

Business Card Order Instructions

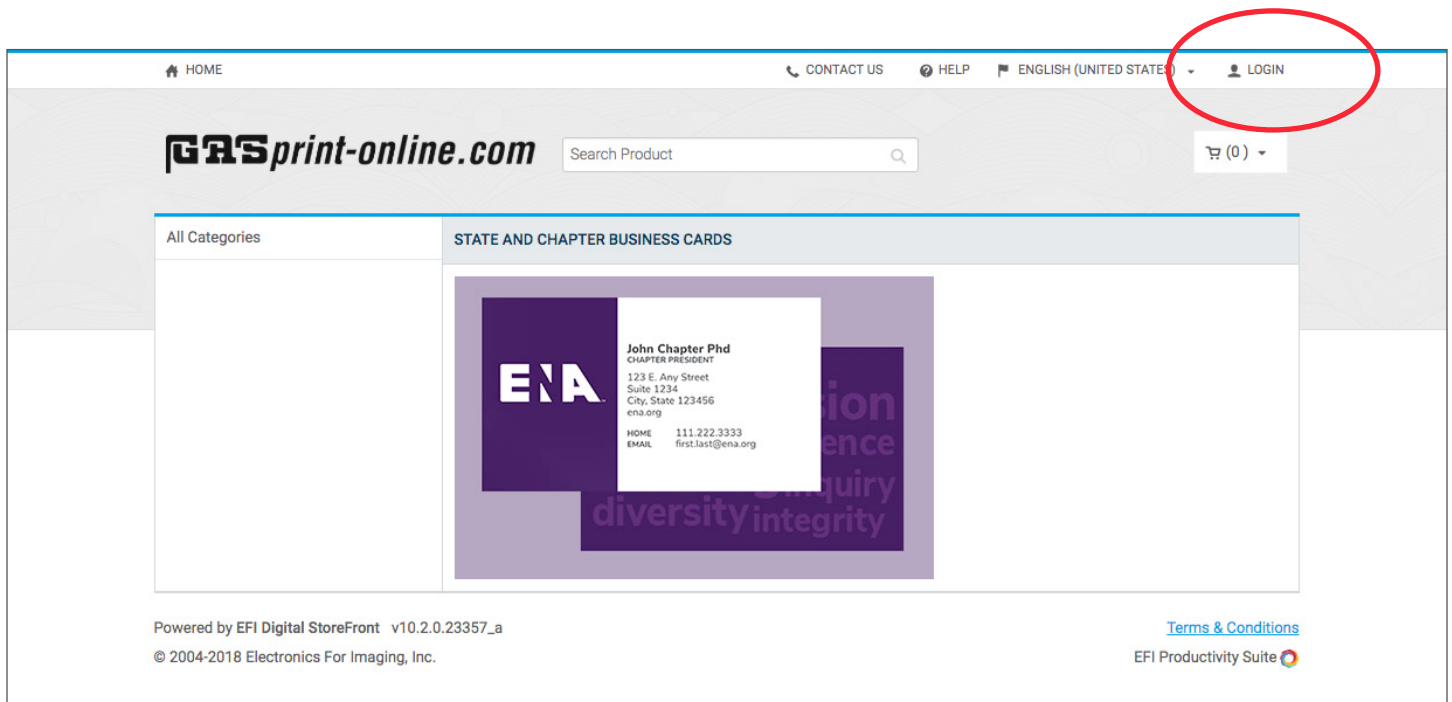
Go to:

http://bit.ly/GASprint-online_ENA-State-Chapters

First login by using your unique User ID and password listed on pages 8–9. You can also choose to create your own User ID and password.

Note: The User ID and password are case sensitive.

The login is in the upper right corner of the screen.



Once the User ID and password is entered, select “**Login**” to continue.

A screenshot of the login form. It has a title "Login" and a close button (X). The form contains two input fields: "User Name" with the text "state" and "Password" with masked characters "...". Below these fields is a checkbox labeled "Remember User Name" which is checked. A blue "Login" button is circled in red. To the right of the button is a link "Forgot Your Password?". At the bottom left is a link "New User? Register".

Business Card Order Instructions

Click on “**BUY NOW**” to start your order.

