

# Placing a business card order on the Michigan SBDC print portal

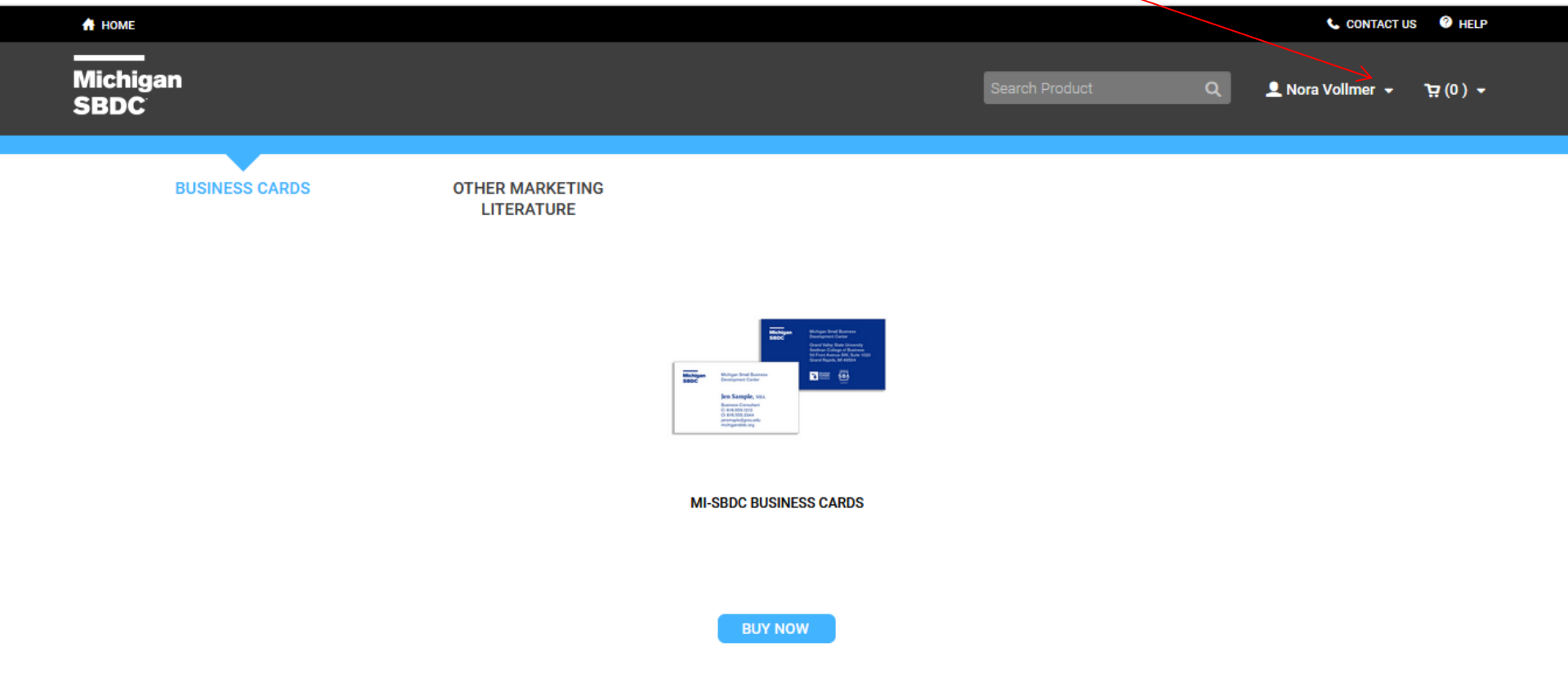
available to authorized users at

[www.wpcdigital.com](http://www.wpcdigital.com)

Contact Kurt Burmeister from Wolverine Printing if you need any assistance.

[kurtb@wolverineprinting.com](mailto:kurtb@wolverineprinting.com) or 800/878-2075 ext. 1034

1. Go to [www.wpcdigital.com](http://www.wpcdigital.com) and log-in using your email address as the user name and “sbdc01” as the (default) password. You may change the password under “My Profile” in the drop-down by your name.



The screenshot shows the Michigan SBDC website interface. At the top, there is a dark navigation bar with 'HOME' on the left, 'CONTACT US' and 'HELP' on the right, and a search bar in the center. Below the navigation bar, the 'Michigan SBDC' logo is on the left, and the user name 'Nora Vollmer' is on the right. A red arrow points from the text in the first block to the user name dropdown menu. Below the navigation bar, there are two main categories: 'BUSINESS CARDS' and 'OTHER MARKETING LITERATURE'. Under 'BUSINESS CARDS', there is a product listing for 'MI-SBDC BUSINESS CARDS' with a 'BUY NOW' button. The product listing includes an image of three business cards: one white and two blue. The white card shows contact information for 'Jan Example, LLC'.

