

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	•		
Dasiboard	6	Outre Lab This	2.4
Orders		Order Job Titl	Date
Group order history	D	#6006 Te Copies	February 9, 2021
Orders awaiting approval	Ľ	#6005 NCR Copies	February 9, 2021
Orders missing files			

Scroll down and click "Reorder"

		Production Status:	
Dashboard	@	Copies & Small Posters: Ready for Billing	
Orders		Vendor: Great Prairie AEA	
Group order history		Responsible employee:	
Orders awaiting approval		Order details	
Orders missing files	D		
Downloads	÷	Product	
		Copies & Small Posters × 45	
Addresses	#	drill:	
Account details	٩	Drill - 3 Hole	
Saved projects	Ľ	Paper Options Black de-sided	
Logout	Θ	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 "kumber of Sheets Per Copy" is not correct your billing price will not be accurate.
Condy Band	Cetegory: PLAIN COPIES Print Color Select a Print Color =
	Print Weight
	Select a Paper Weight Print Size
	Print Size Select a Paper Size a
	Paper Type
	Select a Paper Type +
the second se	Paper Color
	Select a Paper Color \$
	Number of Sheets Per Copy
	1 .
· · · · · · · · · · · · · · · · · · ·	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 MY ACCOUNT
SHOP CUSTOM REQUEST FORM GRAPHIC DESIGN REQUES	T INSPIRA Subtotal: \$25.00
HOME + PRODUCT CATEGORIES + ENVELOPES + #10 ENVELOPES	View cart Checkout
500 × "#10 Envelopes" have been added to your cart.	View cart
[°] ENVELOPES	#10 ENVEL PES Price does not include any group of 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	GRAPHIC D	ESIGN REQUEST INSPIRATION CONTACT US		
CHECKOUT					
Billing details Project Name / Job Title *			Your order		
Due Date *			Product #10 Envelopes × 500 Special Instructions:	Total	
First name * Sample	Last name * name		Graphics Description: Printing Color: Black/White Front Only Paper Type: Regular White	\$25.00	
Phone * 262-555-5555			Subtotal Total	\$25.00 \$25.00	
Email address * sample@sample.com			Invoice Order will be added to Districts / Organizations Monthly Im	pice	
Delivery Options Delivery options * Select a Delivery Option =		Your period will be used to process your order, support your experience throughout the set of the and for other purposes described in our privacy policy.			
District/Organization Select					
District to bill to Select a District to bill to		:			
Building Select Building to bill to Select a Building		٥			