The screenshot displays the GRSprint-online.com website interface. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, and a language selector set to ENGLISH (UNITED STATES). Below the navigation bar, the website's logo and a search bar are visible. The main content area is divided into a left sidebar and a main product display. The sidebar contains a list of categories: All Categories, ENA, and State and Chapter Business Cards (which is highlighted). The main display features a large image of a business card for John Chapter PhD, Chapter President, with contact information. Below this image, the text 'IN THIS CATEGORY:' is followed by a grid of product thumbnails. One of these thumbnails shows the same business card image, and a red circle highlights the 'BUY NOW' button located directly beneath it. Below the product grid, the section 'ENA STATE/CHAPTER CARDS' is visible, with a description: 'Two-sided ENA Business Cards with a custom address.'

Business Card Order Instructions

Fill in your information in the appropriate fields.

- * **Job Name** (use your last name or something that will be easy to remember when you reorder).
- * **Quantity** (use the pull-down menu to order the number of cards you want to order.)

Personalization

Select your State or Chapter. This will add your correct State or Chapter logo.

Fill in:

- Name
- Title
- Address
- City
- State
- Zip Code
- Website
- Phone 1
(Pull down to select type of phone)
- Phone 2, 3 if needed
- ENA_Email

Review the preview of your business card that is now being displayed. Click on **"Add to Cart"**

The following message will appear, click **"OK"** to update and view another preview of your card.

Note: You can save and come back to your order at any time during the process.

Business Card Order Instructions

On the next screen, carefully review your card, then click “**Add to Cart**” to continue.

The screenshot shows a web application for ordering ENA State/Chapter Cards. On the left, there is a sidebar with fields for 'Job Name', 'My Last Name', 'Quantity' (set to 250), and 'Pages' (set to 2). Below these are 'Print Options' with checkboxes for 'Media(Smooth Opaque ...)' and 'Special Instructions'. The main area displays a preview of the business card. The card is 3.5 inches wide and 2 inches high. It features the ENA logo on a purple background, followed by the text 'Alabama State Council'. To the right, the card displays the following information: 'Name, Credentials (PhD)', 'TITLE (ALL CAPS)', '123 E. Any Street', 'Suite 1234', 'City, State 123456', 'ena.org', 'WORK 111.222.3333', and 'EMAIL first.last@ena.org'. At the bottom of the interface, there are navigation controls, a zoom level of 100%, and a status bar showing 'Unit Price \$0.14' and 'Total Price \$35.00'. A 'Save' button and an 'Add to Cart' button are located at the bottom right, with the 'Add to Cart' button circled in red.

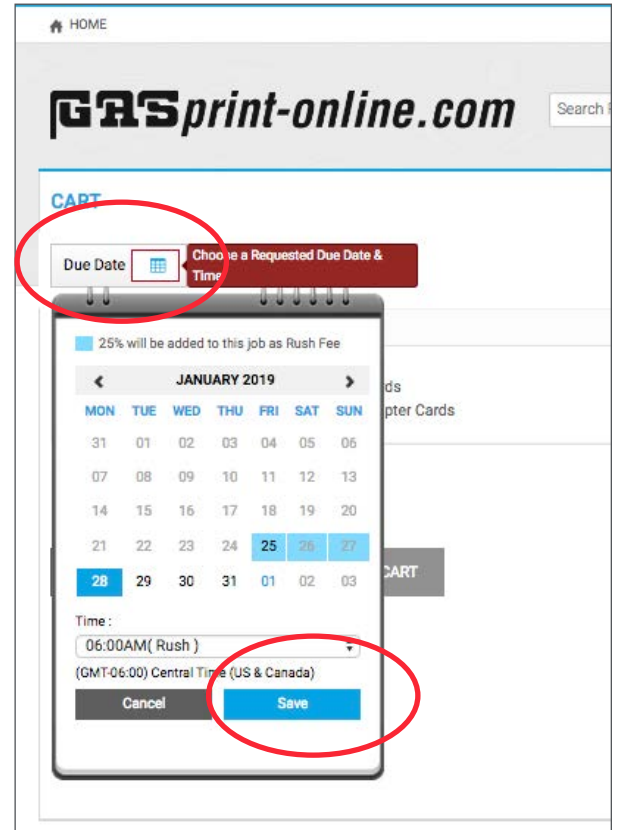
The following approval screen will come up, if you are satisfied with the proof of your business card, click on the “**I Agree**” button.

The screenshot shows an approval screen with the following text: 'I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.' At the bottom right, there is a blue button with a checkmark and the text 'I Agree', which is circled in red.

