



OREPAC ORDERING SITE GUIDE

A Partnership with

DocuMart[®]



Welcome To Your
Online Ordering Portal

Your site is located here:

orepac.documart.com/

LOGIN INFO:

Username: youremail@orepac.com

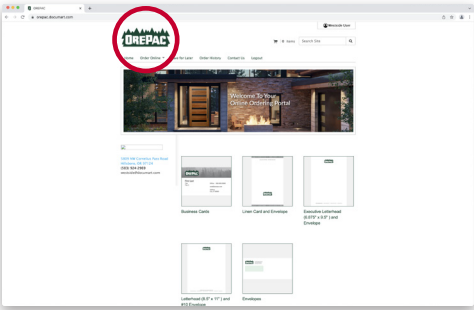
Password: documart

Password is case sensitive

Online ordering sites have been tested on most browsers and mobile devices. We recommend using the browser, Google Chrome, for best functionality.

Welcome to your new online store!


This is your reference guide to placing orders.





After you login, you'll be taken to the **home page**.

Your product folders are viewable from the home page. At any time, click **Home** to return to the main folder menu.

YOUR HOME PAGE



 0 items



Westside User

Home

Order Online ▼

Save for Later

Order History

Contact Us

Logout

Return to the main folder menu

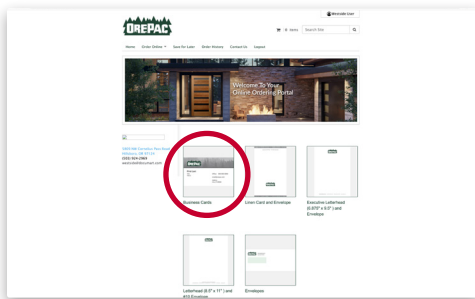
Dropdown to view product folders

Add items to save for later to come back and finish at a later time

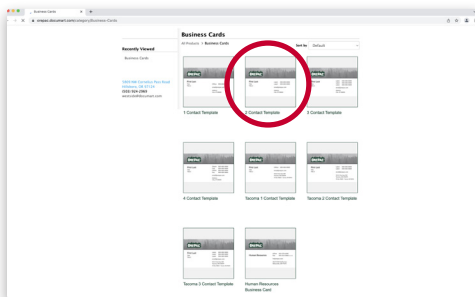
View your order history

Reach out directly to us with a question

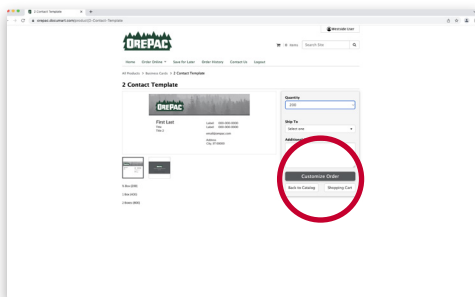
Logout of account



From the home page select the folder that has your desired product. For this example, **Business Cards**.



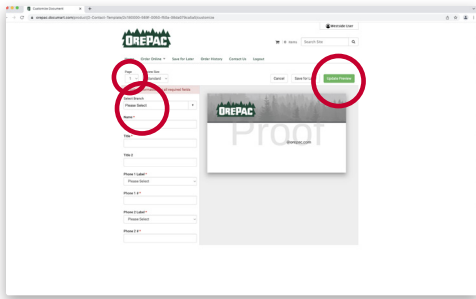
All business card versions will be displayed. Click on the card you'd like to order. For this example, **2 Contact Template**.



A preview sample will be displayed. Select your **quantity**, **shipping location** and add any pertinent **instructions** the DocuMart team may need.

Then click the **customize** button. This is how you edit your card.

Some products are not customizable, to place an order for these items click **Add to Cart**. Products that feature the option to personalize, click **Customize Order**.

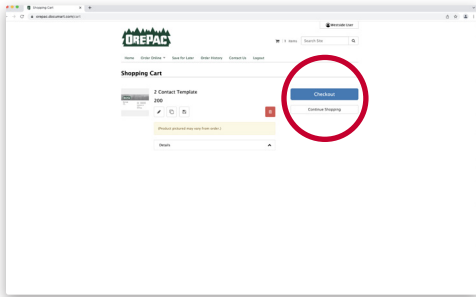


Enter information for all required fields:

1. Select your branch from the dropdown. The **branch dropdown** has pre-filled **addresses** for the specific locations.
2. Click **update preview** to view your live proof after making changes.

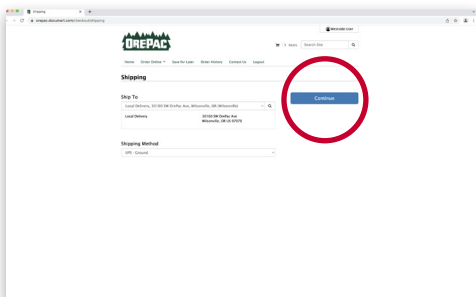
If everything looks good, click **Finish Editing** and then check **Yes, I approve this document** and click **Add to Cart**. **This is the only proof you will view prior to production.**

Optional: If you'd like to save this order for later, click **Save For Later** and login at a later time to complete your order. Items in **Save For Later** will save for 30 days.



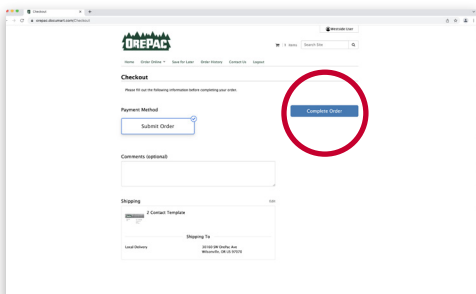
You will be taken to your shopping cart. **Double check your quantity and details.**

Then click **Checkout** or **Continue Shopping**.



You will be taken to the shipping page. **Double check your shipping address and select a shipping method.** Shipping costs will be added to your final invoice.

Then click **Continue**.



You are ready to checkout and complete your order. Add any comments and **review shipping details.**

Then click the **Complete Order**.

Any questions or issues with items on the site can be directed to Emily Hean or Ashley Campbell.

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westside@documart.com

Questions with branding issues or changes to templates should be directed to
marketing@orepac.com

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