



# Online Ordering Guide

URL: <https://brandeis.fenwayprint.com>

**LOGIN**

**Email or Username**

**Password**

**LOGIN**

[Reset password](#) [Create an account](#)

## NEW USER REGISTRATION

To register for a new account, please click "Create an account" on the login page. We recommend using your email address as your username. When complete, click the "Create Account" button.

### Create an Account

Please fill out the information below and click the "Create Account" button.

**General Information**

First Name \*

Last Name \*

Email \*

Username \*

Title

**Address Information**

Business Name

Address 1 \*

Address 2

Address 3

Password

Phone

Cell Phone

Fax

Time Zones   
 (UTC-05:00) Eastern Time (US & Canada) ▼

Website

City \*

Country \*   
 United States of America ▼

State or Province \*   
 ▼

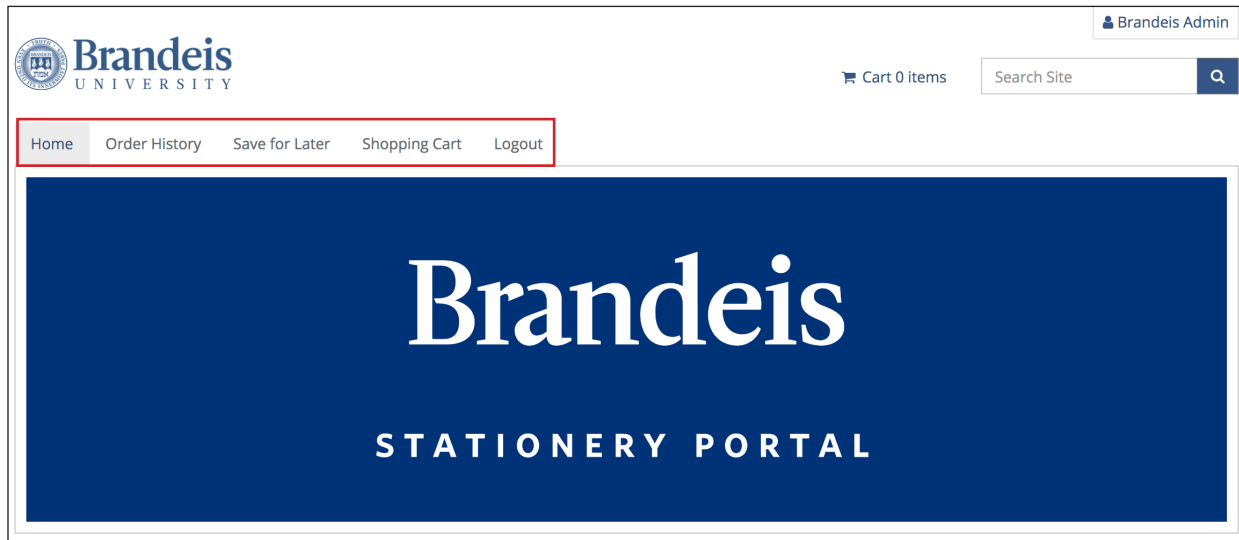
Postal Code \*

Confirm Password \*

**Tip:**

Use Address 2 and Address 3 fields to enter your office name and room number for delivery purposes.

## NAVIGATION & MENUS



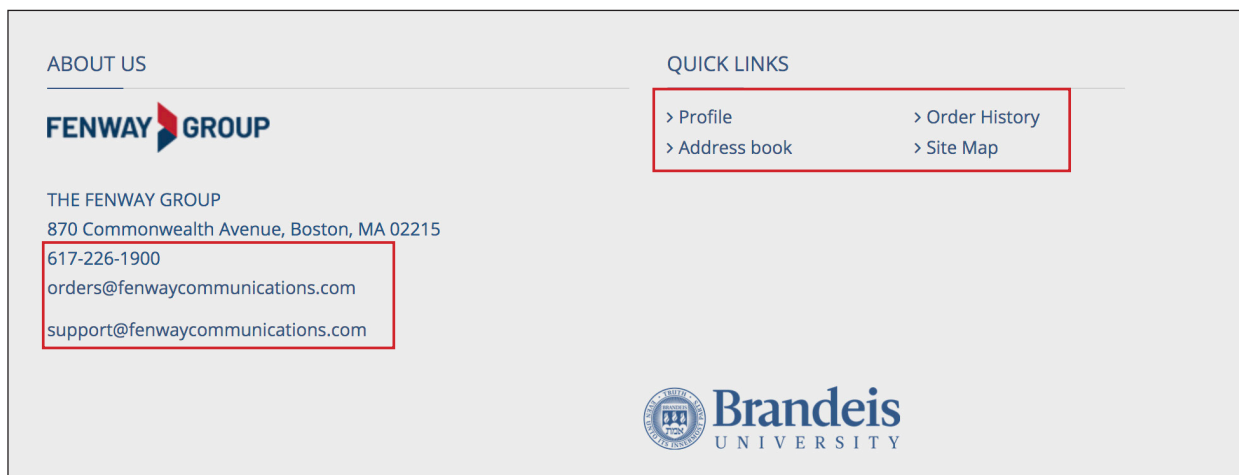
### Top Menu:

**Home:** Brings you back to the landing page, which lists the stationery categories.

**Order History:** View your past orders.

**Save for Later:** If you started an order and then clicked "Save for Later," you can retrieve the saved item here. You can move these items into your shopping cart to purchase.

**Logout:** Log out of the site.



The Fenway Group's contact information is located in the footer of the site.

For order/status inquiries, email [orders@fenwaycommunications.com](mailto:orders@fenwaycommunications.com).

