

Cheat Chart Directions: Ordering Materials on the Broker Online Ordering Site

See more detailed/additional instructions on the following pages.

Please email beck@ucare.org with all questions.

1. Enter Broker Site and Log In

- The link to the Broker Inventory Ordering Site is found on www.ucare.org.

2. Broker Portal



- Go to link “Broker Portal”
- Go to link “Broker Services”
- Log in using your email address and Broker ID password.

3. Place an Order

- Find the product you want to order by clicking on a **Category** in the right hand column, or by typing in the U# or Keyword in “Enter Keyword or Product ID” in the Search box at the bottom right.
- Click on the **Place an Order** link underneath the item description of the correct item.
- In the **Desired Quantity** box, enter the quantity you want to order and click on **Add to Cart**.
- Repeat process to add additional items to your shopping cart.

4. Shopping Cart (Online Print Center Web Cart)

- Review your items to make sure everything is correct.
- Use **Remove this Item** or **Make Changes**, if necessary.
- You may also add additional items before the order is submitted.

5. Complete Your Order

- **Shipping Info** (defaults to broker's delivery address)
Use **Other Shipping Address** box using the following format (if default shipping address is different).
FIRST NAME LAST NAME
(BUSINESS NAME, if applicable)
DELIVERY ADDRESS
CITY STATE ZIP
- You may choose to leave additional information in the **Additional Comments or Instructions** box.
- Click – **Submit Your Order Now**.
- You will receive an e-mail acknowledging your order was approved. Let Brian Eck know if you do not, by emailing beck@ucare.org.

Online Print Center Home Page

Return to the Online Print Center Home Page at any time by clicking on **Online Print Center** at the top of every page.

Alternative Ordering Methods

- Under **Ways to Continue** on the **Online Print Center Home Page**, click on **Order My Products**.
- Scroll down the entire list of products listed by category and follow ordering instructions as outlined above.
- At any time, you may click on **Quick Order** in the right hand column.
- Find the product you want to order by clicking on a **Category** in the right hand column, or by typing the U# or keyword in the **Search** box at the bottom. You will not see thumbnails of the listed items.
- Enter the quantity you want to order in the box to the left of the item or items you want to order.
- Scroll down to the bottom of the page and click on **Add to Order**.
- Follow previous instructions starting at **Shopping Cart**.

Directions: Ordering Materials on the Broker Online Ordering Site

Please email beck@ucare.org with all questions.

1. Enter Broker Site and Log In

- The link to the Broker Inventory Ordering Site is found on www.ucare.org.
- Log in using your email address and Broker ID password.
- You will be taken to the Online Print Center Home Page.

Login to your Online Print Center.

Log in to your account (below) or [enter your contact information](#)

Your E-Mail Address:

Your Password:

[Forgot your password? Click here...](#)

To change password (Once you're logged in):

Click on **Your Account Details** under **Tools**, expand **Your Account Info** by clicking on the arrow, type your new password, and click **Update**.

Online Print Center

UCare Online Print Center

You are logged in as (That's not me ... Logout)

▼ Your Orders:

- Products with Low Inventory (16)

▼ Tools:

- View Activity and Order History
- **Your Account Details (Change Your Password)**

Ways to Continue:

- Order my products
- Logout

Online Print Center

UCare Online Print Center **Manage Customers**

You are logged in as (That's not me ... Logout)

▼ Your Account Info

Contact Information: (Items marked with * are required)

*First Name:

*Last Name:

