

Creative Services Online Ordering AEACreativeServices.org

NEW USERS

Contact PrintShop@GPAEA.org for a username/password.

HOW TO LOGIN

- Go to www.aeacreativeservices.org in a web browser (i.e. Firefox, Chrome, Safari, Edge).
- Click "Login" on the front page
- Enter your username and password, click "Login". (Users can also sign in with AEA Login)



CHANGING PASSWORD

• After logging in, click on one of the "My Account" links at the top of the page.

					MY ACCOUNT
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QUEST FORM	GRAPHIC DESIGN REQUEST	INSPIRATION	CONTACT US		

Click "edit my password".



• Enter your current password, new password, cofirm your new password and click "Save changes".



LOST PASSWORD

- Click "Login" at the top of the page.
- Click "Lost your password?"
- Enter your email address or username then click "Reset password".
- A password reset email will be sent to the email address on file for your account. This may take several minutes to show up in your inbox. Please wait at least 10 minutes before attempting another reset.

EMAIL NOTIFICATIONS

- Check your spam folder for email notifications.
- Add phendricks@centralriversaea.org to your whitelist or bypass list so that the system notification emails are not sent to your spam folder.

REORDERING PREVIOUS ITEMS

Click on "My Account"



Click on "Orders"



• Click on the order number you wish to reorder

Dashboard	6		
Orders		Order Job Titl	Date
Group order history		#6006 ve Copies	February 9, 2021
Orders awaiting approval	Ľ	#6005 NCR Copies	February 9,
Orders missing files			2021

Scroll down and click "Reorder"

Dashboard	8	Production Status: Copies & Small Posters: Ready for Billing
Orders		Vendor: Great Prairie AEA
Group order history	Ľ	Responsible employee:
Orders awaiting approval	Ľ	Order details
Orders missing files	Ľ	
Downloads	¥	Product
Addresses	*	Copies & Small Posters × 45 drill:
Account details	٩	Drili - 3 Hole
Saved projects	Ľ	Paper Options Black e-sided
Logout	•	Files
		Reorder

- This will add the item to your cart. You may modify the order (quantity, etc.) or keep it as it was previously ordered.
- Follow the normal checkout process.

PLACING AN ORDER

• Click on "Start Your Order" or on the item you wish to order.



- Choose your print options (Quantity, Paper Type, etc.) Either click "Upload Your Own Design", "Upload Later", or "Add to Cart"
 - "Upload Your Own Design" requires uploading a file before it is added to cart
 - "Upload Later" will allow uploading after order submitted



• Clicking "Upload Your Own Design", "Upload Later", or "Add to Cart will add the item to your cart. The number of items in your cart will increase and you will get a confirmation message on the screen.



 Note: If a multi-page PDF is uploaded for a customer product, the number of pages is NOT automatically updated. If the "Number of Sheets Per Copy" is not accurate, the price will not be accurate. The Quantity (Number of Copies) is listed in a separate field.

SHOP CUSTOM REQUEST FORM GRAPHIC DESIGN REQUEST INSPIRATION CONTACT US			
HOME + PRODUCT CATEGORIES + PLAIN COPIES + COPIES			
COPIES	COPIES \$0.00 Please note: If the "Number of Sheets Per Copy" is not correct your billing price will not be accurate.		
	Calegory PLAIN COPIES Print Color Select a Print Color 0		
	Select a Paper Weight		
	Select a Paper Size +		
	Paper Type		
	Select a Paper Type		
	Paper Color Select a Paper Color 0		
	Number of Sheets Per Copy		
	1 6		
	Remove Print Option		
	Add Paper Option		

- Please also note that the cost for some services like lamination and labor (cutting, binding, stapling) may need to be calculated after the order is submitted. Please contact PrintShop@GPAEA.org if you need an estimate for these services before placing the order.
- Once user has selected all of their items to be added to their cart, they can checkout (checkout requires a user to be logged into continue).

	ABOUT US CART MY ACCOUNT
AEA Iona's Area Education Agencies	Q MYACCOULT
SHOP CUSTOM REQUEST FORM GRAPHIC DESIGN REQUES	IT INSPIRA Subtotal: \$25.00
HOME > PRODUCT CATEGORIES > ENVELOPES > #10 ENVELOPES	Many and Charley
SOD × "#10 Envelopes" have been added to your cart.	View cart
[°] ENVELOPES	#10 ENVELCES Price does not include any grades time if required.
	Quantity: 1 Printing Color:

- User must select a delivery option, it will show them an error if they have not.
- If a Users district/organization requires a PO it will show an error message saying they must enter a PO number.
- User must select a payment option available
- Users must agree to the terms and conditions of the site.
- Finally click "Place order".
- Email confirmation will be sent to the customer that the order has been received.

SHOP	CUSTOM REQUEST FORM GRAPH	C DESIGN REQUEST INSPIRATION CONTACT US		
CHECKOUT				
Billing details		Your order		
Project Name / Job Title *		Product	Total	
Due Date 4		#10 Envelopes × 500		
Due Date *		Special Instructions:		
		Graphics Description:	\$25.00	
First name * Sample	Last name *	Printing Color: Black/White Front Only Paper Type: Regular White		
Phone *		Subtotal	\$25.00	
262-555-5555		Total	\$25.00	
Email address *		• Invoice		
sample@sample.com		Order will be added to Districts / Organizations Monthly Involve		
Delivery Options		Your person is forta will be used to process your order, support your experience throughout this will, e, and for other purposes described in our privacy policy.		
Delivery options * Select a Delivery Option		Place order		
District/Organization Select				
District to bill to		_		
Select a District to bill to	+			
Building Select				
Building to bill to	_			
Select a Building 0				