We-Print Online Order Process
- SOP -

This new system will no longer let us know if an order has been started. Please be sure to enter a reminder in your calendar if you are planning on starting an order early and loading the art at a later date.

1.) Navigate to the Online Storefront:
- **http://bit.ly/we-prints**

2.) Login:

- Don't have an account? Click **Register**

- The company field is locked into Any Door to insure you access the correct products. *We will need to link you to your proper account for billing purposes before you place your first order.*
  - Make sure to add **Your Company** Name in the **Business Field** so we know which account to link you to.

3.) First time logging in?
- Add your common ship-to locations to your address book to make for a quick check out process.
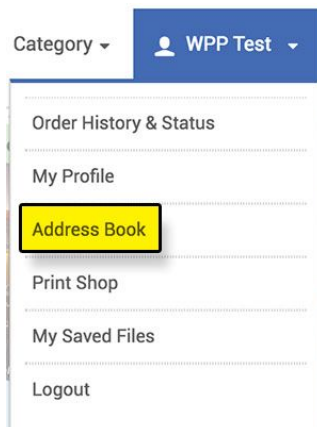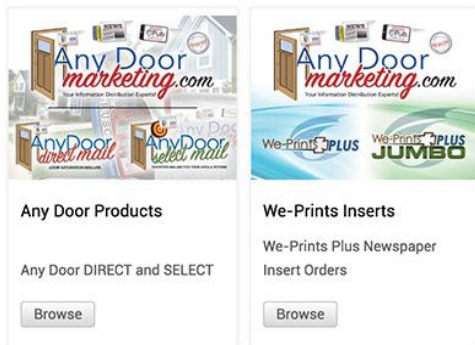

4.) Select the product category for your Any Door or We-Print order.

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FEATURED CATEGORIES

Any Door Products

Any Door DIRECT and SELECT

Browse

We-Prints Inserts

We-Prints Plus Newspaper Insert Orders

Browse

5.) Select your product:
- Any Door:
  - Direct Mail - **EDDM**
  - Select Mail - **Targeted**
- We-Print:
  - Standard Size
  - JUMBO Size

7.) Enter a name for your order:
- Customer and key message or special
  - ex.) ABC Company - 07/24/18 *(pub date)*
  - ex. 2) XYZ Company - 4th of July 2018

8.) Enter the quantity needed:

9.) Click Customize next to the We-Print Product.
- **NOTE:** *The quantity in the box next to customize will remain at 1.*

10.) Use the drop-down fields to choose the correct attributes for your order:
- Any Door is just the size.
- We-Print Attributes:
  - Ship-To
  - Page Count
  - Stock
  - Fold
  - Cut
- All fields need to be selected

11.) Click **Update:**
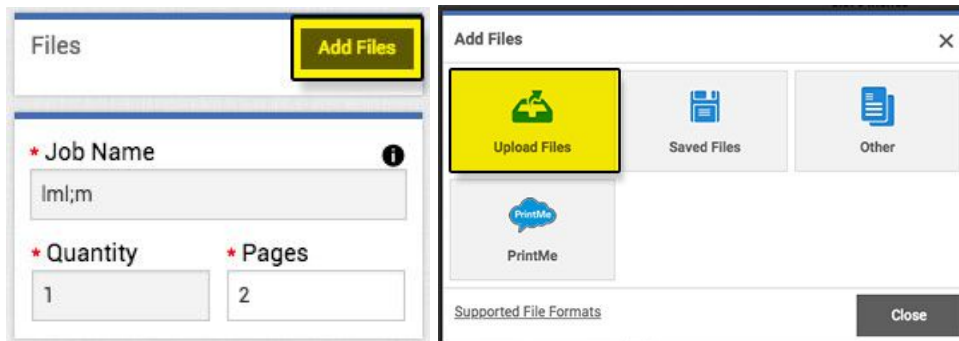- This brings up the viewer.

12.) Click **Add Files:**
- Select Upload Files.
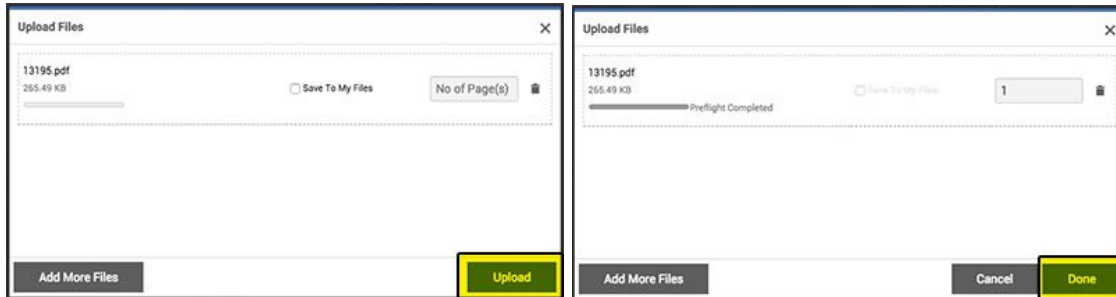 - Upload the file from your computer.

- Click **Upload**:
  - File should be 1 PDF with all pages.
  - Pages should be set up individually NOT in printer spreads.

- Click **Done** once the file has been processed.
  - The art will be displayed in the viewer.
  - You can navigate through the pages be clicking the arrows under the image.

- Click **Finish** at the bottom right corner**:**
- Click Approve if the art had no issues and looked correct in the viewer.
  - You are now back in the kit

13.) ePub?
- Do you need to digitize your insert for online viewing.
  - Refer the www.anydoormarketing.com for info and pricing
    - We will need to know the date to publish and deactivate the ePub.
  - **YES:** Update the quantity to 1 and upload your file.
  - **NO:** Leave the quantity at zero.

14.) Click **Add to Cart:**
- Confirm that the job name and quantity needed are correct

15.) Click **Proceed To Checkout:**
- This brings you to the shipping page.

16.) Enter **Ship-To** Information:
- Select shipment method
  - Courier
  - FCP Truck
  - Customer Pick Up
- Enter address or select the location from your address book

17.) Click **Proceed to Payment**:
- Your account should be linked to your company for payment processing.
- Contact fcpinserts@forumprinting.com or call Greg at 701-476-2110 if it is not linking up correctly.
- You should see **Pay On Account** & **PO Number**:
  - Select the option that works best for your order.

18.) Click **Place My Order**:
- You should receive an email from the system that the order was placed.
- **Later in the day, you should receive an email from our prepress department stating that the art is good to move into production or it needs updates.**

Need to order small quantities of other products?

1.) Click **Category,** on the top navigation bar, and select said product from the drop down list.
   a.) We plan on adding more products and larger quantity options in the near future.