HOW TO ORDER BUSINESS CARDS

1. Go to www.vistaprint.com
2. Log in to our shared account
    a. Username: kevin@tumaagencies.com
    b. Password: Unity2015
3. Go to “My Projects” under “My Account” in the upper right of webpage
4. Find a card format that you like
5. When you find the one you want – click “Copy”
6. Name the card “Your Name” – click “Edit Project”
7. Add your information and make the card look the way you want
8. Click “Next” – approve final design – click “Continue”
9. Make a few final selections – click “Add to cart”
10. Proceed to payment and shipping information
    (Make sure to add your address for shipping)
11. Be sure to log out of the account when you are done

If you have any questions, please contact Janan Twohill at janan@tumaagencies.com