HOME CONTACT US HELP

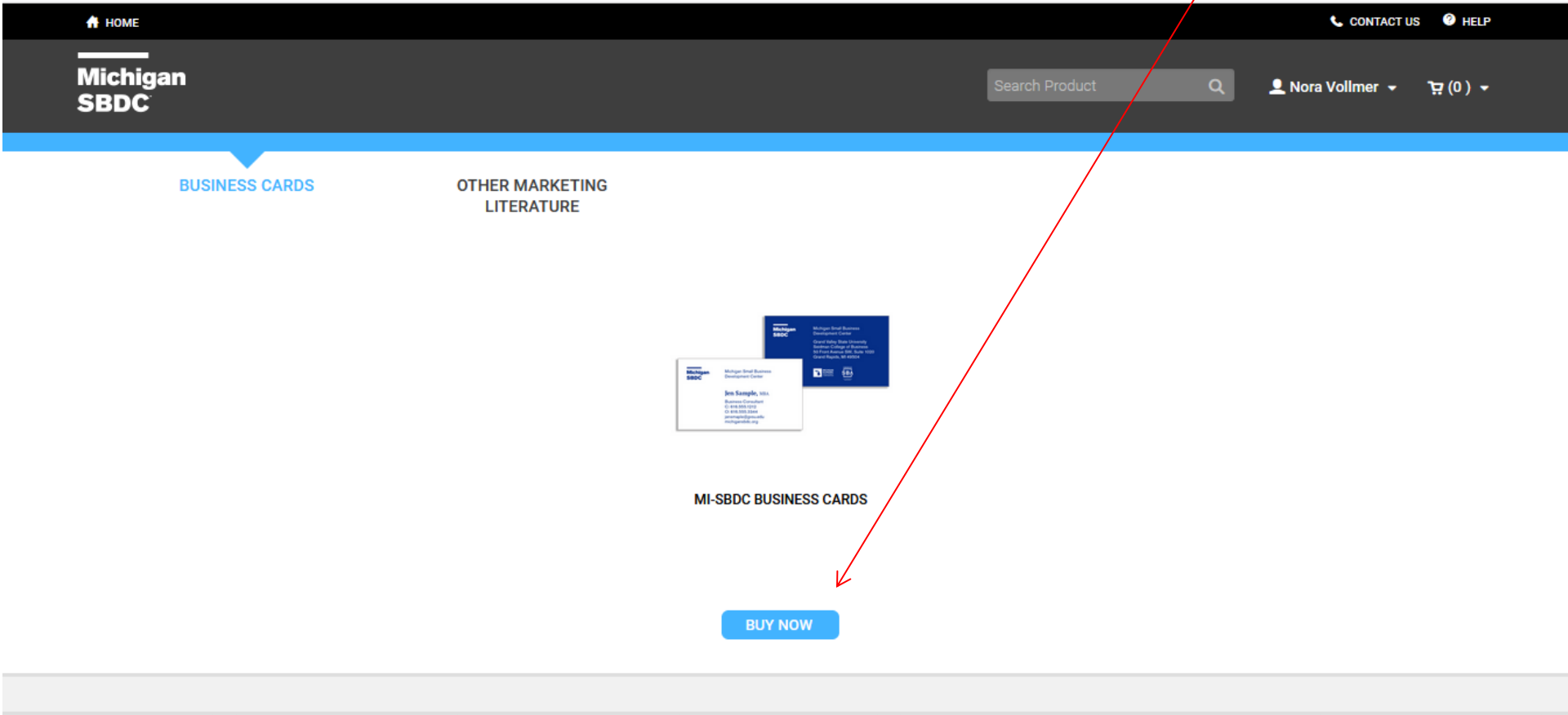
Michigan SBDC Search Product Nora Vollmer (0)

BUSINESS CARDS OTHER MARKETING LITERATURE

MI-SBDC BUSINESS CARDS

BUY NOW

## 2. Click the “BUY NOW” button below the business card icon



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### 3. Choose the quantity and begin filling-in the personalization fields

The screenshot shows a web interface for customizing business cards. At the top, there are navigation links: "MI-SBDC Business Cards", "Split Window", "Review My Job", "Help", and "Close".