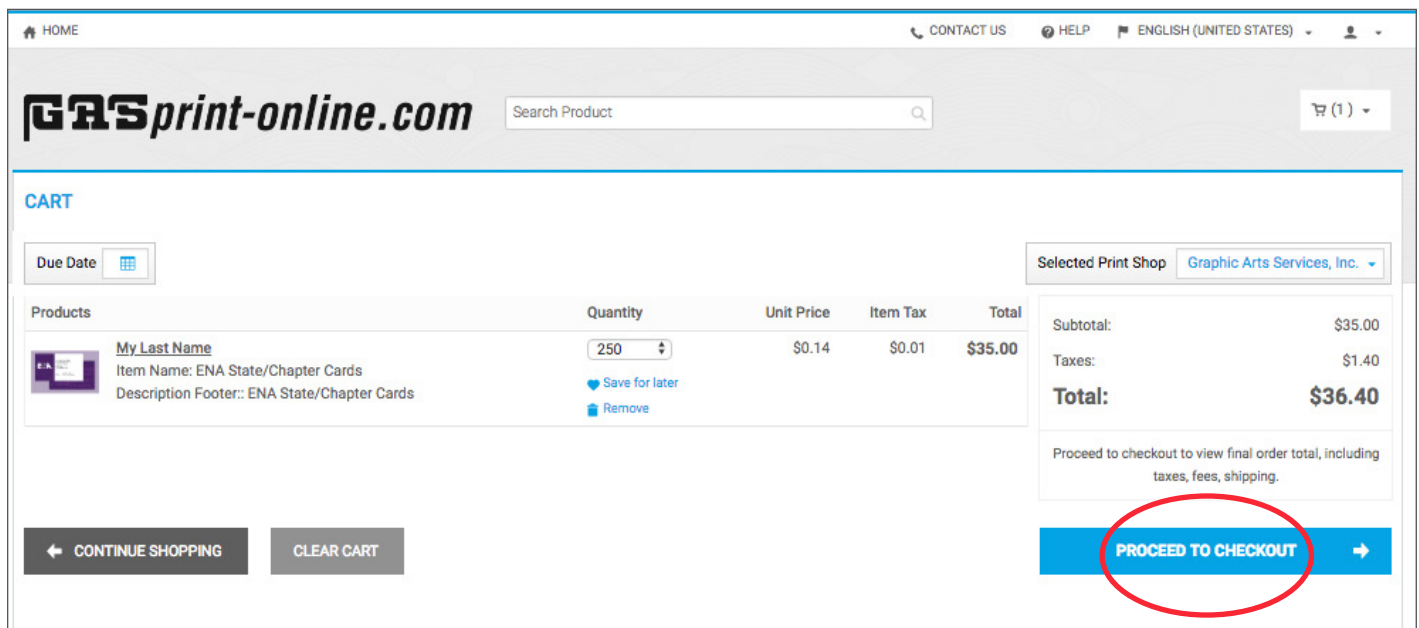
Business Card Order Instructions

Once in the cart, select a **“Due Date”**.
25% will be added to the job as a Rush Fee.
These dates are highlighted in light blue.

Click **“Save”** in the pop up calendar once you’ve
chosen a delivery date.



Click **“Proceed to Checkout”**.



Business Card Order Instructions

Fill in the Shipping Information.
When all fields are filled in,
You must first click “**Save**” to
proceed with checkout.

Next, click “**Proceed to Payment**”
button.

HOME CONTACT US HELP

GASprint-online.com

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1
Please select a shipment type.
United Parcel Service Ground

ADDRESS
[Add from Address Book](#)

*First Name:
test

*Last Name:
test

*Address Line 1:
test

Address Line 2:

Address Line 3:

*City:
test

Country:
United States

*State/Province/Region:
IL - Illinois

*Zip/Postal Code:
12345

*Phone Number 1:
1234567890

*Company:
ENA_State - Chapters

*Email:
creative@ena.org

Delivery Instructions

[Save to My Address Book](#)

Save **Cancel**

You must click save to proceed with checkout.

[Add Another Recipient](#)

[CONTINUE SHOPPING](#)

PROCEED TO PAYMENT

Products
My Last Name
Item Name: ENA State/Chapter Cards
Qty Unit Price Tax Total
250 \$0.14 \$0.01 \$35.00

Subtotal: \$35.00
Shipping and Handling: \$14.13
Taxes: \$1.97
Total: \$51.10

Confirm that the shipping
information is correct, then click
“**Proceed to Payment**”.

