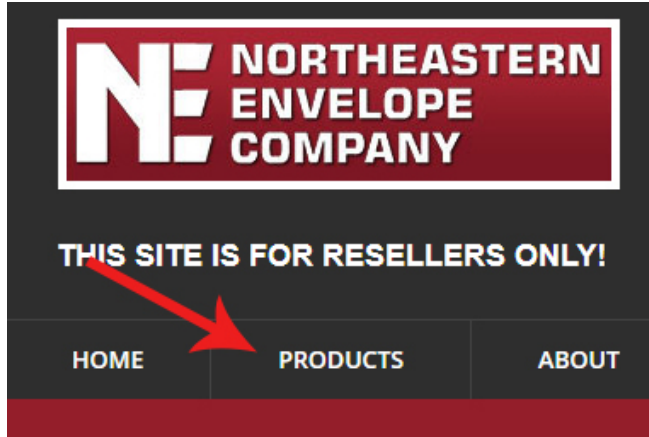
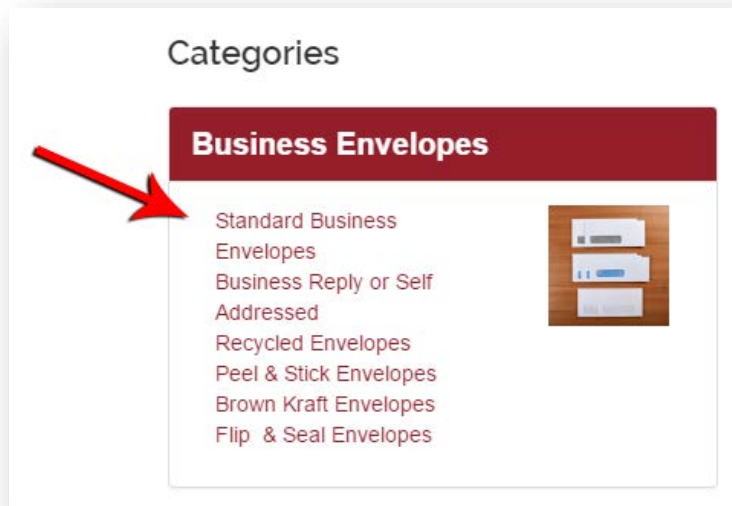


Placing An Order

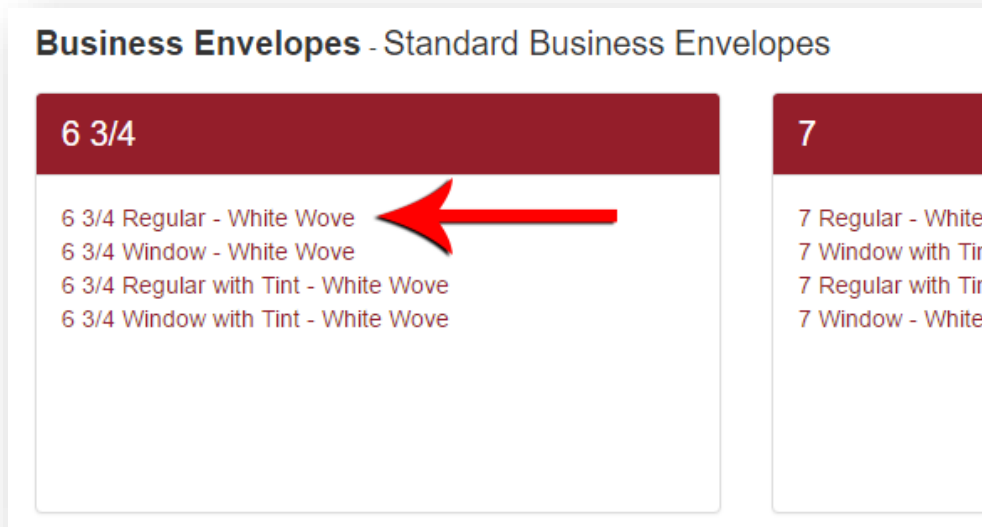
1. Log in to your account.
2. Click the **Products** button in the menu.



