Ordering Business Cards

PJCC staff members are responsible for placing their own business card orders. When Marketing sends an email announcing "open enrollment for business cards," please follow these easy steps (below) to place your order. Your department will be billed appropriately upon receipt:

1. Place your order on our new online system: [Click here](http://www.colorprint.com/customer_portal/login.html) or paste this URL in your browser: http://www.colorprint.com/customer_portal/login.html

2. Enter username: **PJCC** and password: **pjcc123** (lowercase)

3. Enter your desired quantity (250 or 500) in the drop-down box to the right of "PJCC Business Cards"

4. Click "Add items to cart"

5. Complete the online form

6. Click "Preview" to review and proofread your card

a. Click "Modify" to make changes

7. Click "Order" if card is correct. Page will jump to a site that says "Welcome to your PJCC Online Portal." You will still have the option to "Modify" or "Delete" your order if needed (see "Modify" and "Delete" to right of page).

8. Scroll to the very bottom of this page and click **"Order"**

9. **Send an email to John Sotelo by the deadline indicated in the email confirming that you have placed your order. Copy your supervisor.**

Your order will be processed within two weeks following the deadline date indicated in the initial email.

If you have any questions, or need assistance, please contact John Sotelo and she will be glad to help.