HOME CONTACT US HELP

GASprint-online.com

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1
United Parcel Service Ground

ADDRESS
[Edit Address](#)

test test
test
United States
IL - Illinois - 12345 1234567890
ENA_State - Chapters
creative@ena.org

[Add Another Recipient](#)

[CONTINUE SHOPPING](#)

PROCEED TO PAYMENT

Products
My Last Name
Item Name: ENA State/Chapter Cards
Qty Unit Price Tax Total
250 \$0.14 \$0.01 \$35.00

Subtotal: \$35.00
Shipping and Handling: \$14.13
Taxes: \$1.97
Total: \$51.10

Business Card Order Instructions

Click **“Place My Order”** to be directed to the secure payment page and enter your credit card information to complete your order.

HOME CONTACT US HELP

GASprint-online.com

Shipping Payment Finish

How would you like to pay?

PAYMENT METHOD
Please select a payment type.

☒ Credit Card

CREDIT CARD

Click Place My Order to be directed to the secure payment page to enter your credit card information and complete your order.

CONTINUE SHOPPING PLACE MY ORDER

Products
test

Qty	Unit Price	Tax	Total
250	\$0.14	\$0.01	\$35.00

Subtotal: \$35.00
Shipping and Handling: \$14.17
Taxes: \$1.97
Total: \$51.14

Fill in Credit Card information on the next page and then click **“Pay Now”** when complete.

GASPRINT-online.com Secure Payment Form

Order Information * Required Fields

Description: Invoice Number:

Total: \$51.14 (USD)

Payment Information

VISA MasterCard Discover

Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mm/yy)

Billing Information

Customer ID: 224609

First Name: Last Name:

Company: ENA_State - Chapters

Address:

City:

State/Province: IL Zip/Postal Code:

Country: US

Email: creative@ena.org

Phone:

Fax:

Shipping Information

☐ Copy Billing information to Shipping information

First Name: Last Name:

Company:

Address:

City:

State/Province: Zip/Postal Code:

Country:

Pay Now

Business Card User ID and Passwords

Note: The User ID and password are case sensitive.

