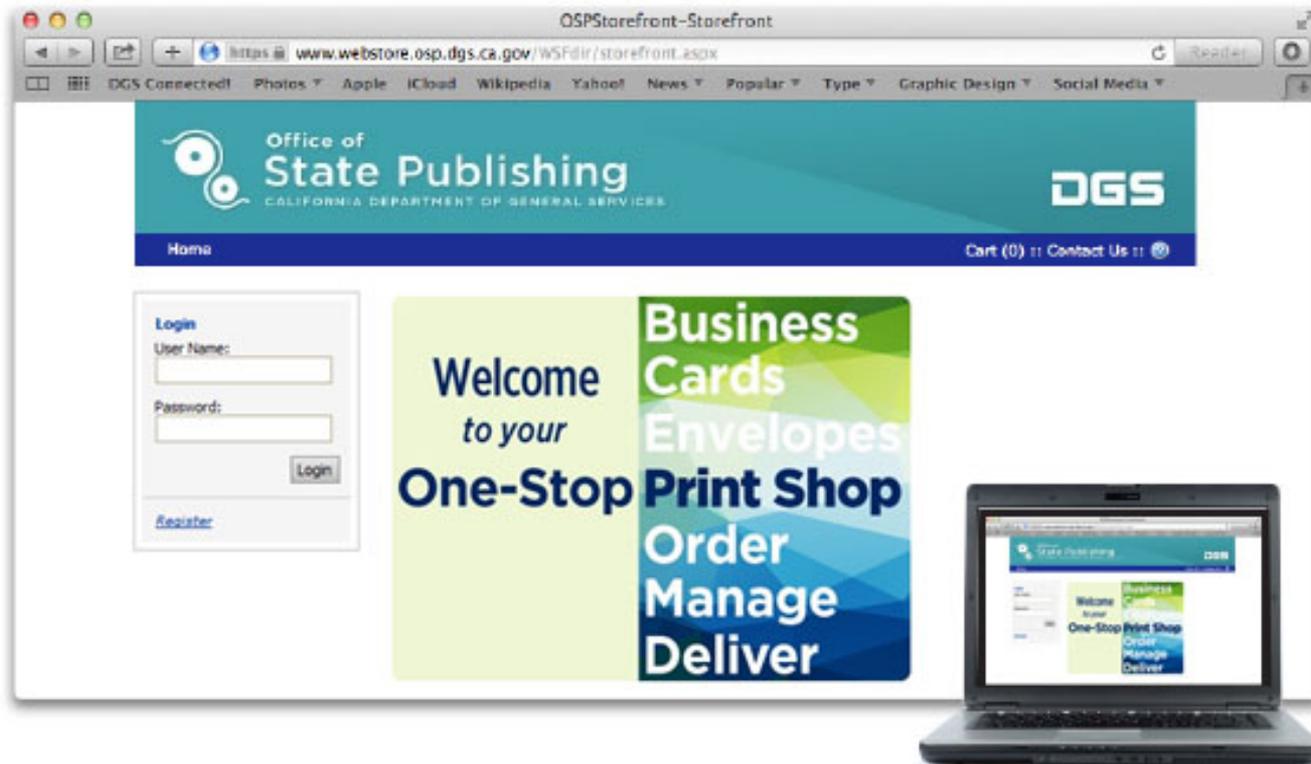


Introducing!

Office of State Publishing's new Web StoreFront.



Order Business Cards

A Guide to
Office of State Publishing
Web StoreFront

Registration

- ▶ The Office of State Publishing (OSP) is now hosting an online ordering site at which you can order your business cards. All you need to do is self-register and get approved. Once you are approved as a user, you can log on, enter the data for the business card, then place your order.
- ▶ **Please be aware that your agency must have an approver registered on the site, and your billing code must be entered into the site before any orders can be placed, so please check before you self-register.**

Registration

- ▶ New users must register before ordering business cards.
- ▶ The link is to “Office of State Publishing (OSP) One-Stop Print Shop” website. The link is <https://www.webstore.osp.dgs.ca.gov/WSFdir/Companies/RegWSF/storefront.aspx?>
- ▶ Follow the hyperlink under the login box to “Register.”

