

Quick Start Guide NWC Printing Portal



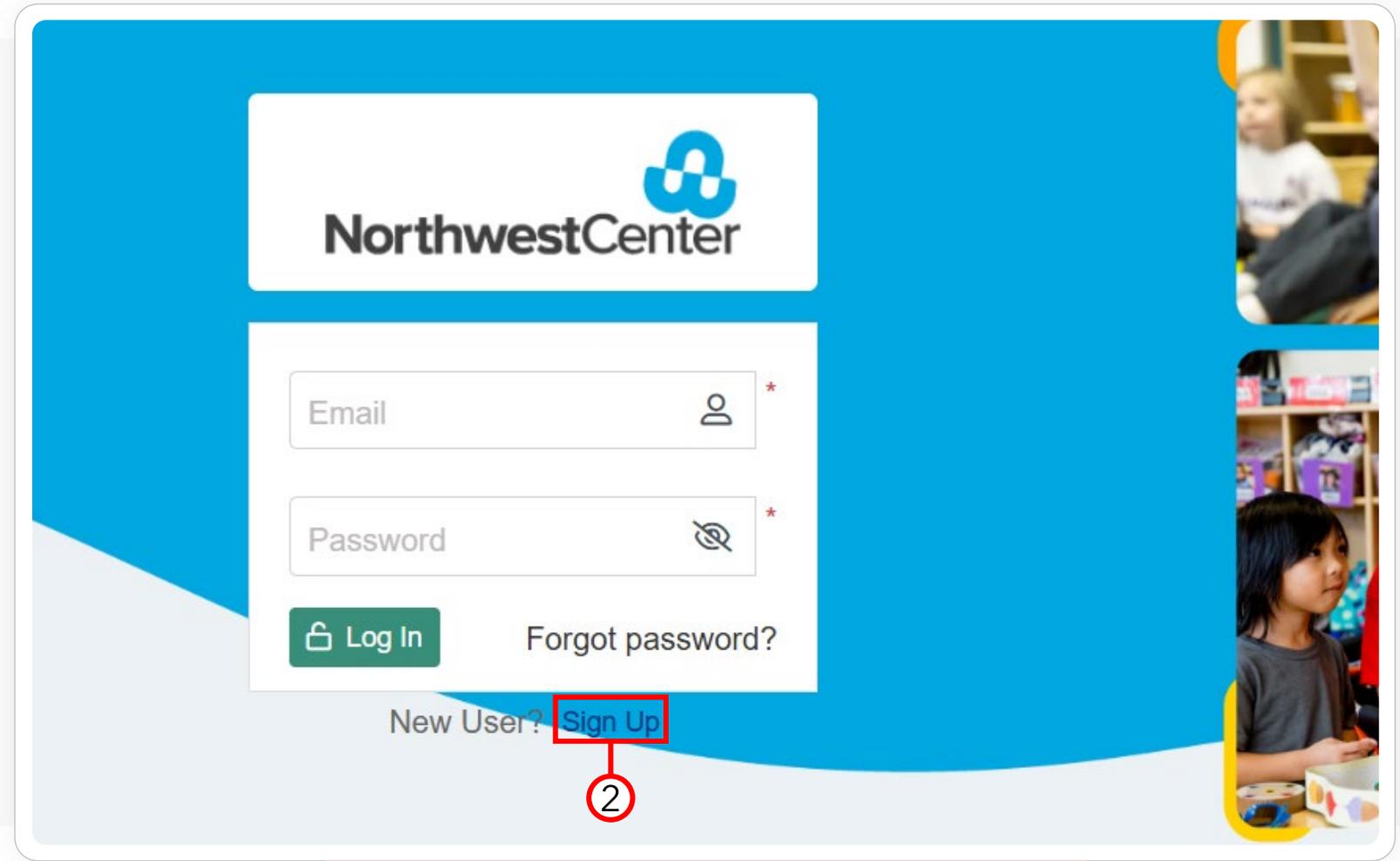


Step 1: Account Registration

To start using the storefront, you need to create an account.

1. Go to the Login Page

- ① Visit the Northwest Center storefront homepage.
- ② Click on **Sign Up**.





Step 1: Account Registration

1. Fill Out the Registration Form

- 1 Enter your name and business billing address
- 2 Create your login credentials
- 3 Check the box to agree to the terms and conditions.
- 4 Click **Submit** to complete the registration process.

