



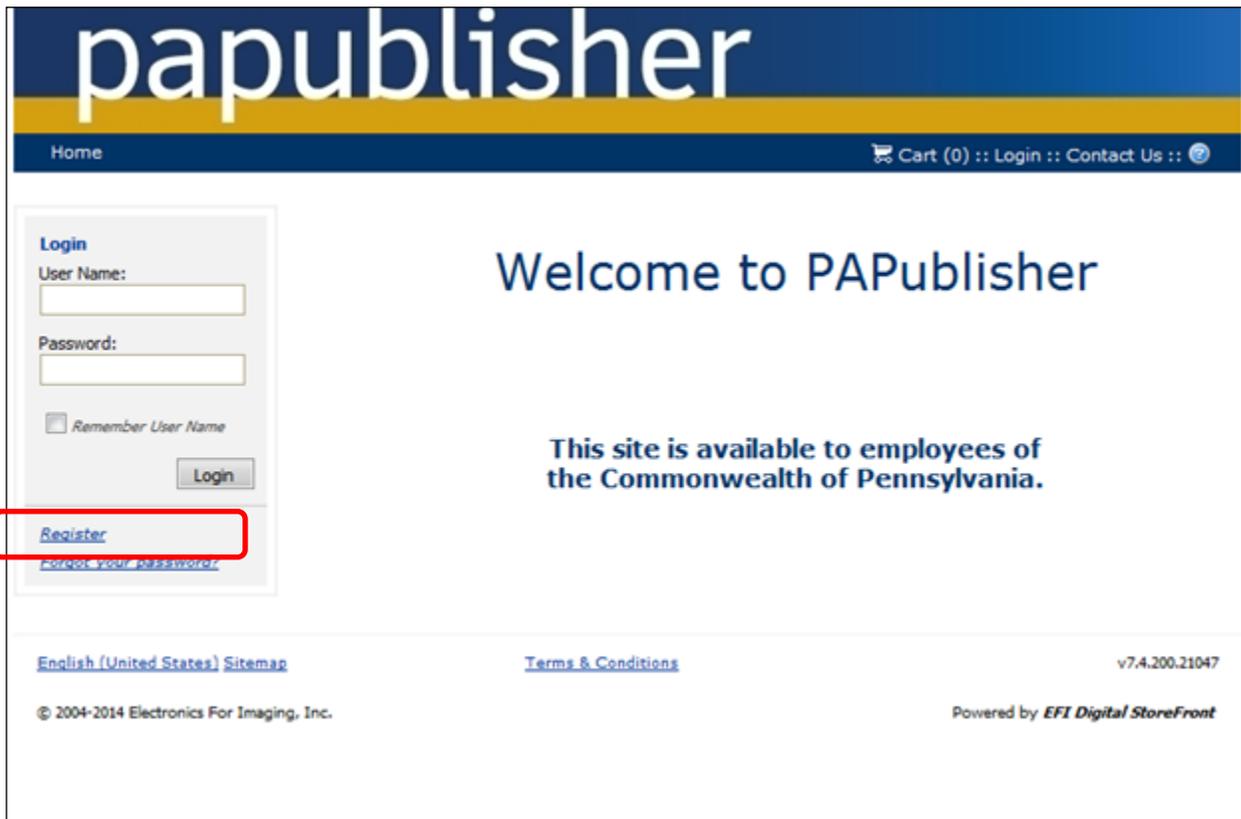
HR Service Center Contact Card Re-Order Instructions

Commonwealth of Pennsylvania
February 2, 2015

Contact cards are ordered through the Department of General Services's PAPublisher web site, <https://www.papublisher.state.pa.us/DSF>

- First-time users will need to register (explained in pages 1–3 of this document). Registration must be approved by your supervisor. After you submit your registration, your supervisor will be notified for final approval.
- Returning users simply log-in with the user name and password.
- Ordering instructions are explained in pages 4–5 of this document.

Creating a PAPublisher account:



The Register screen has two sections, Contact Information and Account Information.

Continued on next page

On the PAPublisher web site, Contact Information is followed by Account Information. To save space in these instructions, the sections are shown below in two columns.

Create an Account
To checkout, you must create an account.
Already have an account? [Login here](#)

Contact Information
** Indicates Required Field.*

* First Name:

* Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* Zip Code:

Phone Number 1:

Phone Number 2:

Fax Number:

Title:

* Company:

Bureau / Office:

* Email:

* Agency:

Bureau Director or Equivalent (Required during registration):

* Bureau Director or equivalent's email address:

Account Information

* User Name:

* Password:

* Re-enter Password:

* Security Question:

* Security Answer:

* Enter the code shown below:

A33KA

Terms and Conditions

Your use of this product and/or service is governed by EFI's then current Terms of Use (located at <http://efi.com/termsfuse.html>) and the other EFI written terms and conditions provided with the sale, product or service (such as EFI order confirmation terms, and EFI license agreement terms). If you do not agree to these Terms of Use, you may not use the product and/or service. EFI reserves the right to update the

I accept the terms in the license agreement.

Cancel Continue

The code displayed to you (varies for each registrant) will expire in 90 seconds. If you take more time to complete the registration screen, you will see a message that the code expired, along with a new code.