Registration

The screenshot shows a web browser window displaying the registration page for the Office of State Publishing. The browser's address bar shows the URL <https://www.webstore.osp.dgs.ca.gov/>. The page header includes the Office of State Publishing logo and the DGS logo. The main content area features a central banner for the 'One-Stop Print Shop' with services listed: Business Cards, Envelopes, Order, Manage, and Deliver. To the left of the banner is a login form with fields for 'User Name' and 'Password', a 'Login' button, and a 'Register' link highlighted with a red box. To the right is a search bar and a cart status indicator showing 'Cart (0 Items)' and 'Your Cart is Empty.' Below the banner, contact information is provided: 'OSP General Information: 916 445-5386' and 'Outside the Sacramento area: 800 963-7860'. The footer contains links for 'English (United States) Sitemap' and 'Terms & Conditions', along with the version number 'v6.2.0.19771' and the text 'Powered by EFI Digital StoreFront'. The copyright notice at the bottom left reads '© 2004-2013 Electronics For Imaging, Inc.'

Office of State Publishing
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DGS

Home Cart (0) :: Contact Us ::

Login
User Name:

Password:

[Register](#)

Welcome to your One-Stop Print Shop
Business Cards
Envelopes
Order
Manage
Deliver

Cart (0 Items)
Your Cart is Empty.

Search
All

OSP General Information: 916 445-5386
Outside the Sacramento area: 800 963-7860

[English \(United States\) Sitemap](#) [Terms & Conditions](#) v6.2.0.19771
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Creating an Account

- ▶ In order to create an account, you must fill in all fields preceded by an asterisk.
- ▶ You will need to know your agency billing code. Your business services officer or manager can provide your billing code.
- ▶ Under Account Information, you must create a user name and password.
- ▶ The password must contain one number, one special character, one lowercase letter, one uppercase letter, and be at least eight characters long.

Creating and Account

https://www.webstore.os... Create an Account

File Edit View Favorites Tools Help

Office of State Publishing
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DGS

Home Cart (0) :: Contact Us ::

Create an Account

To checkout, you must create an account.
Already have an account? [Login here](#)

Contact Information

** Indicates Required Field.*

* First Name:

* Last Name:

* Address 1:

Address 2:

Address 3:

* City:

State / Province / Region: CA - (California)

* Zip/Postal Code:

* Phone Number 1:

Phone Number 2:

Fax Number:

Title:

Company / Agency: Registration WSF

Department / Division:

* Agency Billing Code:

* Email Address:

* Are you an Order Approver? Please answer Yes or No:

Creating an Account

https://www.webstore.os... Create an Account

File Edit View Favorites Tools Help

Company / Agency: Registration WSF

Department / Division: Office of State Publishing

* Agency Billing Code: 30090

* Email Address: john.doe@dgs.ca.gov

Are you an Order Approver? Please answer Yes or No: No

Account Information

* User Name:

* Password:

* Re-enter Password:

* Security Question: What high school did you graduate from?

* Security Answer:

* Enter the code shown below:

E U Q R D

Terms and Conditions

Your use of this product and/or service is governed by EFI's then current Terms of Use (located at <http://efi.com/termsfuse.html>) and the other EFI written terms and conditions provided with the sale, product or service (such as EFI order confirmation terms, and EFI license agreement terms). If you do not agree to these Terms of Use, you may not use the product and/or service. EFI reserves the right to update the Terms of Use at any

I accept the terms in the license agreement.

Cancel Continue

Creating an Account

- ▶ Once you have finished creating an account, you will receive an email confirmation from OSP.



- ▶ The email confirmation assigning you to a company may take up to 24 hours to receive.
- ▶ Once received, you set up to order business cards.

Ordering

- ▶ To begin ordering, follow the link shown in the email and log into your account by entering your username and password.



