

UCM Order Submission Guide



**Neal/Settle
Printing, Inc.**

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Contacts:

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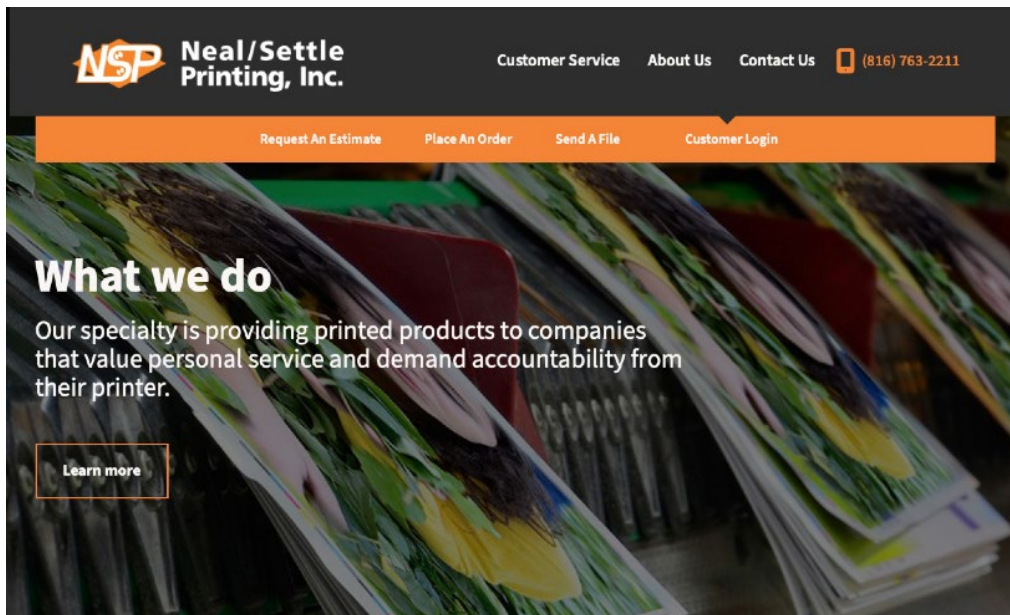
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E-mail: amy@nealsettle.com

Logging into the UCM Portal

- 1) Go to www.nealsettle.com
- 2) Click on **Customer Login**



- 3) On the Customer Login page, enter the following credentials:
Username: ucm
Password: print1now

4) Click on **Enter Your Site**

Customer Login

Enter your username and password to access your customer portal.

If you do not have an online order center and are interested in one, please contact us.

Username * REQUIRED

Password * REQUIRED

Enter Your Site

Submitting a Form (New Order, Estimate, File Upload)

1) In the UCM Portal, select a form from the following:

[Home](#) [Place A New Order](#) [Order From Document Library](#) [Request An Estimate](#) [Send A File](#) [Help Center](#) [Log Out](#)



Welcome to your Neal/Settle Printing customer portal.

Place A New Order

Order From Document Library

Request An Estimate

Send A File

Place a New Order, Send a File, Request An Estimate

2) On the form page, fill out the information fields, including:

PLACE A NEW ORDER

Submit your order information below to place an order with **Neal/Settle Printing**.

Use this form to order items not listed in the document library

[To place a Large Format order \(Posters, Banners, Signs, etc.\), click here.](#)

This is a *REQUIRED

- New Order
- Exact Reprint - Use Previous File
- Reprint with Changes

Ordered By *REQUIRED

E-mail Address *REQUIRED

- Name, Client Information, Project Details, Packaging Instructions**
- 3) Upload any project files.
 - 4) Click on **Submit** to complete the form.

Provide specific finishing requirements here: (Ex. Pads of 50, Lanyard Punch)

Additional Instructions

Provide additional project details here:

Packaging Instructions

Type of Packaging

Provide specific packaging requirements here: (Ex. Wrap in 50s, Box in 200s)

File Upload

After you've selected your files, click "Submit Order" to transfer your files to us.

Choose A File

No file selected

Submit Order

Ordering From the Document Library

(Business Cards, Envelopes, Letterhead)

1) In the UCM Portal, select an item from the following:

Business Cards - Warrensburg, Business Cards - MIC, Letterheads, Envelopes



To place a new **business card, letterhead, or envelope** order, select the item below.
To order an item not listed below, click on 'Place A New Order' above.

UCM Document Library

Business Cards - Warrensburg	>
Business Cards - MIC	>
Letterheads	>
Envelopes	>

2) On the item page, select the quantity needed from the drop-down list.

3) Click on **Add Item(s) to Cart**.



4) Select the layout option for your item.

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First and Last Name, Degree
Title
Department
ucmo.edu

Option 7

- Option 1
- Option 2
- Option 3
- ✓ Option 4
- Option 5
- Option 6
- Option 7

50 character max for First and Last Name Line

5) Fill out the information fields.

6) Click on **Update Preview**. If the item looks correct, click **Add to Cart**.

Layout Option

Option 1

First Name

John

50 character max for First and Last Name Line

Last Name

Doe

Degree or Credentials

Degree

Title

Title

50 character max

Department or Office

Department

50 character max


Website

ucmo.edu

50 character max

Building

- 7) In the cart, verify the item details are correct.
- 8) Fill out the information fields at the bottom of the page.



UCM Personalized Business Cards - Warrensburg

Modify Delete

500

Layout Option
Option 1 Academic Mark.pdf

First Name
John

Last Name
Doe

9) Click on **Submit Order**.

To complete your order, please provide your information in the form below and click on the "Submit" button. A customer service representative will process your request and contact you with additional information.

Name

First Name Last Name

Company

Address

Address Line 1

City AL Postal Code

Phone Number

Fax Number

E-mail Address * REQUIRED

Additional Details

Please provide additional details about your job in the field below.

Send