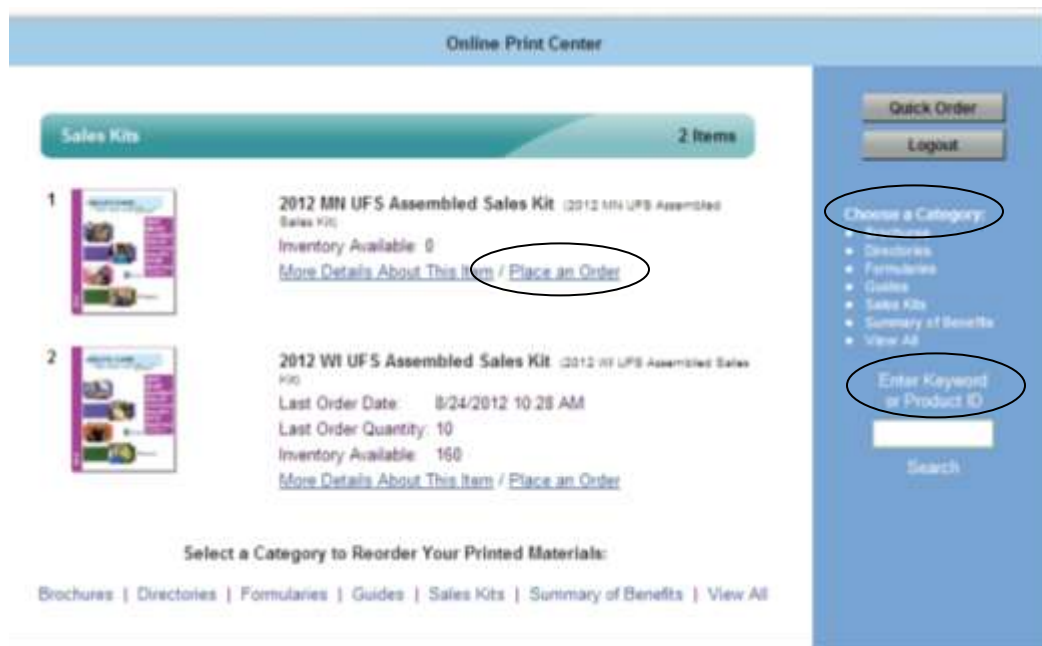
*E-mail Address:

*Password (retype):

Company/Branch: UCare


2. Place an Order

- Find the product you want to order by clicking on a **Category** in the right hand column, or by “Enter Keyword or Product ID (U#)” in the Search field box at the bottom right.
- Click on the **Place an Order** link underneath the item description of the correct item.



- In the **Desired Quantity** box, enter the quantity you want to order and click on **Add to Cart**.
- Repeat process to add additional items to your shopping cart.

Brochures



Click to Enlarge

Form: LT_U4248 (09.11) __ 2012 UFS
MN Direct Mail Brochure (Red Umbrella)

Description: > > > ITEM ORDER LIMIT IS 50.

Form ID: Brochures _ LT Inventory

Last Order Date: 8/24/2012 10:28 AM

Last Order Quantity: 1

Inventory Available: 9494

Order History of this Printed Form:

Date Ordered	Quantity	Web Order #	Production Comments
8/24/2012 10:28 AM	1	1126249	
8/24/2012 10:28 AM	100	1125665	
8/24/2012 10:16 AM	25	1128943	

1 - 3 of 3

Questions About this Form?
Click here to send an e-mail and we'll respond as soon as possible!

Desired Quantity:

Add to Cart

Quick Order

Logout

Choose a Category:

- Brochures
- Directories
- Formularies
- Guides
- Sales Kits
- Summary of Benefits
- View All

Enter Keyword or Product ID

Search

3. Shopping Cart (*Online Print Center Web Cart*)

- Review your items to make sure everything is correct.
- Use ***Remove this Item*** or ***Make Changes***, if necessary.
- You may also add additional items before the order is submitted.

Online Print Center

Online Print Center Web Cart

You are logged in as Brian Eck.
(That's not me ... Logout)

Status: Unsubmitted Order in Shopping Cart

COMPLETE
YOUR ORDER BELOW

ADD
TO YOUR ORDER


Specifications

Status

Proofs

Files

Job Journal



LT_U4248 (09.11) _ 2012 UFS MN Direct Mail Brochure (Red Umbrella) (Brochures _ LT Inventory)	Quantity 25	Price N/A
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Remove this Item

Make Changes

HELP

COMPLETE
YOUR ORDER BELOW

TOTAL: N/A

4. Complete Your Order

- Don't worry about the "Billing Info:". You will not be billed for your orders.

Complete Your Order...

Billing Info:
No Billing Information

Shipping Info:
My Address ▼
Brian Eck
500 Stinson Blvd NE
Minneapolis, MN 55413

Products will be shipped to broker address unless other address provided.

Other Shipping Address:

Additional Comments or Instructions:

• Submitted by 1:00 p.m. will be processed and shipped same day.
• Orders after 1:00 p.m. shipped next day.