Ordering

The screenshot shows a web browser window with the address bar displaying <https://www.webs...> and the page title "OSPStorefront-Storefront". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The website header features the "Office of State Publishing" logo on the left, which includes the text "CALIFORNIA DEPARTMENT OF GENERAL SERVICES". On the right, the "DGS" logo is displayed. Below the header, a navigation bar contains "Home" on the left and "Cart (0) :: Contact Us ::" on the right.

The main content area is divided into two sections. On the left is a "Login" form with the following fields and elements:

- Login** (Section Header)
- User Name:
- Password:
- Login button
- [Forgot your password?](#)

On the right is a large promotional graphic with a green-to-blue gradient background. The text reads:

- Welcome to your
- One-Stop Print Shop**
- Business Cards
- Envelopes
- Order Manage Deliver

Below the graphic, the following contact information is provided:

OSP General Information: 916 445-5386
Outside the Sacramento area: 800 963-7860

The footer contains the following information:

- [English \(United States\) Sitemap](#)
- [Terms & Conditions](#)
- v6.2.0.19771
- © 2004-2013 Electronics For Imaging, Inc.
- Powered by **EFI Digital StoreFront**

Ordering

- ▶ Once you have logged onto the site and into your account, select the link on the lefthand side of the page under the box labeled **Categories** “Business Cards”
- ▶ Click the Image of the card or title to see a detailed view.
- ▶ Click the “Begin” button to start entering your information.

Ordering

The screenshot shows a web browser window displaying the 'State Business Cards-Storefront' website. The browser's address bar shows the URL 'https://www.webstore.osp...'. The website header features the 'Office of State Publishing' logo and the 'DGS' logo, with the text 'CALIFORNIA DEPARTMENT OF GENERAL SERVICES' below the main logo. A navigation bar includes links for 'Home', 'Cart (0)', 'My Account', 'Order Status', 'Print Shops', and 'Contact Us'. Below the navigation bar, there are tabs for 'Storefront' and 'Administration', and a user greeting: 'Welcome Ed Vance! Logout'. A 'Categories' menu on the left highlights 'Business Cards'. The main content area displays a collection of business cards under the heading 'Business Cards'. To the right, there is a 'Cart (0 Items)' section stating 'Your Cart is Empty.' and a search box with a dropdown menu set to 'All' and a 'Go' button. Below the 'Business Cards' heading, there is a section titled 'In this Category:' which lists two product options:

- State of California Cameo Business Card**
Printed on 100# Gloss Coated Cover Stock
1-Side
[Begin](#)
- State of California Executive Business Card**
Printed on 100# Gloss Coated Cover Stock
1-Side
[Begin](#)

Ordering

The screenshot shows a web browser window with the URL <https://www.webstore.osp...> and a tab titled "Cameo BC 1-Side-Product ...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The website header features the "Office of State Publishing" logo and "CALIFORNIA DEPARTMENT OF GENERAL SERVICES" text on the left, and the "DGS" logo on the right. A navigation bar below the header contains "Home", "Cart (0)", "My Account", "Order Status", "Print Shops", and "Contact Us".

Below the navigation bar, there are tabs for "Storefront" and "Administration". A "Categories" sidebar on the left lists "Business Cards".

The main content area displays a product listing for a "State of California Cameo Business Card". The product image shows a business card with the State of California logo and a list of fields: Name, Title, Optional Title, Department, Division, Address, Address2, City State Zip Code, Phone1 PhTitle1, Phone2 PhTitle2, Phone3 PhTitle3, and Optional Information email.

To the right of the product listing, there is a "Cart (0 Items)" section stating "Your Cart is Empty." and a "Search" section with a dropdown menu set to "All" and a "Go" button.

Below the product listing, the text reads: "State of California Cameo Business Card", "Printed on 100# Gloss Coated Cover Stock", "1-Side", and "Standard Cameo Business Card prints one side coated stock". A "Begin" button is located below this text.

The footer contains the following information: "English (United States) Sitemap", "Terms & Conditions", "v6.2.0.19771", "© 2004-2013 Electronics For Imaging, Inc.", and "Powered by EFI Digital StoreFront".

