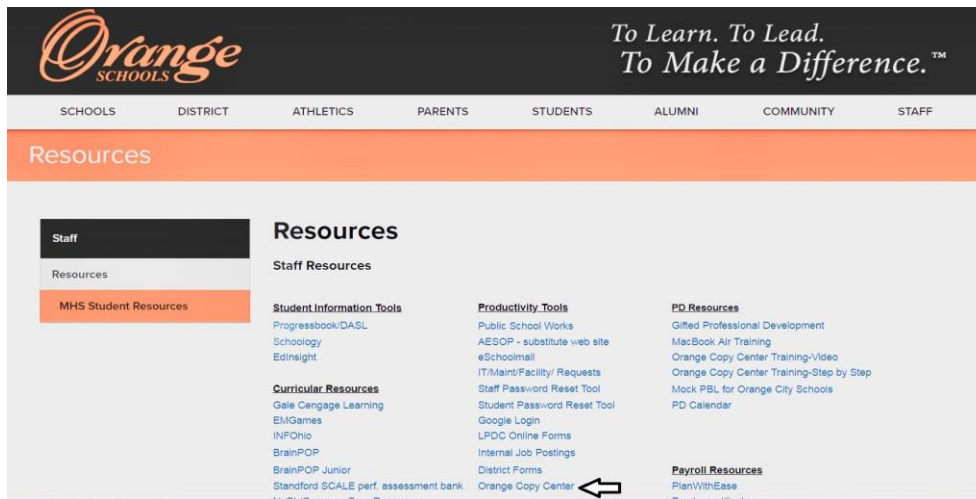![efi logo]

Orange City School District

Online Ordering for the Orange Copy Center

- Access the Orange Copy Center Digital StoreFront through the Intranet

- Click Login in the upper right corner (NOTE: If this is your first time logging in, you must register first. Please see PAGE 4 for REGISTRATION INSTRUCTIONS)
- Login to the site

- Select the type of product you would like to create and click "Buy Now"
- Click "Add Files" in the upper left and then click "Upload Files" to choose your file (NOTE: You can upload files from Google Drive but they must be in PDF format first)

- Click "Upload"
- Click "Done"
- Type your Order Quantity, Job Name, and make selections as needed to created your job.

- Click "Add to Cart"(NOTE: Unit Price and Total Price only reflect the cost incurred to the district for this job. You will NOT be charged back)
- Read the message and click "I Agree"
- Click "Proceed to Checkout"

- Choose either Interoffice Mail or Customer Pick Up for your shipment and specify any special delivery instructions

- Click "Save" and then "Proceed to Payment"
- Click "Place My Order"

REGISTRATION INSTRUCTIONS:

- Visit the dedicated portal for your school below (this ensures your account is registered to the appropriate building which is also referred to as "COMPANY" on the site)
  Moreland: http://mhs.myprintdesk.net/DSF
  Brady: http://bms.myprintdesk.net/DSF
  High School: http://ohs.myprintdesk.net/DSF
  OIP: http://oip.myprintdesk.net/DSF
  Central Office: http://co.myprintdesk.net/DSF
  OCER: http://ocer.myprintdesk.net/DSF

- On the LOGIN screen, click Register at the bottom (next to New User?)

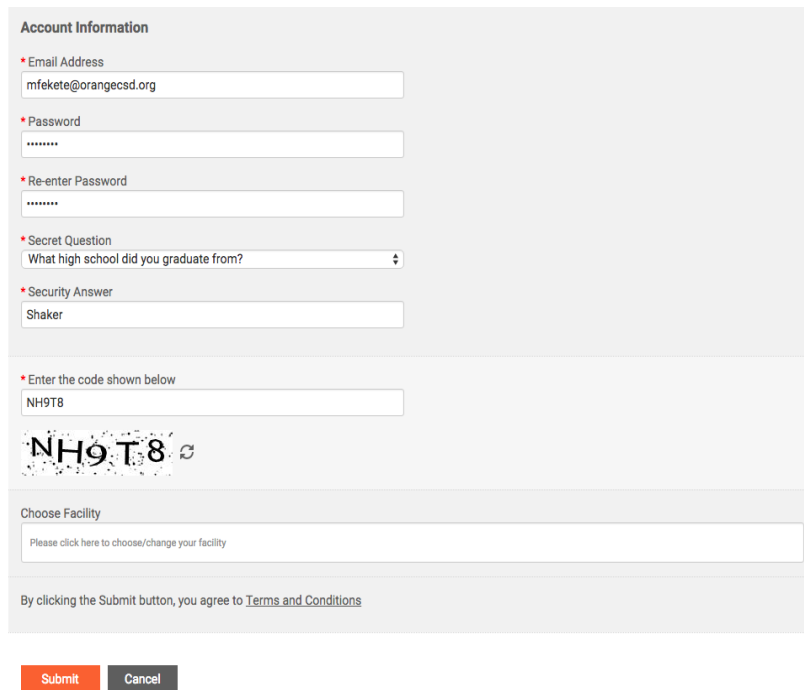- Fill out all Contact Information required. (Company should already be filled out with proper building). Use school EMAIL address

- Account Information establishes your LOGIN credentials for the site. Use school email address and create a password

Account Information

* Email Address
mfekete@orangecsd.org

* Password
••••••••

* Re-enter Password
••••••••

* Secret Question
What high school did you graduate from? ⬍

* Security Answer
Shaker

* Enter the code shown below
NH9T8

NH9T8 ↻

Choose Facility
Please click here to choose/change your facility

By clicking the Submit button, you agree to Terms and Conditions

[Submit] [Cancel]

- Under Choose Facility there is only 1 option available (Orange Copy Center). Make sure you select this
- Click "Submit"