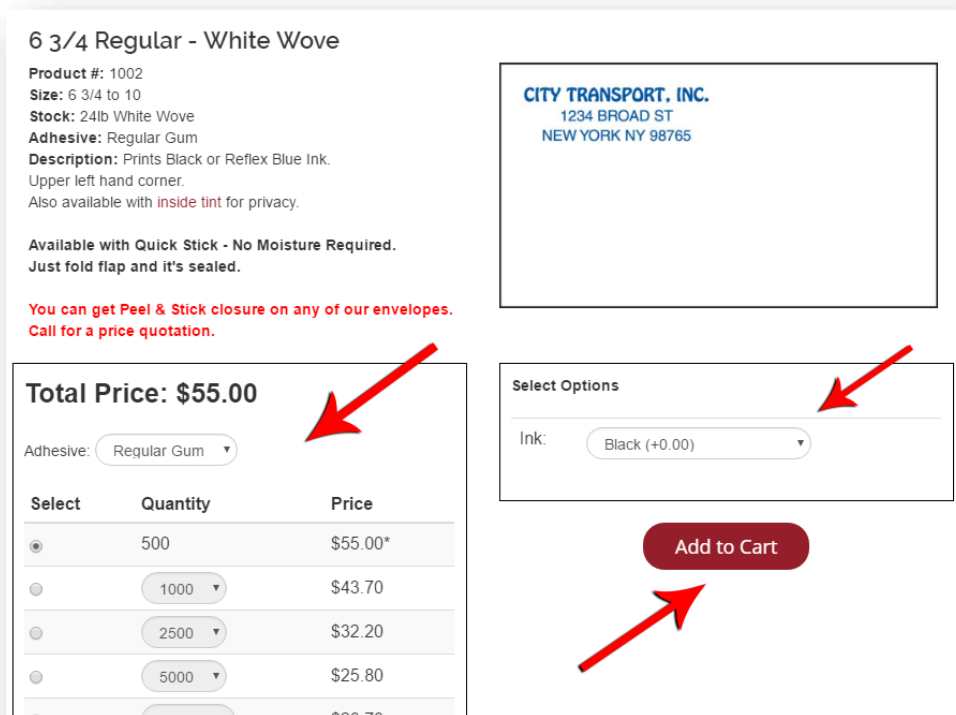
3. Click on the name of the sub-category of which you wish to view products.



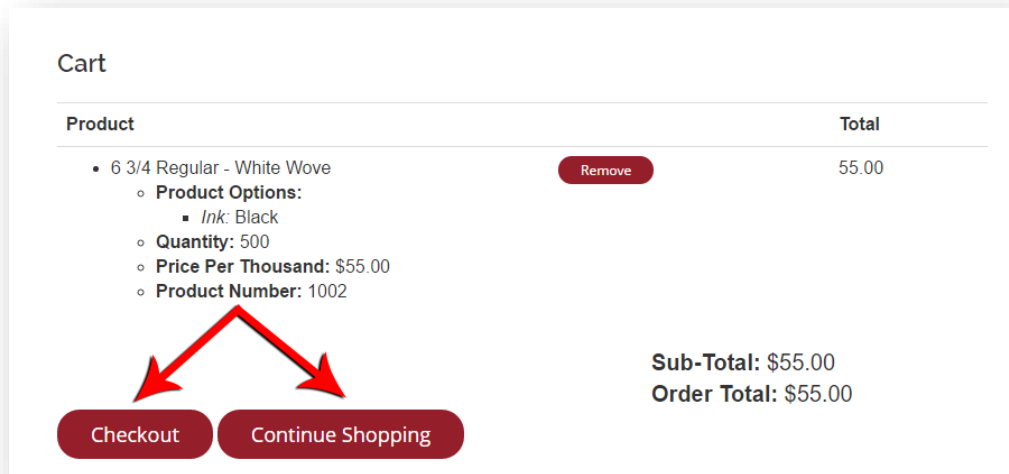
- Click on the name of the product you wish to view. You can also view products from other sub-categories by using the menu on the left side of the page.



- Select Adhesives, Quantity, and/or Options for the product you are purchasing, then click the **Add to Cart** button.



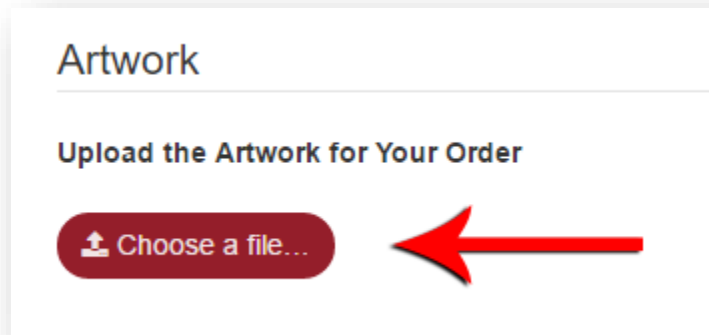
- To continue shopping for products, click the **Continue Shopping** button. Otherwise, if you are ready to complete your order, click the **Checkout** button.



