

# New Ordering Portal for Printed Material

## 1.) Access Online Ordering Portal

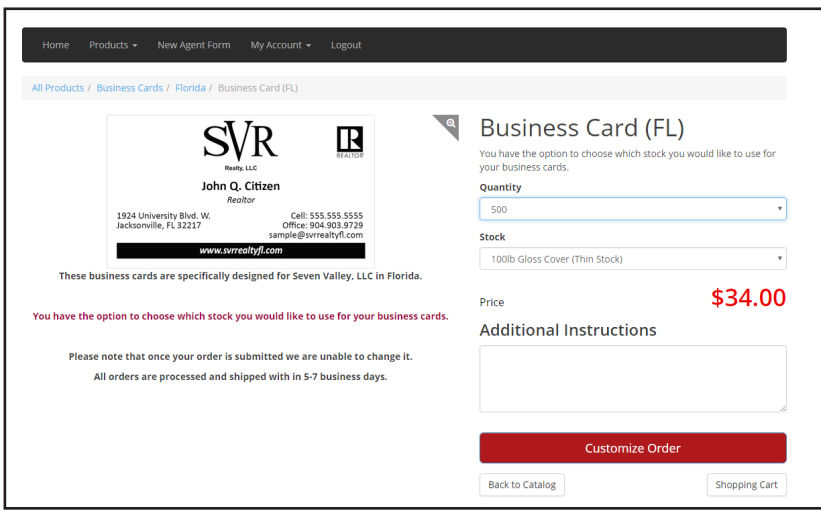
- Login into the Agent Portal on SVR's Website and selecting the link under Store

You will be redirecting into SVR.EBIZ200.COM. Use the login provided to login to your account.

If you do not know or have a login please fill out the new agent form to set up your account.

- NEW ACCOUNTS ONLY
- Go to My Account at the top
- hit password
- change your password.

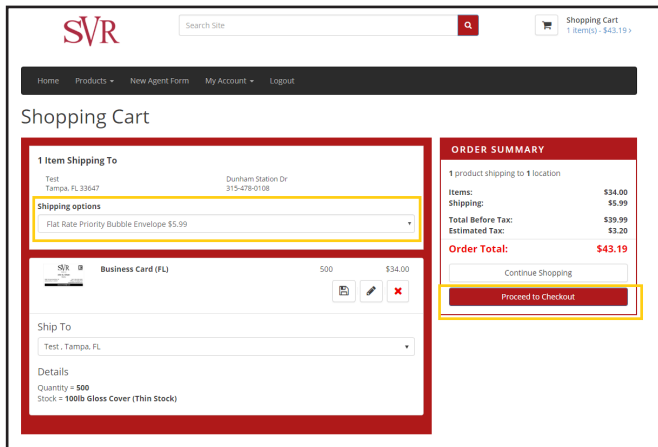
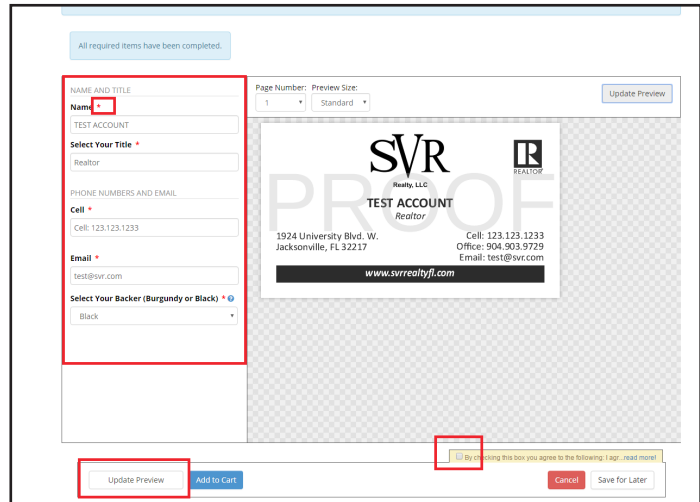
- Select product
- Select state
- Select Design



- Select Options  
Qty  
Stock
  - Type Additional instructions if necessary.
  - Select Customize Order
- Please note we are unable to make changes once order is submitted.

## 11.) Typeset your product

- All fields marked with a red \* are required.
- You must Approve your card and hit update preview before add to card becomes available.**



12. In shopping cart, select how to ship your product.

13.) Select your ship to address or add a new shipping address if needed.

## Checkout

**\*\*Important\*\***

Do not click the back button while in Paypal, your order will not go through our system and you will have to redo it again.

**MAKE SURE EVERYTHING IS CORRECT BEFORE REDIRECTING OUT TO PAYPAL.**