On the left side, there are two sections:

- Job Name:** A text input field containing "MI-SBDC Business Cards".
- Quantity and Pages:** Two dropdown menus. The "Quantity" dropdown is set to "250" and the "Pages" dropdown is set to "2".

The main area is titled "Personalization" and contains several input fields:

- Full Name:** A text input field containing "Ima Sample".
- 2nd line for Name (if needed):** An empty text input field.
- Credentials (i.e. MPA, DTM, MBA etc.):** A text input field containing "MBA".
- Do you need an extra Line Break? (used if Name took up two lines):** Radio buttons for "Yes" and "No", with "No" selected.
- Select your title or fill-in below...:** A dropdown menu showing "Certified Small Business Consultant".
- Title:** A text input field containing "Certified Small Business Consultant".
- Title - 2nd line (if needed):** An empty text input field.

At the bottom, there is a "Preview" section with an "Update Preview" button. Below that, the pricing is shown: "Unit Price \$0.22" and "Total Price \$55.00". At the bottom right, there are "Save" and "Add to Cart" buttons.

Two red arrows from the text above point to the "Quantity" dropdown and the "Full Name" input field.

4. Make sure to scroll through all of the personalization fields including selecting the region location from the drop-down menu.

The screenshot shows a web interface for personalizing business cards. The main section is titled "Personalization" and contains several input fields. A red arrow points to the "State Lead Center" dropdown menu, which is currently set to "State Lead Center".

**MI-SBDC Business Cards**

Split Window   Review My Job   Help   Close

**\* Job Name**  
MI-SBDC Business Cards

**\* Quantity** 250   **\* Pages** 2

**Product Options**

**Personalization**

Title: Certified Small Business Consultant

Title - 2nd line (if needed):

Select your Region-Team (used for address info on card backer): State Lead Center

Cell Phone: 123-456-7890

Office Phone: 123-098-7654

Email: imasample@sbdc.com

Preview   Update Preview

Unit Price \$0.22   Total Price \$55.00   Save   Add to Cart

# 5. After completing the personalization fields click “Update Preview”

The screenshot shows a web interface for customizing business cards. On the left, there are fields for 'Job Name' (MI-SBDC Business Cards), 'Quantity' (250), and 'Pages' (2). Below these are 'Product Options'. The main area is titled 'Personalization' and contains several input fields: 'Title' (Certified Small Business Consultant), 'Title - 2nd line (if needed)', 'Select your Region-Team (used for address info on card backer)' (State Lead Center), 'Cell Phone' (123-456-7890), 'Office Phone' (123-098-7654), and 'Email' (imasample@sbdc.com). At the bottom right, there is a blue 'Update Preview' button with a refresh icon. A red arrow points from the top right towards this button. The bottom of the interface shows a 'Preview' section, a 'Unit Price \$0.22' and 'Total Price \$55.00', and 'Save' and 'Add to Cart' buttons.

MI-SBDC Business Cards

Split Window Review My Job Help Close

\* Job Name MI-SBDC Business Cards

\* Quantity 250 \* Pages 2

Product Options

Personalization

Title Certified Small Business Consultant

Title - 2nd line (if needed)

Select your Region-Team (used for address info on card backer) State Lead Center

Cell Phone 123-456-7890

Office Phone 123-098-7654

Email imasample@sbdc.com

Update Preview

Unit Price \$0.22 Total Price \$55.00

Save Add to Cart

6. After clicking “Update Preview” click on “PDF Proof” to download and review a proof of the front & back of the card.

The screenshot displays a web-based design tool for business cards. The interface is divided into several sections:

- Top Bar:** Contains navigation options: "Split Window", "Review My Job", "Help", and "Close".
- Left Panel:** Includes fields for "Job Name" (MI-SBDC Business Cards), "Quantity" (250), and "Pages" (2). Below this is a "Product Options" section.
- Preview Area:** Shows a business card design for "Michigan Small Business Development Center". The card features the Michigan SBDC logo, contact information for a Certified Small Business Consultant, and a placeholder for a phone number. In the top right of this area, there are two buttons: "Update Preview" and "PDF Proof". A red arrow points to the "PDF Proof" button.
- Bottom Bar:** Includes a navigation bar with "Save" and "Add to Cart" buttons, a price summary ("Unit Price \$0.22 Total Price \$55.00"), and a zoom control set to 100%.

# 6. The PDF proof will look something like this.



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7. If the PDF proof meets your approval click on “Add to Cart”. If you need to make changes click on “Personalization” to go back and edit the fields that need editing.