Ordering

- ▶ After selecting a card type, you will be ready to create your card. If a Java security box pops up, select OK and proceed.
- ▶ On the top left of the page you will need to create a job name. The name should match the first and last names entered on the business card followed by the date.
(e.g., John Doe 4/2/15)
- ▶ Cards can be ordered in quantities of 200, 400, 600, or 800 per box. If you need more, you will have to place another order.

Ordering

- ▶ Fill in the remaining fields with your information and click the “Update Preview” button on the bottom of the page.
- ▶ At this point, you will be shown a preview of your card, so you can review it for accuracy.
- ▶ If you want to see a high resolution proof click “PDF Proof.”
- ▶ Once you are satisfied that the card is correct, click the yellow “Add to Cart” button, and a yellow prompt box will pop up directing you to approve the design.

Ordering

State of California Cameo Business Card Help Split Window

Job Name
John Doe 4/2/2015

Quantity
200

Options

Personalization Form: Page 1/1

| | |
|----------------------|--------------------------------|
| Name | John Doe |
| Title Name Line | MS |
| Title | Associate Program Analyst |
| Optional Title | |
| Department | Department of General Services |
| Division | Office of State Publishing |
| Address | 344 North 7th Street |
| Address2 | |
| City State Zip Code | Sacramento, CA 95811 |
| Phone1 | (916) 555-1212 |
| Phone Title1 | Office |
| Phone2 | (916) 555-2121 |
| Phone Title2 | Fax |
| Phone3 | |
| Phone Title3 | Cell |
| Optional Information | www.dgs.ca.gov |
| email | John.Doe@dgs.ca.gov |

Product Preview Update Preview PDF Proof Split Window

Unit Price: Total Price: Save Add to Cart

Ordering

State of California Cameo Business Card

Help

Job Name

Quantity

Options

Personalization Split Window

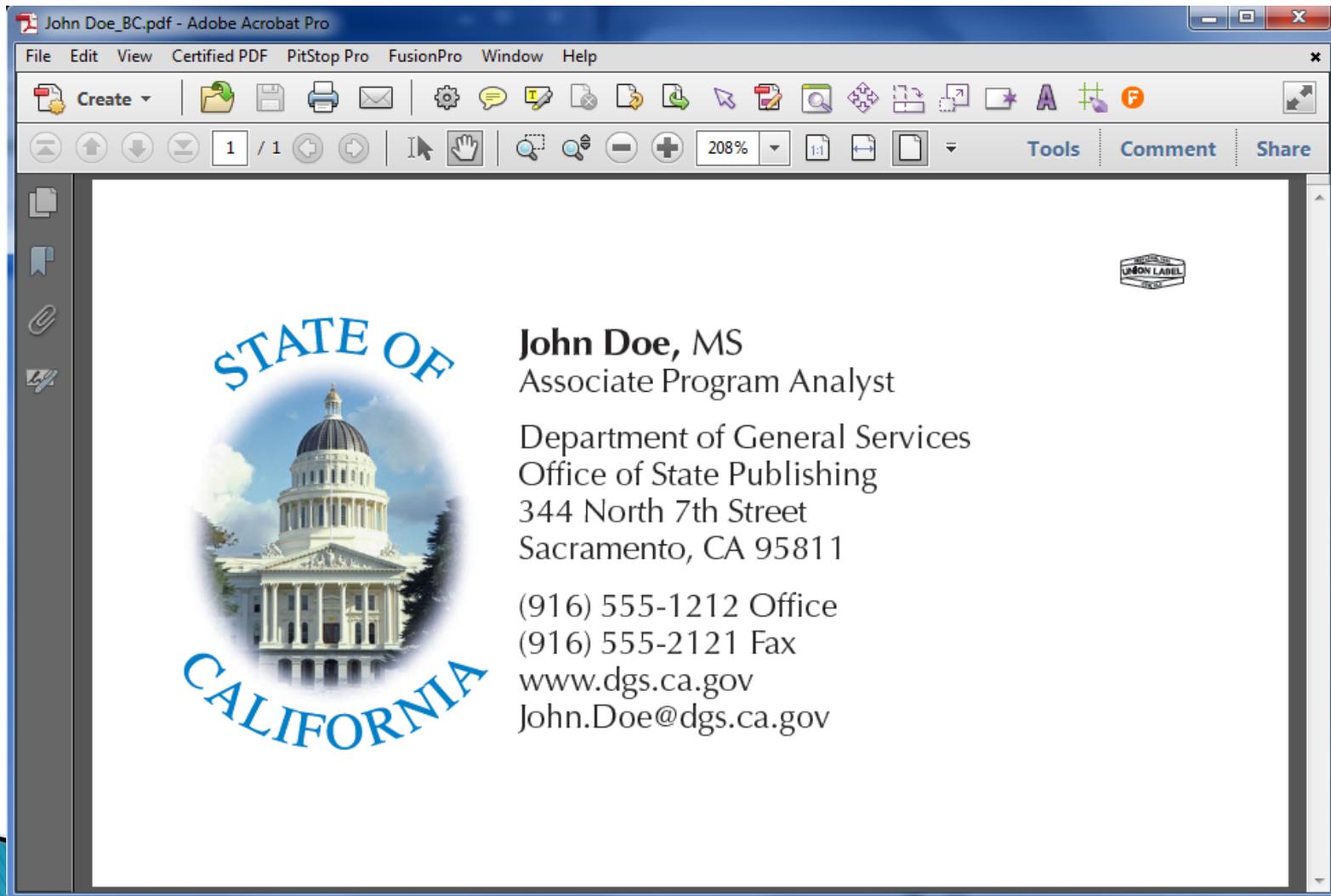
Product Preview Update Preview PDF Proof Split Window



