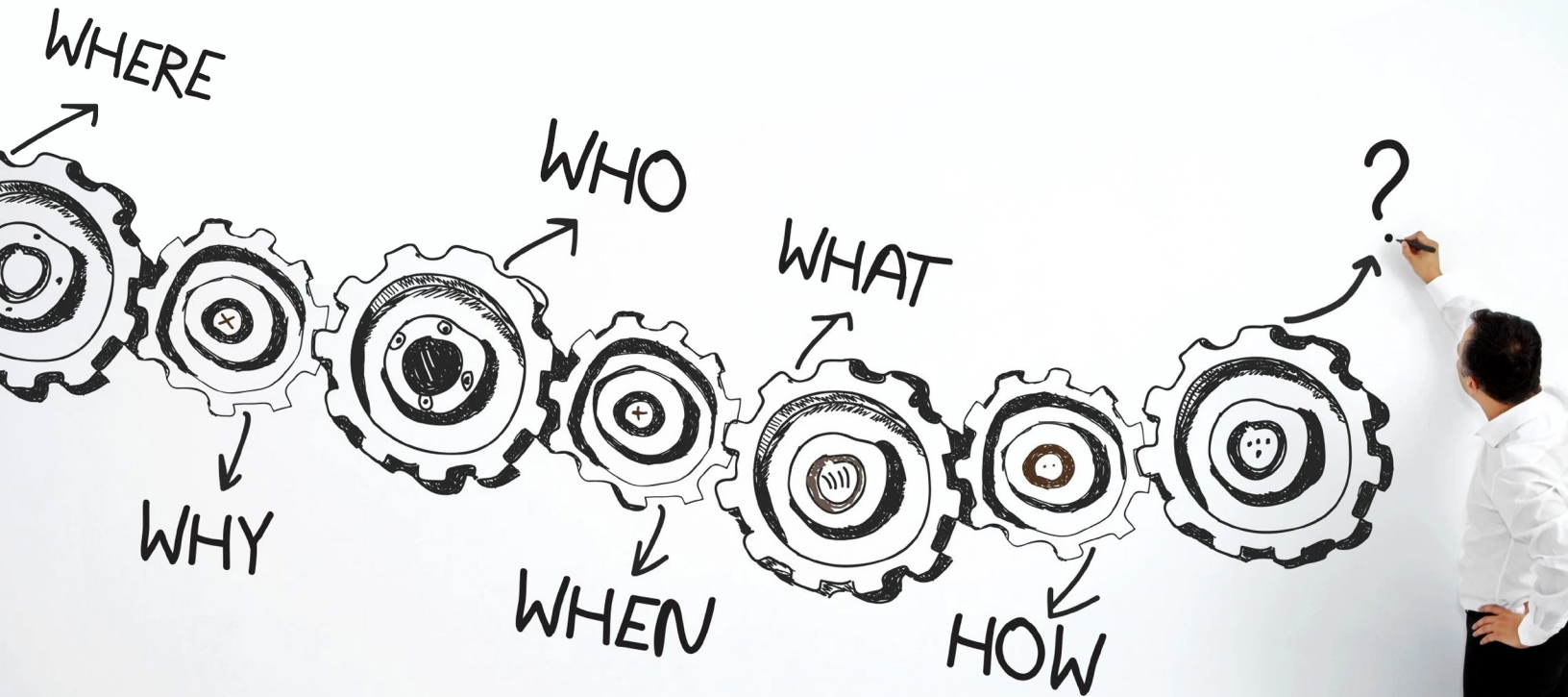




HOW TO GUIDE

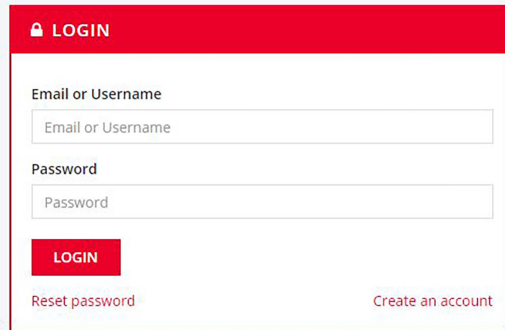


**PACIFIC OFFICE
AUTOMATION**
— PROBLEM SOLVED —

CONNECT HELP DESK WEBSITE:
VIRDP.ZENDESK.COM

14747 Greenbrier Parkway | Beaverton, OR 97006

By using this site you agree to the following terms:
Job completion dates and times are not guaranteed and may vary due to new graphics, vendor turn around or jobs pending in Copy Center.
Please call Reprographics for assistance 2-2777. Thank you.