The screenshot displays a web-based business card design tool. The interface is divided into several sections:

- Top Bar:** Contains navigation and utility icons: "MI-SBDC Business Cards", "Split Window", "Review My Job", "Help", and "Close".
- Left Panel:** Includes a "Job Name" field with the value "MI-SBDC Business Cards", a "Quantity" dropdown set to "250", a "Pages" dropdown set to "2", and a "Product Options" section.
- Personalization Bar:** A blue bar at the top of the main workspace with the text "Personalization" and a blue arrow icon on the right.
- Preview Bar:** A blue bar below the personalization bar with the text "Preview", an "Update Preview" button, and a "PDF Proof" button.
- Main Preview Area:** Shows a business card design for "Michigan SBDC". The card includes the logo, the text "Michigan Small Business Development Center", a redacted phone number (XXXX-XXXX), and contact information: "Certified Small Business Consultant", "C: 123-456-7890", "O: 123-098-7654", "imasample@sbdc.com", and "michigansbdc.org".
- Bottom Bar:** Features a navigation bar with "Save" and "Add to Cart" buttons, a search bar, a zoom level of "100%", and a page indicator "1/2".


Two red arrows originate from the text in the first block. One arrow points from the word "Personalization" in the text to the "Personalization" bar in the interface. The other arrow points from the word "Add to Cart" in the text to the "Add to Cart" button in the interface.

# 8. After approving the PDF proof and adding the order to the cart click on “Proceed to Checkout”

HOME CONTACT US HELP

Michigan SBDC Search Product Nora Vollmer (1)

### CART

Products	Quantity	Unit Price	Total
 <b>MI-SBDC Business Cards</b> Item Name: MI-SBDC Business Cards	250	\$0.22	\$55.00

Save for later Remove

Selected Print Shop: Wolverine Web to Print

Subtotal:	\$55.00
Handling:	\$6.00
Taxes:	\$3.30
<b>Total:</b>	<b>\$64.30</b>

Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR CART PROCEED TO CHECKOUT

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# 9. Select the delivery method (Grand Rapids Local Delivery or UPS depending on your location ) and verify the shipping address.



## Select a shipping address & shipping options

**SHIPMENT 1**  
Please select a shipment type.  
GR Area - Local Delivery

**ADDRESS**  
[Add from Address Book](#)

\* First Name:  
Nora

\* Last Name:  
Vollmer

\* Address Line 1:  
Seidman College of Business

Address Line 2:  
Grand Valley State University

Address Line 3:

**Products**  
MI-SBDC Business Cards

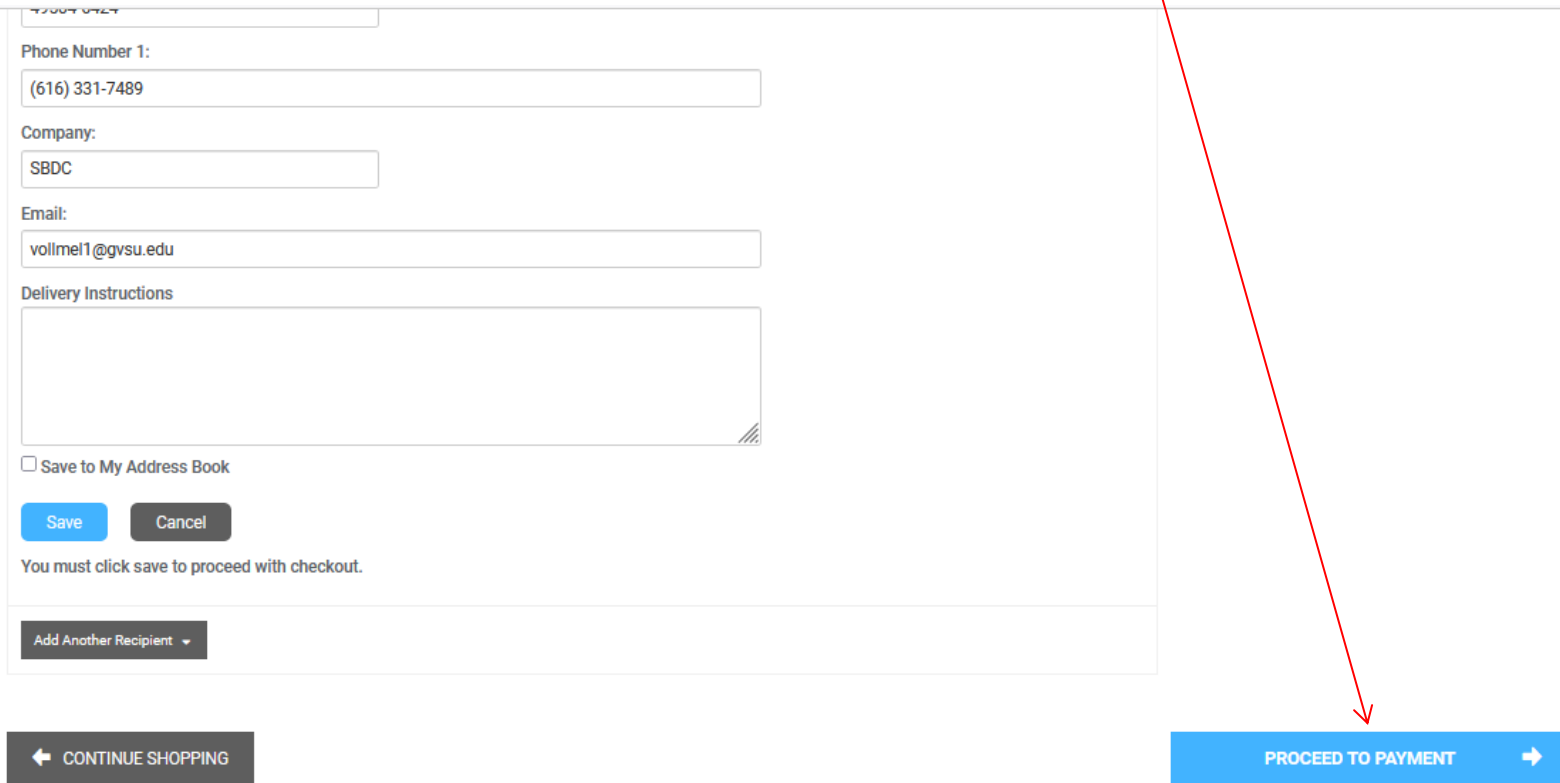
Item Name: MI-SBDC Business Cards

Qty	Unit Price	Total
250	\$0.22	\$55.00

Subtotal: \$55.00  
Handling: \$6.00  
Taxes: \$3.30  
**Total: \$64.30**

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# 10. If everything looks good click on “Proceed to Payment”



The screenshot shows a checkout form with the following fields and buttons:

- Phone Number 1: (616) 331-7489
- Company: SBDC
- Email: vollme1@gvsu.edu
- Delivery Instructions: (empty text area)
- Save to My Address Book
- Buttons: Save (blue), Cancel (grey)
- Message: You must click save to proceed with checkout.
- Dropdown: Add Another Recipient
- Navigation: CONTINUE SHOPPING (grey, left arrow), PROCEED TO PAYMENT (blue, right arrow)

A red arrow points from the top right towards the PROCEED TO PAYMENT button.

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# 11. Then finally click “Place My Order” and we’ll take it from there.

The screenshot shows the Michigan SBDC checkout process. The navigation bar at the top includes 'HOME', 'CONTACT US', and 'HELP'. The user's name 'Nora Vollmer' is displayed in the top right. The checkout progress bar shows three steps: 'Shipping' (completed), 'Payment' (current step), and 'Finish'. The main content area is titled 'How would you like to pay?' and features a 'PAYMENT METHOD' section with the option 'Pay At Store' selected. Below this, a 'PAY AT STORE' section contains a 'THANK YOU' message: 'Please pay for your order at the store when you pick it up.' To the right, a 'Products' summary table lists 'MI-SBDC Business Cards' with a quantity of 250, a unit price of \$0.22, and a total of \$55.00. The summary also includes Subtotal (\$55.00), Handling (\$6.00), Taxes (\$3.30), and a final Total of \$64.30. At the bottom, there are two buttons: 'CONTINUE SHOPPING' on the left and 'PLACE MY ORDER' on the right. A red arrow points from the text above to the 'PLACE MY ORDER' button.

HOME CONTACT US HELP

Michigan SBDC

Nora Vollmer

Shipping Payment Finish

How would you like to pay?

**PAYMENT METHOD**  
Please select a payment type.

Pay At Store

**PAY AT STORE**

**THANK YOU**  
Please pay for your order at the store when you pick it up.

**Products**  
MI-SBDC Business Cards  
Item Name: MI-SBDC Business Cards

Qty	Unit Price	Total
250	\$0.22	\$55.00

Subtotal: \$55.00  
Handling: \$6.00  
Taxes: \$3.30  
**Total: \$64.30**

← CONTINUE SHOPPING PLACE MY ORDER →

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