Before typing the code, review the password fields; if they are blank, re-enter your password.

After reading the Terms and Conditions, click the "I accept" box, then click Continue.

The next step is to select the print shop nearest to you. For most users, the Bureau of Publications will be the only option provided. If multiple print shops are listed, select the desired location, then click Register:

Selected Print Shop

Choose the print shop nearest to you. Use the pulldown menus below to increase or narrow the results.

Show: 1-1 of 1 < Prev 1 Next >

	<u>Name</u> ▼	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
<input checked="" type="radio"/>	PaPublisher	Bureau of Publications	Harrisburg	PA	17104

Successful creation of an account is indicated with a confirmation:

Create an Account - Confirmation

Confirmation

You have completed the first step in registering for an account at PaPublisher. Once we have received confirmation from your approving official, we will activate your account and send you an email notification. At that point you will have complete access to the site.

To check on the status of your account activation or to place a rush order, please call the Bureau of Publications at 717-704-1029. We look forward to doing business with you!

Click Get Started, or return to the PAPublisher web site at a future time to place an order.

Ordering Instructions

As a returning user, login and select, "Commonwealth Catalog", on the PAPublisher Home page.

The screenshot shows the PAPublisher Home page. On the left, there is a search bar and a navigation menu under "Home" with links to "Office of Administration Catalog", "Office of Administration Stationery", "Commonwealth Catalog", "Copy Print", "Graphic Design Services", and "Sign Shop Services". The "Commonwealth Catalog" link is highlighted with a red box and a red arrow pointing to a text box that says "Then click 'Human Resource Catalog':". Below this, a smaller screenshot shows the "Commonwealth Catalog" page with "Human Resource Catalog" highlighted in a red box. On the right, there is a "Featured Categories" section with "Office of Administration Stationery" and "Office of Administration Catalog". Further right, there is a "Cart (1 Item)" section showing "OA Catalog - HR..." with a quantity of 1000 and a price of \$35.00, and a "Subtotal" of \$35.00. Below the cart is a "Selected Print Shop" section for "PaPublisher" and a "Customer Support Office Hours" section.

Then click "Human Resource Catalog":

Human Resource Catalog

The screenshot shows the "Human Resource Catalog" page. Under the heading "In this Category:", there are three product listings: "Employment Bookmark", "Employment Contact Card", and "HR Service Center Business Card". The "HR Service Center Business Card" listing is highlighted with a red box. To the right of the listings is a table showing the quantity and cost for the "HR Service Center Business Card".

Qty	Cost (As of 2/1/15)
120	\$10.44
240	\$14.40
500	\$21.00
1000	\$35.00

and click **Add to Cart**

Select HR Service Center Business Card and desired quantity.

Your cost will be reflected in the upper right corner.
Click **Go To Cart !** to finish checking out.

Human Resource Catalog

In this Category:



Employment Bookmark

[Preview](#)

Begin



Employment Contact Card

[Preview](#)

Qty: 120

Add to Cart



HR Service Center Business Card

[Preview](#)

Qty: 120

Add to Cart

Cart (1 Item)

OA Catalog - HR...

Qty: 1000 \$35.00

Subtotal \$35.00

Go To Cart !

Selected Print Shop

PaPublisher

Bureau of Publications
1650 Bobali Drive
Harrisburg, PA 17104
Tel: 717-704-1029

Customer Support Office Hours

Sun
Closed

Mon-Fri
8:00 AM-4:00 PM

Sat
Closed

If you want to rush or delay shipment, at **Due Date and Time**, click the calendar icon and select a date/time other than the default shown.

Shopping Cart

Continue Shopping

Checkout

Rush Hour delivery is available. Click calendar to choose

Due Date & Time 2/3/2015 1:30 PM

Print Shop: PaPublisher

Shopping Cart Items

[Update Price](#)

Products	Quantity	Item Price	Item Total
OA Catalog - HR Service Center Card Remove Save for later	120	\$0.09	\$10.44
Item Name: HR Service Center Business Card			

Quote good for 30 days. Postage, freight and author's alterations not included in shopping cart pricing. If you indicated that quote was not needed prior to production, item will show price of \$0.00. Actual cost will be applied at time of invoicing.

Subtotal: \$10.44
Total: \$10.44

Enter the recipient information and proceed to checkout:

Recipients Add Another Recipient

Recipient #1

Please enter recipient information below.

Method: Delivery Local

Delivery Instructions:

First Name:

Last Name:

Company:

Telephone:

E-Mail Address:

Address:

City:

State: PA - Pennsylvania

Zip Code:

Country: United States

Save to My Address Book

You must click save to proceed with checkout.

[Update Price](#)

[English \(United States\) Sitemap](#)

[Terms & Conditions](#)

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Enter your payment information:



Checkout 1. Payment 2. Review

Payment

Payment Method: Account Code Information

Account Code Information

Code #1--Fund:

Code #1--Cost Center:

Code #1--Percent:

Code #1--Grant Internal:

Code #2--Fund:

Code #2--Cost Center:

Code #2--Percent:

Code #2--Grant Internal:

Budget Period Year --:

[English \(United States\) Sitemap](#)

[Terms & Conditions](#)

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If you have questions with your order or the process, you may contact DGS at 717.704.1029.