myPrint
Innovative Print & Mail Solutions

JobAid: Re-ordering Products

Navigation: Using a web-browser access myPrint at https://prtonline.myprintdesk.net/DSF/

Re-ordering from order history

1. Click the **drop down arrow** beside your user name. Select **Order History and Status** from the sub-menu.
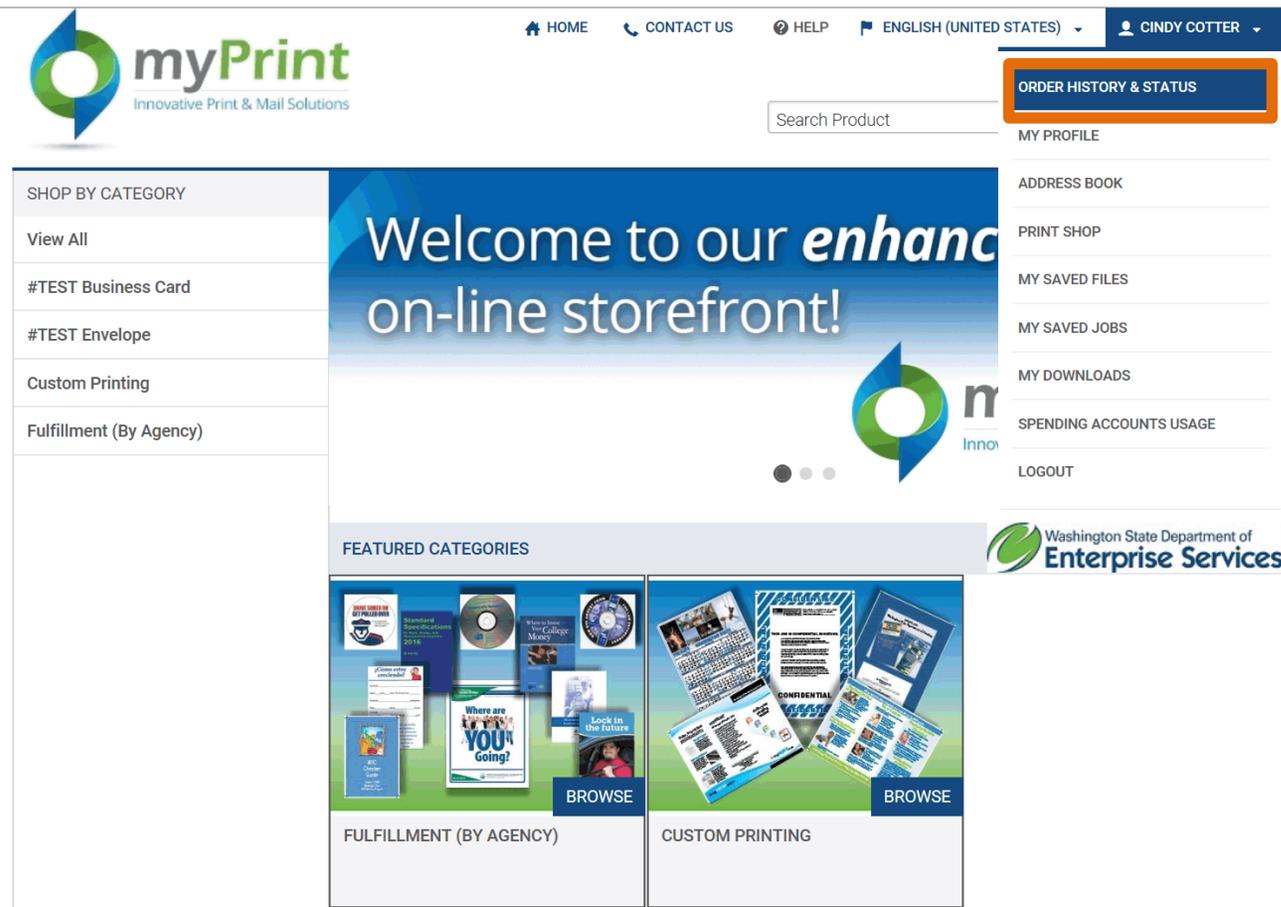
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HOME   CONTACT US   HELP   ENGLISH (UNITED STATES) ▾   CINDY COTTER ▾   ❶

Search Product

ORDER HISTORY & STATUS

MY PROFILE

ADDRESS BOOK

PRINT SHOP

MY SAVED FILES

MY SAVED JOBS

MY DOWNLOADS

SPENDING ACCOUNTS USAGE

LOGOUT

SHOP BY CATEGORY

View All

#TEST Business Card

#TEST Envelope

Custom Printing

Fulfillment (By Agency)

Welcome to our enhanc
on-line storefront!