For help with the site, email [support@fenwaycommunications.com](mailto:support@fenwaycommunications.com).

### Quick Links:

**Profile:** Edit your name, contact information, username and password.

**Address book:** Add new addresses as delivery options, or edit existing addresses.

**Order History:** View your past orders.

**Site Map:** View a list of all items offered in the catalog.

## PLACING AN ORDER (BUSINESS CARDS)

For products that need personalization, fill out all of the required fields marked with an asterisk.

**Update Preview:** Click this after filling out the form to proof your card.

**Download Preview:** Download a PDF of the card.

**Save for Later:** Puts this job in your "Save for Later" tab on the home page. You can come back to this job to edit it or check out.

**Yes, I approve this document:** Check this once you have proofread your card.

**Finished Editing:** Adds the card to your shopping cart.

**Tip:** You can change the preview size with the drop-down above the proofing area.

The screenshot shows a web form for ordering business cards. On the left is a form with several fields, some marked with an asterisk to indicate they are required. At the top of the form is a dropdown menu labeled "PLEASE SELECT YOUR ADDRESS" with "(Select)" as the current option. Below this are fields for "Name \*", "Degree", "Title Line 1 \*", "Title Line 2", "Department \*", "Address \*", and "Mail Stop". The "Mail Stop" field contains "123" and has a "3 of 3 Characters" indicator. To the right of the form are controls for "Page Number" (set to 1) and "Preview Size" (set to Standard). A blue "Update Preview" button is located in the top right corner. The main area of the screenshot is a preview of a business card for Brandeis University. The card features the university's logo and name, followed by placeholder text for "First Lastname", "Title One", and "Department". Below this is the address "415 South Street, MS 123 Waltham, MA 02453-2728", phone number "781-555-1234", and email "name@brandeis.edu". A large, semi-transparent "Proof" watermark is overlaid on the card. At the bottom of the form, there are three buttons: "Update Preview", "Download Preview", and "Yes, I approve this document." (with an unchecked checkbox). To the right of these are "Cancel", "Save for Later", and "Finished Editing" buttons.

This is a close-up of the address dropdown menu. The title is "PLEASE SELECT YOUR ADDRESS". The dropdown is currently open, showing a list of address options: "(Select)", "(Select)", "#1 - 415 South Street", "#2 - 515 South Street", "#3 - 60 Turner Street", "#4 - 480 Old South Street", "#5 - 51 Sawyer Road, Ste 520", and "#6 - Other". The "#6 - Other" option is highlighted with a grey background.

**Tip:** The address drop-down at the top of the form will prefill the address, city, state and zip. You can also enter a unique address by selecting "Other."

## SHOPPING CART & DELIVERY ADDRESS

The Shopping Cart page allows you to choose a delivery address, view your order summary, duplicate an order, save an order for later or edit an order.

When you first place an order, you may be asked to add an address to your address book for delivery purposes. This will be saved for all of your future orders.

You must add an address to your address book before proceeding to checkout. [EDIT ADDRESS BOOK](#)

### Shopping Cart

Please include your office name and room number in the shipping address. Do not use your mail stop number.

#### Shipping Address

First Lastname  
Brandeis University  
415 South Street  
Office Name  
Room #  
Waltham, MA 02453-2728  
6172261900

#### Ship To

First Lastname, Brandeis University, 415 South Street, ...

#### Shipping options

Fenway-West \$0.00

#### ORDER SUMMARY

1 product shipping to 1 location	
Items :	\$88.00
Shipping :	\$0.00
Total Before Tax :	\$88.00
Estimated Tax :	\$0.00
<b>Order Total :</b>	<b>\$88.00</b>

[CONTINUE SHOPPING](#)

[PROCEED TO CHECKOUT](#)

#### SAVED FOR LATER

You have 9 items saved for later

[VIEW SAVED ITEMS](#)

#### Business Card

250

\$88.00



[DUPLICATE](#)

[SAVE FOR LATER](#)

[EDIT](#)

[REMOVE](#)

#### Job Item Name

First Lastname

#### Details

Quantity = 250

Back of Card (Choose One): = Blue with Seal

The Ship To drop-down lists the addresses you have saved in your address book. To create a new delivery address, click "Add New Address." This new address will automatically be saved to your address book for future orders.

#### Ship To

First Lastname, Brandeis University, 415 South Street, ...

First Lastname, Brandeis University, 415 South Street, Office Name, Waltham, MA

[Add New Address](#)

All orders will be delivered directly to your office by a Fenway Group driver, free of charge.

## MISCELLANEOUS TIPS

Certain products will have additional design or paper options to choose from on the product detail page. Please make sure to select your choice from the drop-down before proceeding to the customization page.

Quantity: 250  
Back of Card (Choose One): Blue with Seal  
Price: \$88.00  
Additional Instructions  
CUSTOMIZE ORDER  
BACK TO CATALOG SHOPPING CART

Quantity: 500  
Design (Choose One): "Brandeis" with Seal  
Price: \$294.78  
Additional Instructions  
CUSTOMIZE ORDER  
BACK TO CATALOG SHOPPING CART

When entering your mail stop, please only enter the 3 digit number. The "MS" will automatically populate. This tip is also visible when you hover over the question mark next to the mail stop field.

Address \*: 415 South Street  
Mail Stop: [?] 0 of 3 Characters  
City \*: Waltham  
State \*: MA  
Zip \*: 02453-2728  
Page Number: 1  
Preview Size: Standard  
415 South Street Wa

Please note that the new web address format now excludes the "www." This is also noted on the site.

**WEB NOTE**

With the new branding, "www." is not being used for urls.

**Web Address**