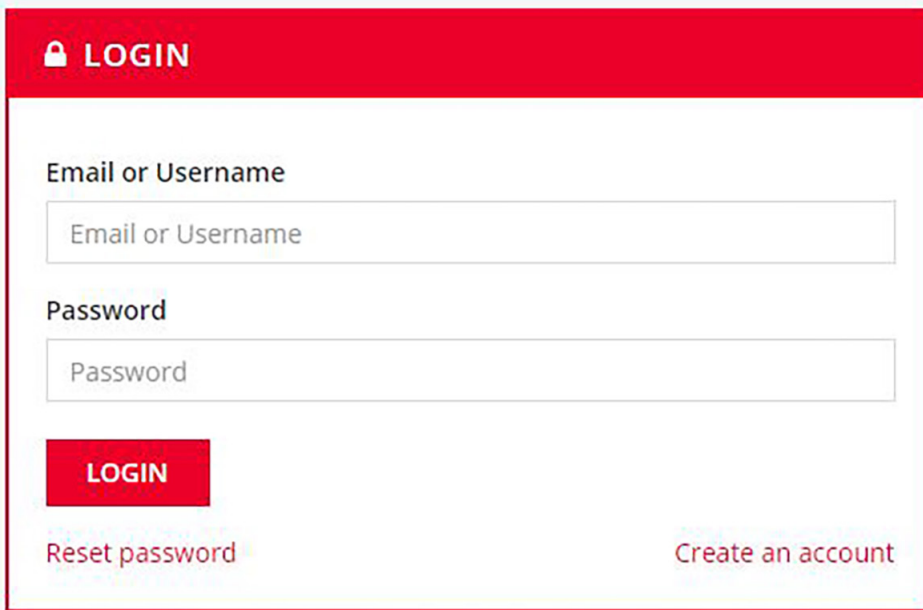


A screenshot of a login form. At the top is a red header with a lock icon and the word "LOGIN". Below this are two input fields: "Email or Username" and "Password". A red "LOGIN" button is positioned below the password field. At the bottom of the form are two links: "Reset password" and "Create an account".

LOGGING IN

LOG IN PROBLEMS?

If you are having problems logging in, please contact Branson Brewster or Jim Snipes for help.



A detailed view of the login form. It features a red header with a lock icon and the word "LOGIN". The form contains two input fields: "Email or Username" and "Password". A red "LOGIN" button is located below the password field. At the bottom of the form are two links: "Reset password" and "Create an account".

Enter in your username and password into the corresponding fields. Once you have logged in, the site will load into the categories and products page so you can start placing your order.

CREATE AN ACCOUNT

First-time user? Click on **Create an account** link at the bottom right corner of the white box. This will take you to the **Create Account** screen.

USERNAME

If the **Username** field is left blank, your email address will be set as your username.

Create an Account

Please use company email for registration.



Please fill out the information below and click the "Create Account" button.

General Information

First Name * <input type="text"/>	Phone * <input type="text"/>
Middle Name <input type="text"/>	Cell Phone <input type="text"/>
Last Name * <input type="text"/>	Fax <input type="text"/>
Email * <input type="text"/>	Time Zones <input type="text" value="(UTC-08:00) Pacific Time (US & Canada)"/>
Username <input type="text"/>	Website <input type="text"/>
Title <input type="text"/>	
Default Location <input type="text" value="Please Select"/>	

Password

Password * <input type="password"/>	Confirm Password * <input type="password"/>
---	---

* Indicates required fields

CREATE ACCOUNT

GENERAL INFORMATION & PASSWORD

Fill out all of the required fields marked with an asterisks *—*First Name, Last Name, Email, Phone, Password and Confirm Password*—and any optional fields.

Once filled out, click on **Create Account**.

LOGIN

Email or Username

Password

LOGIN


[Reset password](#) [Create an account](#)

MISSING EMAIL

If you do not receive an email to reset your password within 30 minutes, check your spam folder.

To reset your password, click on the **Reset password** link on the bottom left corner of the white box. This will take you to the screen below where you will need to enter your email address. A new password will be generated and sent to the email you've enter.

Welcome Visitor Create an account Login

 0 items

[HOME](#)

Password Reset


To reset your password, please enter your email address below and click the "Reset Password" button. A new password will be generated and sent to you via email. Please check your spam folder if the message is not received within 30 minutes.

Email *

RESET PASSWORD

ABOUT US CONTACT: Reprographic's Team Members | Tel: (702) 402-2777

QUICK LINKS > Site Map

 Site Map

Once you have logged in, you will see all of the available products/categories for you to order from.

PRICING CALCULATOR EXAMPLES

PRODUCTS/CATEGORIES

Sort by: Default

- Catalog** (Image: NV Energy Electric Service Requirements) - [VIEW ITEMS](#)
- Black & White Prints** (Image: BLACK & WHITE COPIES) - [VIEW DETAILS](#)
- Color Prints** (Image: COLOR COPIES) - [VIEW DETAILS](#)
- Drop off at Counter** (Image: Counter service area) - [VIEW DETAILS](#)
- Posters** (Image: NV Energy logo poster) - [VIEW DETAILS](#)

Pricing Calculator

Quantity Needed:

Number of Originals (count each side on two-sided copies):

Do you want your copies to be one-sided or two-sided?