Washington State Department of
Enterprise Services

FEATURED CATEGORIES

FULFILLMENT (BY AGENCY)   BROWSE

CUSTOM PRINTING   BROWSE

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2. Click on **Re-order** next to the order you wish to re-create. *This will bring you to your (shopping)* **Cart** *and you can proceed to Checkout.*
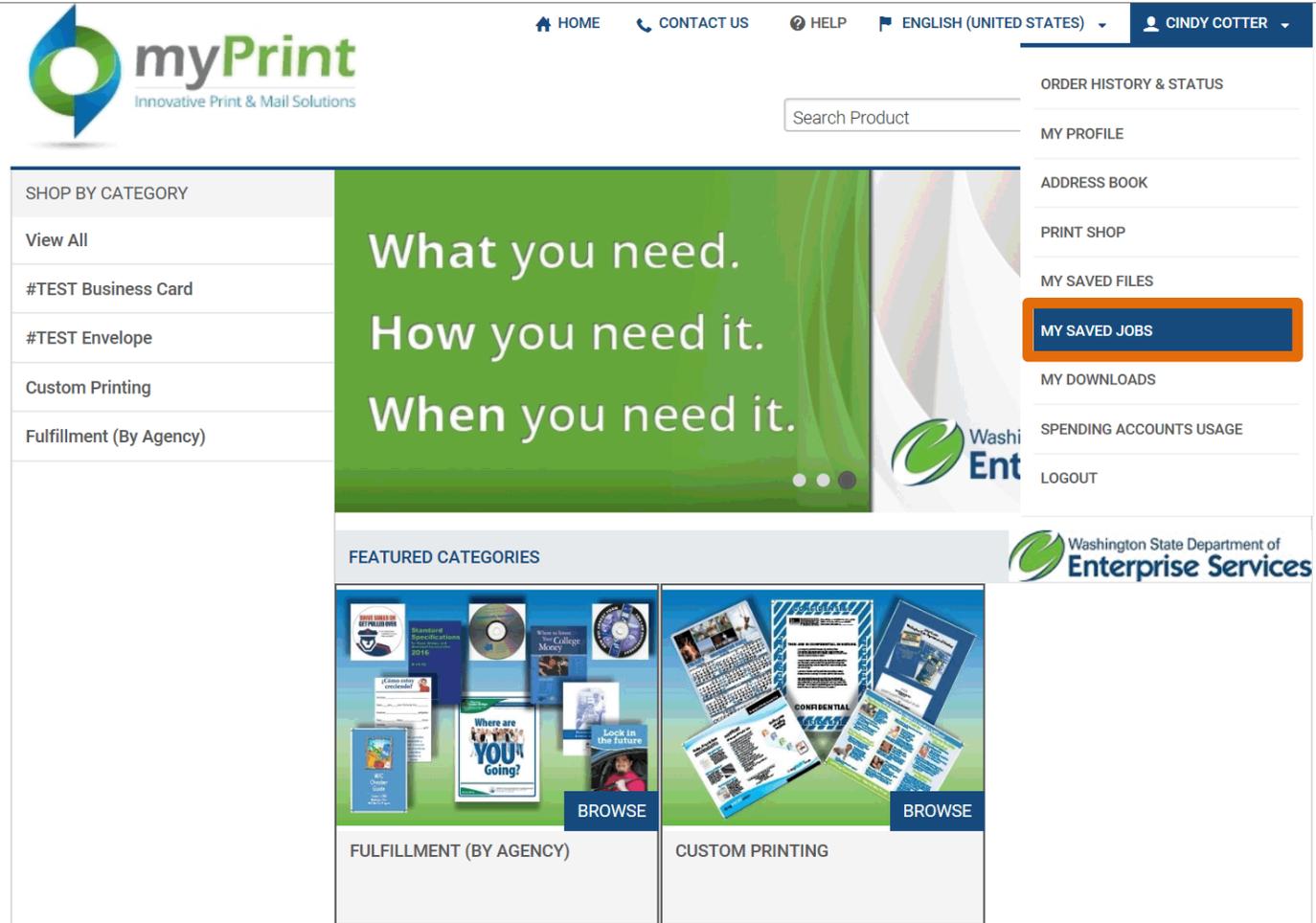
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Search Product 🔍   🛒 (0) ▾

Order History & Status	ORDER HISTORY & STATUS
My Profile	
Address Book	
Print Shop	
My Saved Files	
My Saved Jobs	
My Downloads	
Spending Accounts Usage	

Time period
All Orders ▾

Show status
All ▾

Sort by
Order Date ▾

Search by Order II   🔍

Order # 87839   **Approved**   Cancel   Re-Order ❷
Order Date   : 6/9/2016 8:29:18 AM   test SSBC for training
Due Date   : 6/15/2016 3:30:00 PM

Order # 87835   **Approved**   Cancel   Re-Order ❷
Order Date   : 6/8/2016 5:01:14 PM   Test BCs for Training3
Due Date   : 6/15/2016 3:00:00 PM

Order # 87792   Approved   Re-Order ❷
Order Date   : 6/8/2016 10:17:47 AM   test SSBC for training
Due Date   : 6/21/2016 8:00:00 AM

Re-ordering using My Saved Jobs

If you used the My Saved Jobs feature to set up jobs for future use you can use this for re-orders.

Accessing Saved Jobs

1. Cick on your name in the upper right-hand corner and scroll down to **My Saved Jobs.** This will bring you to the Saved Jobs Screen.

2. Click on **Open Job** next to the job you wish to order. Make any needed changes, or complete the steps to place the order. This will bring you to the Personalization screen. From there you will:

3. Click on **Update Preview**

4. Click on **Add to Cart**

5. Click on **I Agree**

6. Select a **Due Date** and click **Save**

7. Click on **Proceed to Checkout** and checkout as normal.

Steps not shown in this job aid. For further detail, please use the My Saved Jobs job aid.

Order History & Status	
My Profile	
Address Book	
Print Shop	
My Saved Files	
My Saved Jobs	
My Downloads	
Spending Accounts Usage	

MY SAVED JOBS

Copy_Copy_Test BCs for Training3
Added: 6/6/2016 12:37:26 PM PDT
Expiration: 6/6/2018 12:36:58 PM PDT   Open Job   Remove

Test State Envelope
Added: 6/6/2016 1:00:02 PM PDT
Expiration: 6/7/2018 1:14:47 PM PDT   Open Job   Remove

Test Standard BCs
Added: 6/7/2016 3:07:46 PM PDT
Expiration: 6/7/2018 1:54:24 PM PDT   Open Job   Remove

Test WaTech Card for MySavedJobs
Added: 6/8/2016 1:29:52 PM PDT
Expiration: 6/8/2018 1:27:29 PM PDT   Open Job   Remove