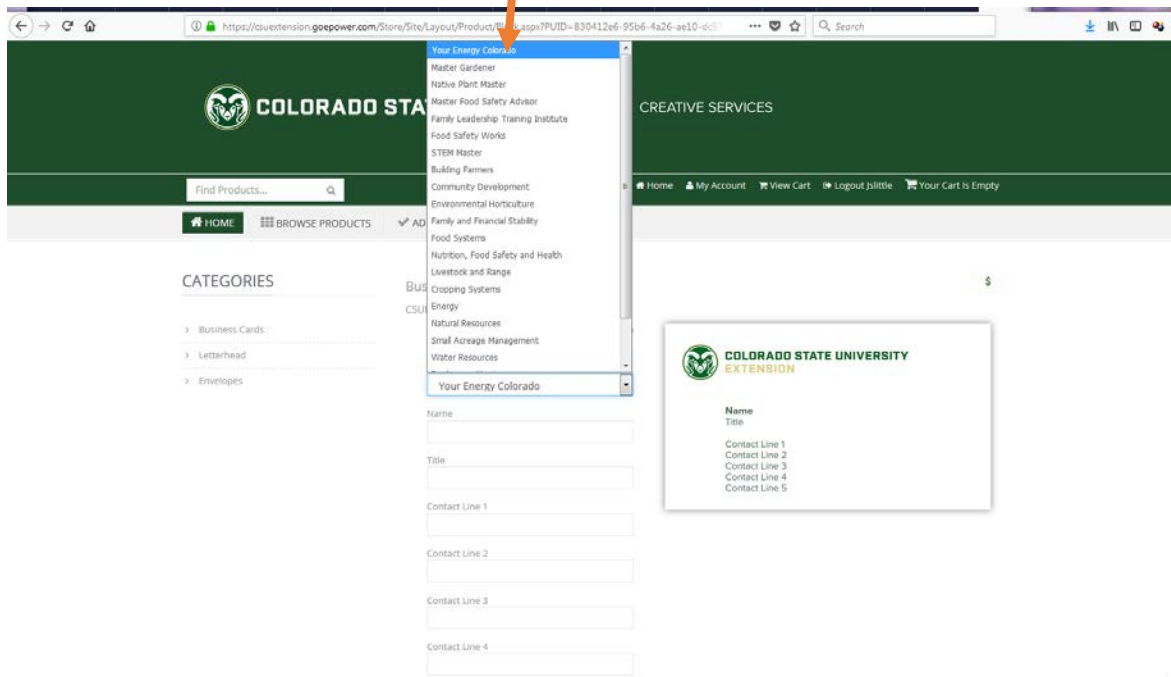
Continue

STEP 2

CSU-E Signature, 'click on arrow/drop down for County name and click on your county. Then you will see "Standard Signature" below with a drop down arrow. Click on a program if applicable. If not, leave standard signature in box. If you choose a Region/Area name, you will see a drop down arrow with all the Regions and Areas to choose from. Click on the appropriate choice.



STEP 3



For all other CSU-E employees click ‘CO State University Extension Signature’

HOME BROWSE PRODUCTS ADMINISTRATION

CATEGORIES

- > Business Cards
- > Letterhead
- > Envelopes

Business Card - Extension \$


CSUEXBC

Reset Fields

Signature
CSU-E
Co State University Extension Signatu

Name
Title

Contact Line 1
Contact Line 2



STEP 4

There are only 7 lines TOTAL available for contact information:

Name, Title, (2 lines)

Responsibilities, office phone, address, cell phone number, fax, email address, and county or program website (5 lines).

- Fill in the blanks with desired information.
- Preview and accept proof or edit and preview and then accept. If you don't preview it you will not be able to continue. This is a great time to print a copy of your card.
- Click Quantity (500 for new CSU Extension Employees), then click ‘Add to Cart’.
- Click Checkout
- Where the template asks for payment, ex: IO or PO numbers, *for new employees only*, type in the date. Ex: 3142018, no dashes or slashes.

A proof for these will be sent to [Susan Harris](#) Extension Human Resources. Any questions should be directed to her.

[Jump to order page](#)

Updated 3/14/18