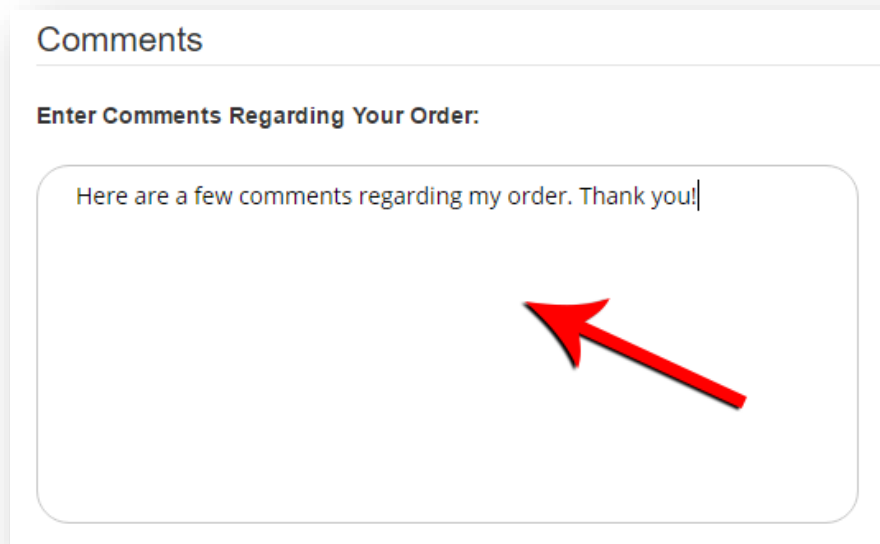
- Enter any Imprints you would like on your products. Click the **Add Line to Imprint** button to add more as necessary.



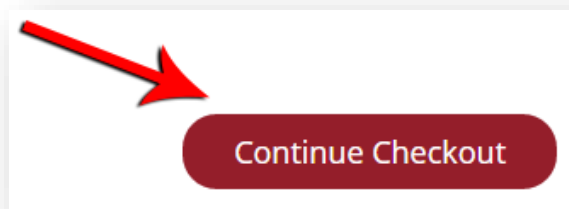
8. If there is artwork you would like to upload for your order, click the **Choose a File...** button and select your artwork from your computer.



9. In the Comments section, enter any comments you have regarding your order.



10. Click the **Continue Checkout** button to proceed.



11. If you do not currently have a shipping address, click the **Add New Shipping Address** button and follow the prompts. Otherwise, select an existing shipping address from the dropdown.

Shipping Address

company ▼ **Add New Shipping Address**

Company: company
First Name: first name
Last Name: last name
Address: address 1
Address 2: address 2
City: Dunmore
State: PA
Zip: 18512

12. Enter your credit card information into the Billing Details section. Verify that the credit card number, expiration date, and CVV are all correct.

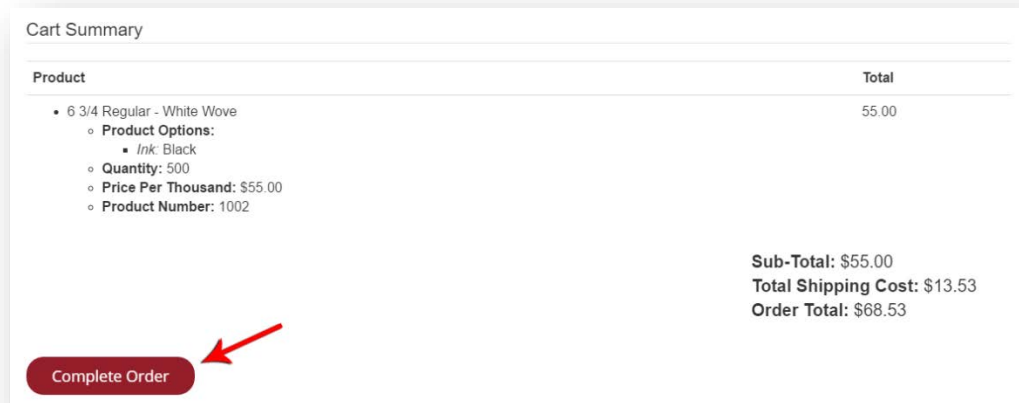
Billing Details

Credit Card #: 4111111111111111

Expiration Date: 05 ▼ 2021 ▼

CVV Number: 123|

13. Verify that your Cart Summary information is correct and then click the **Complete Order** button.



14. A new page will display a notification that your order has been approved and will list the Billing Information, Shipping Information, and any additional information about your order. You will also receive an email with the same information.

Note: If there are any issues with your order, please contact Northeastern Envelope Co. at 1-800-233-4285.