Unit Price: Total Price:

Save Add to Cart

PDF Proof



Ordering

State of California Cameo Business Card

Job Name
John Doe 4/2/2015

Quantity
200

Options

Personalization
Product Preview

Update Preview PDF Proof

STATE OF CALIFORNIA
John Doe, MS
Associate Program Analyst
Department of General Services
Office of State Publishing
344 North 7th Street
Sacramento, CA 95811
(916) 555-1212 Office
(916) 555-2121 Fax
www.dgs.ca.gov
john.doe@dgs.ca.gov

I have carefully reviewed and approve this job.
The producer of this job will not be held responsible for design or spelling errors.

Page 1/1

Unit Price: Total Price:

Save Add to Cart

Checkout

- ▶ Once you have approved your design, you will be taken to the shopping cart.
 - ▶ At this point, you can review your order for shipping accuracy, cost, and quantity.
 - ▶ If you are satisfied that your order is correct, click one of the blue “Checkout” buttons on the right side.
- 

Checkout

The screenshot shows a web browser window with the URL <https://www.webstore.osp.dgs.ca.gov> and a tab titled "Shopping Cart". The page has a blue header with navigation links: Home, Cart (1) :: My Account :: Order Status :: Print Shops :: Contact Us ::. Below the header, there are links for "Log in as buyer", "Welcome Ed Vance!", and "Logout".

The main content area is titled "Shopping Cart" and includes a "Continue Shopping" button and a "Checkout" button. Below this, there is a section for "Print Shop: Office of State Publishing" and an "Update Order" link.

| Products | Quantity | Item Price | Item Tax | Item Total |
|--|----------|------------|----------|------------|
| John Doe 4/2/2015 Remove Item Name: State of California Cameo Business Card | 200 | \$0.10 | \$0.00 | 0.00 |

Summary:

| | |
|---------------|---------------|
| Subtotal: | 0.00 |
| Shipping: | 0.00 |
| Taxes: | 0.00 |
| Total: | \$0.00 |

Thank you for your order

Recipients (Add Another Recipient)

Recipient #1

Please enter recipient information below.

Address Book: [Address Book]

Method: [Method]

Delivery Instructions: [Delivery Instructions]

First Name: Ed
Last Name: Vance
Company / Agency: [Company / Agency]
Phone Number: (916) 445-5699
Email Address: brian.ford@dgs.ca.gov

Address: 1050 Richards Blvd
City: Sacramento
State: CA - (California)
Zip/Postal Code: 95811

Save to My Address Book.