Submit Your Order Now!

For other outside orders, use **Other Address (Please Select From List)** and fill in the information in the **Other Shipping Address** box. Please use the following format. This address will NOT be saved for future use.

FIRST NAME LAST NAME
(BUSINESS NAME, if applicable)
DELIVERY ADDRESS
CITY STATE ZIP

You may choose to leave additional information in the **Additional Comments or Instructions** box. Click – **Submit Your Order Now**.

You will receive an e-mail acknowledging your order. Let Brian Eck know if you do not, beck@ucare.org.
The Brian Eck will approve your order. Approved orders are shipped from the vendor directly to the recipient.

Online Print Center Home Page

Return to the Online Print Center Home Page at any time by clicking on **Online Print Center** at the top of every page.




Alternative Ordering Methods

Under **Ways to Continue** on the **Online Print Center Home Page**, click on **Order My Products**.

The screenshot displays the Online Print Center Home Page. On the left, a sidebar contains a 'Your Orders' section with a triangle icon and a 'Tools' section with a dropdown arrow. Below these is the 'Ways to Continue' section, which includes a link to 'Order my products' (circled in red) and a 'Logout' link. An arrow points from this section to the main content area. The main content area features a 'Brochures' header with '4 Items' and a list of four brochures, each with a thumbnail image, a title, and order details. On the right, there is a 'Quick Order' button, a 'Logout' button, a 'Shopping Cart' button, a 'Choose a Category' list, and a search bar with the text 'Enter Keyword or Product ID' and a 'Search' button.

Online Print Center

Brochures 4 Items

- 
LT_U4248 (09.11) __ 2012 UFS MN Direct Mail Brochure (Red Umbrella) (Brochures _ LT Inventory)
 Last Order Date: 8/24/2012 10:28 AM
 Last Order Quantity: 1
 Inventory Available: 9494
[More Details About This Item](#) / [Place an Order](#)
- 
LT_U4249 (09.11) __ 2012 UFS MN Direct Mail Brochure (Shore of Lake Superior) (Brochures _ LT Inventory)
 Inventory Available: 1625
[More Details About This Item](#) / [Place an Order](#)
- 
LT_U4250 (09.11) __ 2012 UFS WI Direct Mail Brochure (Wayne's Workshop) (Brochures _ LT Inventory)
[More Details About This Item](#) / [Place an Order](#)
- 
LT_U4251 (09.11) __ 2012 UFS WI Direct Mail Brochure (Bob's Japanese Garden) (Brochures _ LT Inventory)
 Inventory Available: 4920

Quick Order
Logout
Shopping Cart

Choose a Category:

- Brochures
- Directories
- Formularies
- Guides
- Sales Kits
- Summary of Benefits
- View All

Enter Keyword or Product ID
Search

Your Orders:
(Click the triangle above to expand this panel.)

Tools:

- View Activity and Order History
- Your Account Details (Change Your Password)

Ways to Continue:

- **Order my products**
- Logout

Online Print Center Home Page continued . . .

Scroll down the entire list of products listed by category and follow ordering instructions as outlined above. At any time, you may click on **Quick Order** in the right hand column.

- Find the product you want to order by clicking on a **Category** in the right hand column, or by typing the U# or keyword in the **Search** box at the bottom. You will not see thumbnails of the listed items.
- Enter the quantity you want to order in the box to the left of the item or items you want to order.
- Scroll down to the bottom of the page and click on **Add to Order**.
- Follow previous instructions starting at **Shopping Cart**.

The screenshot displays the 'Online Print Center' interface. On the left, a teal header bar reads 'Brochures' with '4 Items' to its right. Below this, four product listings are shown, each with a quantity input box (the first is circled), a product title, and additional details. On the right, a blue sidebar contains buttons for 'Thumbnails', 'Logout', and 'Shopping Cart' (circled). Below these is a 'Choose a Category' list with links to Brochures, Directories, Formularies, Guides, Sales Kits, Summary of Benefits, and View All. At the bottom of the sidebar is a search section with the text 'Enter Keyword or Product ID', an input box, and a 'Search' button (circled).

