Express Press has a new look! This easy to use ordering site is accessible through **buyND** and will require **new registration**. Your username and password can remain the same as before, but the password, which is case sensitive, must contain 6 characters at a minimum and be a combination of letters and numbers.

Once you have registered and **logged in**:
- Click **“Ordering Starts Here”**
- Select one of the categories to begin the ordering process

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**Quick Reference Guide**

- **Ordering Starts Here**
- **Order History**
- **Contact Us**
- **Log Out**

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**Academic Departments**
- Business cards, letterhead, and envelopes

**Administrative Departments**
- Business Cards, letterhead, and envelopes

**Note Cards, Panel Cards, and Evi Cards**

**Large Envelopes**
- 9 x 12 or 10 x 13 catalog envelopes
Quick Reference Guide

To order an item:

• Choose the “Quantity” from the drop down menu and scroll to the bottom and click “Continue”
• On the next screen, fill in the variable information for the item
• After completing the information, review the order by clicking “Preview”
• To continue with the order, click “Order.”
• To go back and change the information on the order, click “Modify.”
Quick Reference Guide

To order additional items:
• Click “Continue Shopping.”

To checkout:
• Enter a “FOAPAL Number”
• Choose a date for delivery
• Choose “Pay Later (FOAPAL)”
• Click “Submit Payment” to complete the order

Additional Information:
• Past order history will not be accessible in the new system. To access old orders, please contact Express Press for help. A new history will be recorded in the system as you order items.
• To make an item larger, click on any image preview or thumbnail.
• Items will remain in the shopping cart if you do not complete the ordering process. They can be modified at a later date.
• Delete the default information from fields that should not appear on the item.
• Check the proof carefully to make sure all of the information is correct.
• Contact Amy Sims at asims@express-press.com or 574-277-3355 for help.