Do you want your copies to be collated or uncollated? (Please Select)

Please select your paper size: (Please Select)

Please select your paper weight and color: (Please Select)

Please select your bindery option (if applicable): No Binding

Please select your finishing option (if applicable): No Finishing

Price \$0.00

File Upload

At least one upload is required

Upload 1: [SELECT](#)

Upload 2: [SELECT](#)

Upload 3: [SELECT](#)

Upload 4: [SELECT](#)

Upload 5: [SELECT](#)

Additional Instructions:

[ADD TO CART](#)

PLACE AN ORDER

Select the product/category by clicking on the icon/photo or the **View Details/View Items** button. If you hover over the photo of the product after clicking on it, a magnifying glass icon and "Click to zoom" will appear so you can open a magnified image of the product. Click on the image again to go back to normal view.

Enter in, and/or select, all pertinent information for the order within the **Pricing Calculator** (example to right) then click **Add to Cart** to add the product. After clicking on **Add to Cart**, you will be redirected to the **Shopping Cart** where you have the option to **Continue Shopping** or **Proceed to Checkout** (screenshot below).

Shopping Cart

COMPLETION DATES AND TIMES ARE NOT ALWAYS GUARANTEED AND MAY VARY. CALL 2-2777 FOR ASSISTANCE.

Shipping Address: NV Energy, 6226 W Sahara Ave., Las Vegas, NV 89146

Shipping options: Interoffice Mail \$0.00

Product	Quantity	Price
#98-3086 Energy Efficiency Conservation	1	\$0.00

Details: Quantity Needed = 1

[DUPLICATE](#) [SAVE FOR LATER](#) [EDIT](#) [REMOVE](#)

ORDER SUMMARY

1 product shipping to 1 location	
Items:	\$0.00
Shipping:	\$0.00
Total Before Tax:	\$0.00
Estimated Tax:	\$0.00
Order Total:	\$0.00

[CONTINUE SHOPPING](#)

[PROCEED TO CHECKOUT](#)

SHOPPING CART ITEMS

[DUPLICATE](#) [SAVE FOR LATER](#) [EDIT](#) [REMOVE](#)

There are four buttons that are located on your item line in your shopping cart that allow you to **Duplicate**, **Save for Later**, **Edit**, and **Remove** the product.

Prior to continuing, make sure to type in your Accounting String and any additional comments into the corresponding fields. Once you have finalized your shopping cart, click **Submit** to finish the order and send it in. You will receive a confirmation email with your order details.

Checkout

PLEASE PROVIDE ALL 6 ACCOUNTING CODES TO COMPLETE ORDER.

COMPLETION DATES AND TIMES ARE NOT ALWAYS GUARANTEED AND MAY VARY. CALL 2-2777 FOR ASSISTANCE.

Accounting String: (ex. D111 210 NPC1 A258 70 C408): *

Comments or other information about this order (optional)

Payment Method

Submit

ORDER SUMMARY

1 product shipping to 1 location	
Items:	\$0.00
Shipping:	\$0.00
Total Before Tax:	\$0.00
Estimated Tax:	\$0.00
Order Total:	\$0.00

[EDIT QUANTITIES OR SHIPPING OPTIONS.](#)

SUBMIT



Order Item Summary

(1) Item Shipping To NV Energy

Description	Quantity	Price
#98-3086 Energy Efficiency Conservation	1	\$0.00

If you would like to add another product, click **Continue Shopping** prior to clicking **Proceed to Checkout** and it will redirect you back to the categories page where you can add more products to your order.

By clicking on **My Account** in the upper menu bar to the right of **History**, you can change your profile and login information.

SETTINGS

Settings

Profile Password Locations

First Name *	Phone
<input type="text"/>	<input type="text"/>
Middle Name	Cell Phone
<input type="text"/>	<input type="text"/>
Last Name *	Fax
<input type="text"/>	<input type="text"/>
Email *	Time Zones
<input type="text"/>	(UTC-08:00) Pacific Time (US & Canada) ▼
Username	Website
<input type="text"/>	<input type="text"/>
Title	Department
<input type="text"/>	<input type="text"/>
Default Location	
Please Select ▼	

* indicates required fields

UPDATE

Fill out any information you would like to have tied to your profile including all of the *required fields. Click **Update** to change your profile.

PASSWORD

Settings

Profile Password Locations

Current Password *	
<input type="text"/>	
New Password *	Confirm Password *
<input type="text"/>	<input type="text"/>

* indicates required fields

UPDATE PASSWORD

Click on the **Password** tab to change your existing password. Make sure to type into every *required field before clicking **Update Password**.