

# How to Order Through Mimeo PrintX

Get all of your marketing collateral quickly and easily with this convenient online service. Just follow the instructions below to get started.

## 1 - Log In

To start ordering, please visit: https://order.hubcast.com/Store

Using the email you registered for PrintX with, or the one you were provided, log in to the platform.

If you forget your password, use the "Forgot Password" link, on the login page. An email will be sent with a temporary password to log in with.

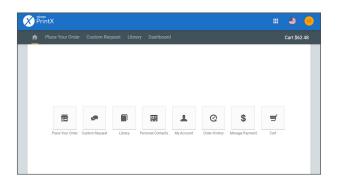
You will then be forced to change your password after using the temporary password.

Place Your Order	Library	Dashboa	ard		
			Username		
			Password		Log In
			Remember me?	Forgot Password?	

## 2 - Home Screen

Once logged in, you will see buttons for the Library, Personal Contacts, My Account, Order History, and Cart.

Your Library contains items to order. Personal Contacts can be added in advance or during the checkout process



## 3 - Account Management

You can edit and update your contact information by clicking on My Account.

		Dashboard			Cart \$6
	First name				
	Last name				
	Email				
	Telephone				
	United Stat	tes		0	
	Province/St	tate/Region			
		Library items:	Days tter.	0	
		Update my accourt			

#### 4 - Library

You can search the folders in the left column or enter part of the item name in the Search Field.

Select the "Cart" icon, a popup window indicating item will be added to your cart. Select Yes or No. Enter additional items or select the "Sheet" icon to view the file.

Select the "Edit" icon to change quantity and add to cart. Select Cart \$ in the top right of the menu bar to go to your cart.

### 5 - Delivery

Add a Ship To Contact and Address. Delivery information will be saved to your Personal Contacts.

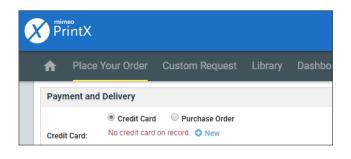


Service Level	Quantity	Personal Company	L Contacts O	Add Contact 🛓 Save 😡	
Saver (S Business Days)		Sumuntia Pouculars Marinaling World 123 Park Awa New York NY, 10015 United States spancakes@markating.com	NY Telephone	10016 Att Telephone	
			t address may result in	additional shipment	
. Upload your document		H ≪I Page1of1 H> H	-	⊛ Sł	how

#### 6 - Payment Information

Under Payment and Delivery, Select "+ New." Next to the Credit Card, a popup window will display. Enter credit cards details and select Save.

You still have the option to edit your order, change quantity, or modify the delivery address. Review and select Check Out.



## 7 - Final Checkout and Receipt

Check the box (X) "I agree to Print X Terms & Conditions", or Edit your order.

After the box is checked, place your order. You will receive both an on-screen and email receipt.