Alabama State Council	enaAL	ena	Big Red Roadrunners Chapter	enaIN_BRR	ena
Alaska State Council	enaAK	ena	East Central Indiana Chapter	enaIN_ECI	ena
Arizona State Council	enaAZ	ena	Indy Roadrunners Chapter	enaIN_IR	ena
Arkansas State Council	enaAR	ena	Northeast Indiana Chapter	enaIN_NEI	ena
California State Council	enaCA	ena	Northwest Indiana Chapter	enaIN_NWI	ena
Channel Islands Chapter	enaCA_CI	ena	River City Roadrunners Chapter	enaIN_RCR	ena
East Bay Chapter	enaCA_EB	ena	SNAP Chapter	enaIN_SNAP	ena
Greater Los Angeles County Chapter	enaCA_GLAC	ena	Southwest Trailblazers Chapter	enaIN_SWT	ena
Inland Empire Chapter	enaCA_IE	ena	Wabash Valley Roadrunners Chapter	enaIN_WVR	ena
Kern County Chapter	enaCA_KC	ena	West Central Indiana Chapter	enaIN_WCIC	ena
Loma Prieta Chapter	enaCA_LP	ena	Iowa State Council	enaIA	ena
Mid-Valley Chapter	enaCA_MV	ena	Kansas State Council	enaKS	ena
Orange Coast Chapter	enaCA_OC	ena	Eastern Kansas Chapter	enaKS_EK	ena
Sacramento Chapter	enaCA_S	ena	ENACK Chapter	enaKS_ENACK	ena
San Diego County Chapter	enaCA_SD	ena	Kentucky State Council	enaKS_KS	ena
San Francisco Bay Area Chapter	enaCA_SFBA	ena	Bluegrass Chapter	enaKS_B	ena
Superior California Chapter	enaCA_SC	ena	Kentuckiana Chapter	enaKS_K	ena
Colorado State Council	enaCO	ena	Three Rivers Chapter	enaKS_TR	ena
Connecticut State Council	enaCT	ena	Louisiana State Council	enaLA	ena
Delaware State Council	enaDE	ena	Maine State Council	enaME	ena
Florida State Council	enaFL	ena	Maryland State Council	enaMD	ena
Big Bend Chapter	enaFL_BB	ena	Eastern Shore Chapter	enaMD_ES	ena
Broward Chapter	enaFL_B	ena	Metropolitan Baltimore Chapter	enaMD_MB	ena
Central Florida Chapter	enaFL_CF	ena	Mid-Maryland Chapter	enaMD_MM	ena
Conch Republic of the Florida Keys Chapter	enaFL_CROTFK	ena	Massachusetts State Council	enaMA	ena
Dade-Broward Chapter	enaFL_DB	ena	Beacon Chapter	enaMA_B	ena
Greater Orlando Chapter	enaFL_GO	ena	Central Mass Chapter	enaMA_CM	ena
Manasota Chapter	enaFL_M	ena	Mayflower Chapter	enaMA_M	ena
Nature Coast Chapter	enaFL_NC	ena	Pioneer Valley Chapter	enaMA_PV	ena
North Central Florida Chapter	enaFL_NCF	ena	Michigan State Council	enaMI	ena
Northeast Florida Chapter	enaFL_NEF	ena	Huron Valley Chapter	enaMI_HV	ena
Northwest Florida Chapter	enaFL_NWF	ena	Little Traverse Bay Chapter	enaMI_LTB	ena
Palm Beach County Chapter	enaFL_PBC	ena	West Michigan Chapter	enaMI_WM	ena
Southwest Florida Chapter	enaFL_SWF	ena	Minnesota State Council	enaMN	ena
Space Coast Chapter	enaFL_SC	ena	Central Minnesota Chapter	enaMN_CM	ena
Volusia/Flagler Chapter	enaFL_VF	ena	Greater Twin Cities Chapter	enaMN_TC	ena
West Coast Florida Chapter	enaFL_WCF	ena	Lake Superior Chapter	enaMN_LS	ena
Georgia State Council	enaGA	ena	Zumbro Valley Chapter	enaMN_Z	ena
Chattahoochee Chapter	enaGA_C	ena	Mississippi State Council	enaMS	ena
Coastal Empire Chapter	enaGA_CE	ena	Missouri State Council	enaMO	ena
Heart of Georgia Chapter	enaGA_HOG	ena	Central Missouri Chapter	enaMO_CM	ena
Lorene Newberry Chapter	enaGA_LN	ena	Crescent Chapter	enaMO_C	ena
Metro Atlanta Chapter	enaGA_MA	ena	Greater Kansas City Area Chapter	enaMO_GKC	ena
Northeast Georgia Chapter	enaGA_NGC	ena	Greater St. Louis Chapter	enaMO_GSL	ena
Southside Atlanta Chapter	enaGA_SA	ena	Ozark Chapter	enaMO_O	ena
Southwest Georgia Chapter	enaGA_SWG	ena	SEMO Chapter	enaMO_SEMO	ena
Hawaii State Council	enaHI	ena	Montana State Council	enaMT	ena
Idaho State Council	enaID	ena	Nebraska State Council	enaNE	ena
Illinois State Council	enaIL	ena	New Hampshire State Council	enaNH	ena
Indiana State Council	enaIN	ena	New Jersey State Council	enaNJ	ena
			Jersey Shore Chapter	enaNJ_JS	ena