You must click save to proceed with checkout.

Save

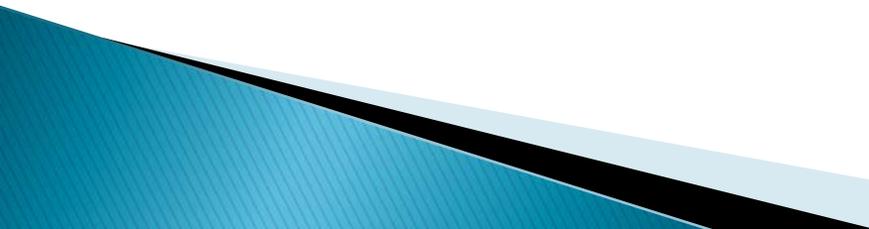
Update Order

Clear Cart

Continue Shopping

Checkout

Approval

- ▶ After clicking the blue checkout button, you will be taken to the Approval page.
 - ▶ The billing code that was listed in your profile will automatically populate in the “Agency Billing Code” box.
 - ▶ Please enter your purchase order number. Enter “N/A” if you do not use purchase order numbers (the field cannot be blank).
 - ▶ Select your approver by clicking the bullet next to his or her name, and click the “Next” button at the bottom of the page.
- 

Approval

Office of State Publishing
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DGS

Home Cart (1) :: My Account :: Order Status :: Contact Us ::

Checkout

1. Account Information 2. Review

Account Information

Payment Method: Agency Billing Code

Agency Billing Code

Agency Billing Code: 3009

Purchase Order Number: 1234-15

Approval

YOUR ORDER MUST BE APPROVED BY ONE OF THE APPROVERS BELOW.

| | | |
|----------------------------------|---------|----------|
| <input checked="" type="radio"/> | Evie | evie |
| <input type="radio"/> | Bina | Bina. |
| <input checked="" type="radio"/> | Rene | rene. |
| <input type="radio"/> | Tiffany | tiffany. |
| <input checked="" type="radio"/> | Stan | stan. |
| <input type="radio"/> | Julie | julie. |

Cancel Next >

[English \(United States\) Sitemap](#) [Terms & Conditions](#) v6.2.0.19771

Placing Your Order

- ▶ After selecting your approver, you will be given one last chance to review the details of your order.
 - ▶ Once you are satisfied your order is correct, click one of the “Place My Order” buttons on the right side of the page.
 - ▶ A confirmation will be emailed to you and your approver that an order was placed.
- 

Placing Your Order

Office of State Publishing
CALIFORNIA DEPARTMENT OF GENERAL SERVICES
DGS

Home | Cart (1) :: My Account :: Order Status :: Print Shops :: Contact Us ::

Welcome Ed Vance! [Logout](#)

Storefront Administration

REVIEW your order quantity and shipping address for accuracy **BEFORE** placing it to avoid costly errors and delays.

1. Account Information 2. Review

[Place My Order](#)

Expected Completion Date:
4/15/2015 11:30:00 AM PDT

Print Shop: Office of State Publishing
344 North Seventh Street
Sacramento, CA 95811
United States
Tel: 800 963-7860

| Products | Quantity | Item Price | Item Total |
|---------------------------------|----------|------------|--------------------|
| John Doe 4/2/2015 | 200 | \$0.10 | 0.00 |
| <i>Thank you for your order</i> | | | Subtotal: 0.00 |
| | | | Shipping: 0.00 |
| | | | Taxes: 0.00 |
| | | | Total: 0.00 |

Account Information

Agency Billing Code [Change](#)
Agency Billing Code: 86100
Purchase Order Number: 1234-15

Recipients

| Recipient #1 Edit | Method: | Products | Quantity |
|--|---------|-------------------|----------|
| Ed Vance DEVELOPMENTAL SERVICES 1050 Richards Blvd Sacramento, CA 95811 United States Tel: (916) 445-5699 | | John Doe 4/2/2015 | 200 |

[Place My Order](#)

Approving Orders (For Approvers)

- ▶ Once an order has been placed by a staff member, you will receive an automated email confirmation from OSP alerting you that an order needs to be reviewed and approved.
 - ▶ Log into the business cards site, and select the red link labeled “Pending Approvals” at the top of the page.
 - ▶ All of the pending requests awaiting your approval will be listed.
- 

Approving Orders (For Approvers)

- ▶ Select the hyperlinked order number.
- ▶ Review the order for accuracy and select either the “Approve” button or the “Decline” button, along with entering a reason for declining the order if necessary.