Online Print Center

Brochures 4 Items

LT_U4248 (09.11) __ 2012 UFS MN Direct Mail Brochure (Red Umbrella) (Brochures
LT Inventory)
> > > ITEM ORDER LIMIT IS 50.
Last Order on 8/24/2012 10:28 AM Qty:1
Inventory Available: 9494
More Details About This Form

LT_U4249 (09.11) __ 2012 UFS MN Direct Mail Brochure (Shore of Lake
Superior) (Brochures _ LT Inventory)
> > > ITEM ORDER LIMIT IS 50.
Inventory Available: 1625
More Details About This Form

LT_U4250 (09.11) __ 2012 UFS WI Direct Mail Brochure (Wayne's Workshop)
(Brochures _ LT Inventory)
> > > ITEM ORDER LIMIT IS 50.
More Details About This Form

LT_U4251 (09.11) __ 2012 UFS WI Direct Mail Brochure (Bob's Japanese
Garden) (Brochures _ LT Inventory)
> > > ITEM ORDER LIMIT IS 50.
Inventory Available: 4920
More Details About This Form

Thumbnails

Logout

Shopping Cart

Choose a Category:

- Brochures
- Directories
- Formularies
- Guides
- Sales Kits
- Summary of Benefits
- View All

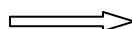
Enter Keyword
or Product ID

Search

Online Print Center Home Page continued . . .

Tools

Click on the **View Activity and Order History** link to view your previous orders. Click on an order number for more details.



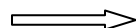
Order #	Description	Activity Date	Ordered By
1135604	LT_U4248 (09.11) __ 2012 UFS MN Dir...	9/5/2012 8:57 AM	Brian Eck
	LT_U4248 (09.11) __ 2012 UFS MN Dir...	9/5/2012 9:08 AM	
	LT_U4249 (09.11) __ 2012 UFS MN Dir...	9/5/2012 9:08 AM	
	U2285 (08.11) __ 2012 UFS Comp Form...	9/5/2012 9:08 AM	
	U2134 (09.11) __ 2012 UFS MN Summer	9/5/2012 9:08 AM	

DO NOT make changes once an order has been submitted.

Email beck@ucare.org with changes, cancellations, or other questions.

If you want to **save a new address** for a future order, click on **Shipping Info: NEW ADDRESS**.

- To save a new address, click **New Address** and type in the information.
- The **label** you choose will appear in YOUR **Shipping Info** drop-down box along with the existing UCare addresses, so use a meaningful name.
- Type in the information and click on **Create Address**.



Online Print Center Home Page continued . . .

- To edit a previously saved address, find the address by clicking on ***View All, Next, Last***, or choose a page number.
- Choose ***edit*** to update an address that has changed, or ***delete*** if you no longer need it.

The image shows two screenshots of a web application interface. The left screenshot, titled 'Addresses', displays a list of three saved addresses. Each address entry includes the name of the shipping entity, the contact person, the address, and 'Edit' and 'Delete' buttons. The addresses are: 'Humongous Warehouse Shipping' (Quincy Smith, 8268 Central Ave NE, Spring Lake Park MN 55432), 'Allocation Specialists Shipping' (Madigan Kelly, 2323 Lucky Lane, South St Paul MN 55057), and 'Get it There Fast Shipping' (Anastasia Jones, 4545 Lincoln Ave NE, Columbia Heights MN 55421). At the bottom of the list are navigation links: '<<First', '<Prev', 'View All', and '1 (2)'. A green 'New Address' button is at the bottom left. An arrow points from the 'Edit' button of the third address to the right screenshot. The right screenshot, titled 'Address Editor', shows the form for editing the selected address. It includes fields for 'Address Label' (set to 'Get it There Fast'), 'Available To' (set to 'UCare'), 'Company' (set to 'Get it There Fast'), 'First Name' (Anastasia), 'Last Name' (Jones), 'Attention' (blank), 'Address 1' (4545 Lincoln Ave NE), 'Address 2' (blank), 'City' (Columbia Heights), 'State' (MN), 'Zip' (55421), and 'Country' (United States). An 'Update Address' button is at the bottom.

Order processing and delivery expectations

- Orders approved by 12:00 p.m. will be processed and shipped same day.
- Orders approved AFTER 12:00 p.m. will be processed and shipped next business day.
- All orders are shipped UPS Ground. Delivery is within 1 to 4 business days, depending on destination.