Northern New Jersey Chapter	enaNJ_NNJ	ena	Philadelphia Chapter	enaPA_PH	ena
Southern Jersey Chapter	enaNJ_SJ	ena	Pocono Chapter	enaPA_PO	ena
West Central New Jersey Chapter	enaNJ_WCNJ	ena	Seven Mountains Chapter	enaPA_SM	ena
New Mexico State Council	enaNM	ena	Susquehanna Chapter	enaPA_S	ena
New York State Council	enaNY	ena	Western Pennsylvania Chapter	enaPA_WP	ena
Adirondack Chapter	enaNY_A	ena	Rhode Island State Council	enaRI	ena
Brooklyn/Staten Island Chapter	enaNY_BS	ena	South Carolina State Council	enaSC	ena
Central New York Chapter	enaNY_CNY	ena	Central Chapter	enaSC_C	ena
Chatt Chapter	enaNY_C	ena	Coastal Carolina SCENA Chapter	enaSC_SCENA	ena
Genesee Valley Chapter	enaNY_GV	ena	Foothills Chapter	enaSC_FC	ena
Lower Hudson Valley Chapter	enaNY_LHV	ena	Low Country Chapter	enaSC_LCC	ena
Manhattan/Bronx Chapter	enaNY_MB	ena	Palmetto Chapter	enaSC_P	ena
Mark Twain Chapter	enaNY_MT	ena	Pee Dee Chapter	enaSC_PD	ena
Mohawk Valley Chapter	enaNY_MV	ena	South Dakota State Council	enaSD	ena
Nassau/Queens Chapter	enaNY_NQ	ena	Tennessee State Council	enaTN	ena
Southern Tier New York Chapter	enaNY_STNY	ena	Appalachian Chapter	enaTN_A	ena
Suffolk County Chapter	enaNY_SC	ena	Memphis Area Chapter	enaTN_M	ena
Western New York Chapter	enaNY_WNY	ena	Middle Tennessee Chapter	enaTN_MT	ena
Nevada State Council	enaNV	ena	Scenic Cities Chapter	enaTN_SC	ena
North Carolina State Council	enaNC	ena	Smokey Mountain Chapter	enaTN_SM	ena
Blue Ridge Chapter	enaNC_BR	ena	Texas State Council	enaTX	ena
Cardinal Chapter	enaNC_C	ena	Austin Chapter	enaTX_AC	ena
Carolina Dogwood Chapter	enaNC_CD	ena	Brazos Valley Chapter	enaTX_BVC	ena
Carolina Foothills Chapter	enaNC_CF	ena	Central Texas Chapter	enaTX_CT	ena
Coastal Carolina Chapter	enaNC_CC	ena	Coastal Bend Chapter	enaTX_CB	ena
Eastern Tarheel Chapter	enaNC_ET	ena	Dallas County Chapter	enaTX_DC	ena
Heart of Carolina Chapter	enaNC_HOC	ena	East Texas Chapter	enaTX_ET	ena
Metrolina Chapter	enaNC_M	ena	El Paso Chapter	enaTX_EP	ena
North Carolina Eastern Piedmont Chapter	enaNC_NCEP	ena	Golden Triangle Chapter	enaTX_GT	ena
Outer Banks Chapter	enaNC_OB	ena	Gulf Coast Chapter	enaTX_GC	ena
North Dakota State Council	enaND	ena	Hi Plains Chapter	enaTX_HP	ena
Prairie Crossroads Chapter	enaND_PC	ena	Houston Chapter	enaTX_H	ena
Red River Valley Chapter	enaND_RRV	ena	North Texas Chapter	enaTX_NT	ena
Ohio State Council	enaOH	ena	Rio Bravo Chachalacas Chapter	enaTX_RBC	ena
Central Ohio Chapter	enaOH_CO	ena	San Antonio Chapter	enaTX_SA	ena
Eastern Ohio Chapter	enaOH_EO	ena	Staked Plains Chapter	enaTX_SP	ena
Greater Akron Chapter	enaOH_A	ena	Tarrant County Chapter	enaTX_TC	ena
Greater Cincinnati Chapter	enaOH_GCI	ena	Texas 10-59 Chapter	enaTX_T10-59	ena
Greater Cleveland Chapter	enaOH_GCL	ena	West Texas Panhandle Chapter	enaTX_WTP	ena
Seagate Chapter	enaOH_S	ena	Utah State Council	enaUT	ena
Oklahoma State Council	enaOK	ena	Vermont State Council	enaVT	ena
Oregon State Council	enaOR	ena	Virginia State Council	enaVA	ena
Eastern Oregon Chapter	enaOR_EOC	ena	Central Virginia Chapter	enaVA_CV	ena
High Desert Chapter	enaOR_HD	ena	Lord Fairfax Roadrunners Chapter	enaVA_LFR	ena
Mid Valley and Coastal Chapter	enaOR_MVC	ena	Northern Virginia Chapter	enaVA_NV	ena
Southern Oregon Chapter	enaOR_SOC	ena	Peninsula Chapter	enaVA_P	ena
Pennsylvania State Council	enaPA	ena	Rappahannock Area Chapter	enaVA_RA	ena
Berks County Chapter	enaPA_BC	ena	Roanoke Roadrunners Chapter	enaVA_RR	ena
Bux-Mont Chapter	enaPA_BM	ena	Shenandoah Valley Chapter	enaVA_SV	ena
C.O.D.E. Chapter	enaPA_CODE	ena	Tidewater Chapter	enaVA_T	ena
Capital Area Chapter	enaPA_CA	ena	Washington State Council	enaWA	ena
Delaware County Chapter	enaPA_DC	ena	West Virginia State Council	enaWV	ena
Greater Lehigh Valley Chapter	enaPA_GLV	ena	Wisconsin State Council	enaWI	ena
Lake Erie Chapter	enaPA_LE	ena	Wyoming State Council	enaWY	ena