Approving Orders (For Approvers)

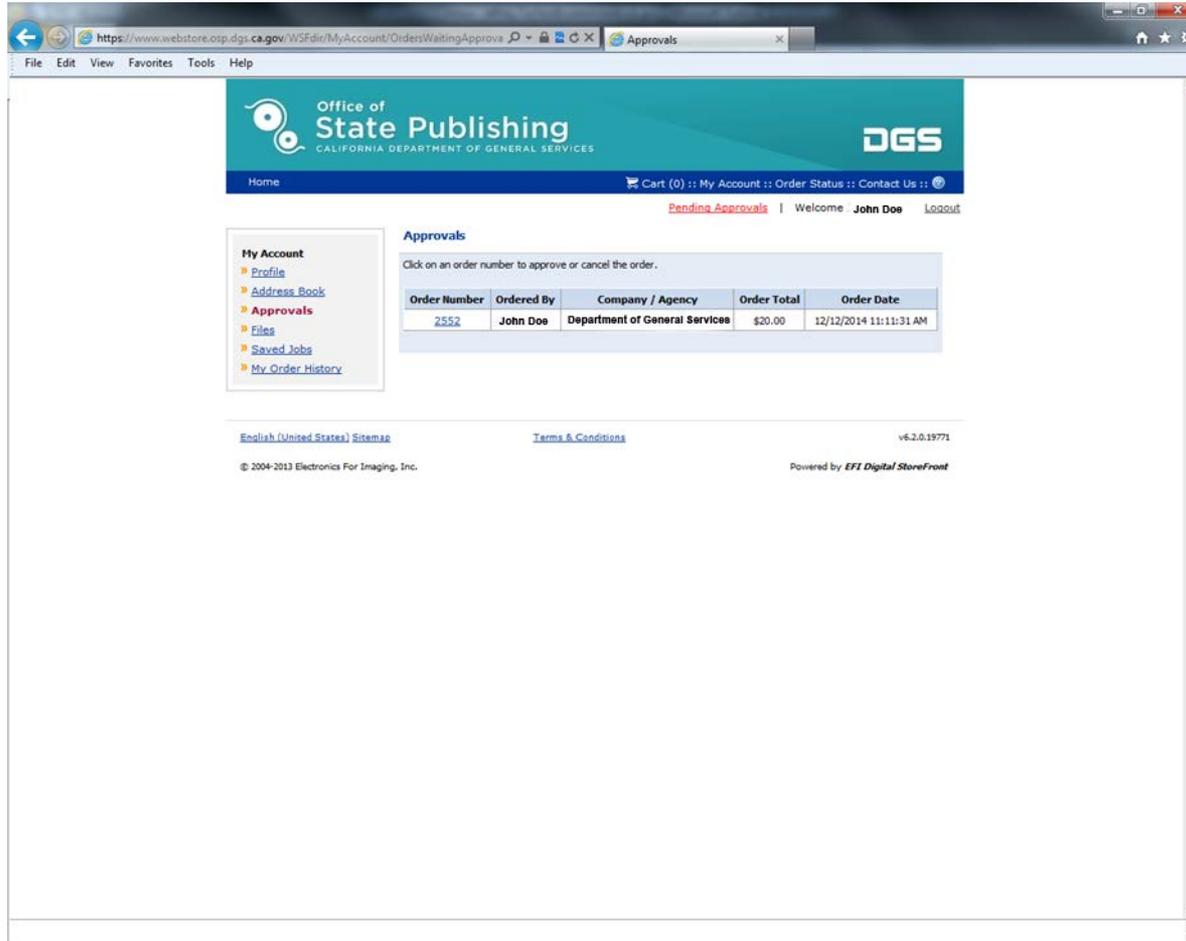
The screenshot shows a web browser window with the URL <https://www.webstore.osp.dgs.ca...> and the page title "OSPStorefront-Storefront". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The website header features the "Office of State Publishing" logo and "CALIFORNIA DEPARTMENT OF GENERAL SERVICES" text on the left, and the "DGS" logo on the right. Below the header is a navigation bar with "Home", "Cart (0) :: My Account :: Order Status :: Contact Us ::", "Pending Approvals", "Welcome", and "Logout".

