

Superior Business Solutions Corporate Kiosk User Guide

Users that have used our system in the past will find the experience exactly the same. Historically individual locations have assigned one individual to order cards. This approach is beneficial in controlling brand standards, but the site is available to be used by individual users. All users will be asked to create a user name and password on their first visit.

The first step is to click on the name of your Business Unit. This will direct you to the site customized for this Business Unit.

The site experience is similar to placing an order on Amazon. First time users are encouraged to read the quick instructions below.

The primary question areas for first time users are:

- 1) After clicking on the link, the user will come to the home page with an icon for UTC Business Cards
- 2) There are four (4) business card options
 - a) Standard one sided U.S. sized
 - b) Standard one sided Metric sized (Europe and Australian Users)
 - c) Two sided U.S. size for additional language translation on the back**
 - d) Two sided Metric size for additional language translation on the back**

**Note: Cards with translations require additional time for translation. file creation and proofing, as well as considerable additional expense.

- 3) Once the card is created and added to the cart, there is an Order ID Field that appears near the top of the Cart page. This is to identify the order for the user and is mandatory. Most users will use a UTC location, Card holder, PO#, or they can choose the system to generate a number for them. The choice is up to the person placing the order.
- 4) On the Shipping Page, there is a drop down for shipping choices. 2nd Day FedEx has been the choice of late. The cards are shipping from N.Y. The user must put in their locations FedEx number or the order will be handled as freight collect.

The First and Last names required in the shipping information are typically the person placing the order or the card holder (if a single order). This expedites the cards getting to the correct individual at UTC.

If the shipping all billing addresses are the same, the user can populate the billing box by checking the box at the bottom of the page. All information will be saved to the dropped down box after the initial entry.

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- 5) Orders can be paid through PO# or Credit Card. Some individual locations have used Blanket PO#'s for their Business Card orders. Invoices or Statements will be sent to the individual location.
- 6) On the confirmation page, be sure to click “submit” after verifying the information.

Lastly, it is important that the users are informed of UTC Branding Standards, especially in the areas of Titles and Addresses. These are open fields that cannot be monitored on an individual basis but also cannot be static at this time to allow flexibility to UTC. I believe Sherry Bergstrom will be sharing this information with you.

If you have any questions or comments, please contact:

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Thank you for your business!