1. Open the Employee Self-Service Portal (ESS), select “All Other PASHE Users”, and click Continue:

![Employee Self-Service Portal](image1)

2. Sign in with your organizational account:

![Sign in with organizational account](image2)

3. Select the “SourcePoint” tab and then “Guided Buying”:

![SourcePoint area of Self-Service Portal](image3)
4. Click on “Shop Company Catalog”:

5. Click on “Staples Catalog”:

6. Select “Buy from supplier”:

7. Click on “Services”, choose “Office Services” in the dropdown menu, then “Print Products”: 
8. You should now see a selection of business card products to choose from. Click on “Customize” to select the one you want, OR you can select “View All Products” to get a closer view and get a side-by-side comparison:

9. Once you select “Customize”, you will be brought the Custom Design page. Enter all the details, and view the proof instantly. From here you can also select your quantity, view as a pdf, or email a proof preview. Once you are satisfied with your business card, select “Add to Cart”:
10. You will not be taken directly to the cart, instead it takes you back to the screen where you can customize a new business card if you would like to keep shopping. If you are done, click on your cart:

11. After you have reviewed your order, select the “Submit Order” button to return to SourcePoint where you can enter your fund center and delivery date info, and checkout:

Please contact Tina Renaud with any questions when ordering business cards.