The main content area includes a "Categories" sidebar with a link to "DIR Products", a central promotional banner for "Business Cards Envelopes Print Shop Order Manage Deliver", and a "Cart (0 Items)" section stating "Your Cart is Empty.". A search box is also present with a dropdown menu set to "All" and a "Go" button.

At the bottom of the page, contact information is provided: "OSP General Information: 916 445-5386" and "Outside the Sacramento area: 800 963-7860". The footer contains links for "English (United States) Sitemap" and "Terms & Conditions", along with the version number "v6.2.0.19771".

Approving Orders (For Approvers)



The screenshot shows a web browser window displaying the 'Approvals' page of the Office of State Publishing website. The browser address bar shows the URL: <https://www.webstore.dgs.ca.gov/WSFdir/MyAccount/OrdersWaitingApprova>. The page header includes the Office of State Publishing logo and the DGS logo. The navigation bar shows 'Home', 'Cart (0)', 'My Account', 'Order Status', and 'Contact Us'. The user is logged in as 'John Doe' and has 'Pending Approvals'.

My Account

- Profile
- Address Book
- Approvals
- Files
- Saved Jobs
- My Order History

Approvals

Click on an order number to approve or cancel the order.

| Order Number | Ordered By | Company / Agency | Order Total | Order Date |
|--------------|------------|--------------------------------|-------------|------------------------|
| 2552 | John Doe | Department of General Services | \$20.00 | 12/12/2014 11:11:31 AM |

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Approving Orders (For Approvers)

Office of State Publishing
CALIFORNIA DEPARTMENT OF GENERAL SERVICES
DGS

Home Cart (0) :: My Account :: Order Status :: Contact Us ::

[Pending Approvals](#) | Welcome **John Doe** | [Logout](#)

[Print this page](#) [Continue Shopping](#)

Order Approval Required
Please review the Order Confirmation below.

Send e-mail notification to buyer that the approver has updated this order.

Accept Order [Approve](#)

Decline Order
Please provide a reason for declining this quote before clicking the Decline button.

[Decline](#)

Order Confirmation

| | | |
|---------------------------|--------------------------------------|---|
| Order Number: | 2553 | Order Status: Approval required |
| Expected Completion Date: | 12/26/2014 11:30:00 AM PST | As of: 12/12/2014 11:20:06 AM PST |
| Submitted on: | 12/12/2014 11:20:06 AM PST | |
| Submitted by: | John Doe Tel: 916 341-5083 | Print Shop: Office of State Publishing 344 North Seventh Street Sacramento, CA 95811 United States Tel: 800 963-7860 |

| Products | Quantity | Item Price | Item Total |
|---|---------------|------------|----------------|
| John Doe 12/12/2014 Item Name: Business Card | (2 Pages) 200 | \$0.10 | \$20.00 |
| Subtotal: | | | \$20.00 |
| Taxes: | | | \$0.00 |
| Total: | | | \$20.00 |

Account Information

Payment Method: Agency Billing Code

Questions

- ▶ All questions should be directed to your assigned approver.
- ▶ Technical Support:
 - ▶ Email: WSFAdmin@dgs.ca.gov
 - ▶ Phone: 916.445.5386
- ▶ Order Support:
 - ▶ Email: DGSWSFordersupport@dgs.ca.gov
 - ▶ Phone: 916.445.5400