**ORDERING BUSINESS CARDS**

1. Go to www.vistaprint.com
2. LOG IN to our shared account

Shared Login: kevin@tumaagencies.com

Password: Unity2015

1. This will open our account... go to **MY PROJECTS** under My Account in top right of page
2. Scroll through and find a card format that you like.
3. When you find the one you want to copy — click where it says **COPY**
4. Name the card “**YOUR NAME**” — now you have a copy of the card to edit for yourself
5. Choose your card from the Portfolio and go to EDIT
6. Here you can change the name and contact information, move things around, make it look the way you want it.
7. When you are done ... click the ONLINE APPROVAL box and NEXT
8. Continue through to payment and shipping the cards. (Paying special attention to add your address for shipment.)
9. Be sure to log out of the account when you are done

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