NorthwestCenter

Sign Up

< Back

Employee Signup [Northwest Center] * Required

First Name * Last Name *

Business Address Line 1 * Business Address Line 2

State * City *

Select State

Zip Code * Phone *

Select country * Company Name

United States

Login Information

Email *

Password * 2

Confirm Password *

Select Division

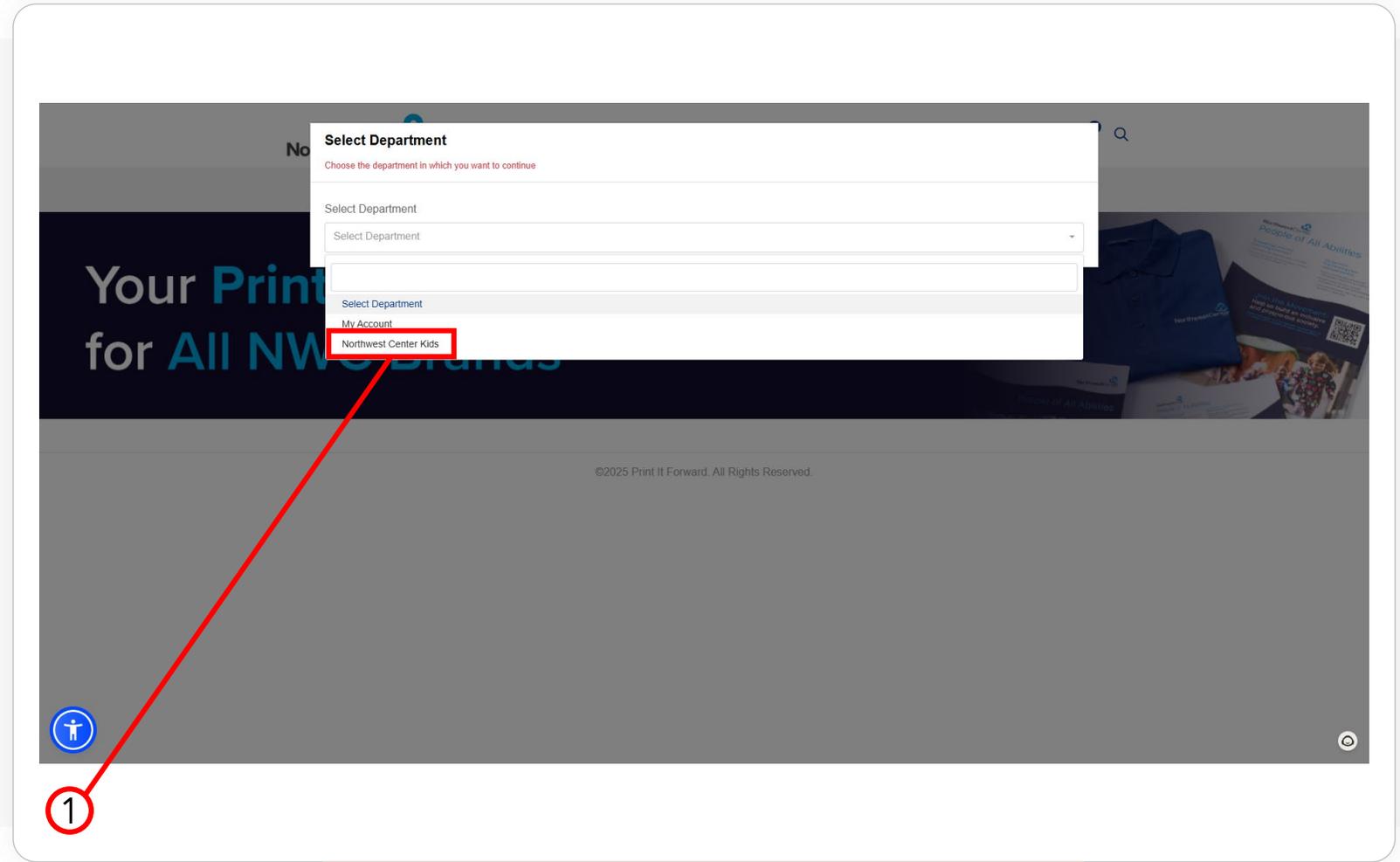
I agree to the Terms & Conditions 3

Submit Reset 4

Step 2: Browsing Products

1. Navigate to the Homepage

- 1 Select your desired division (e.g., Northwest Center Kids).

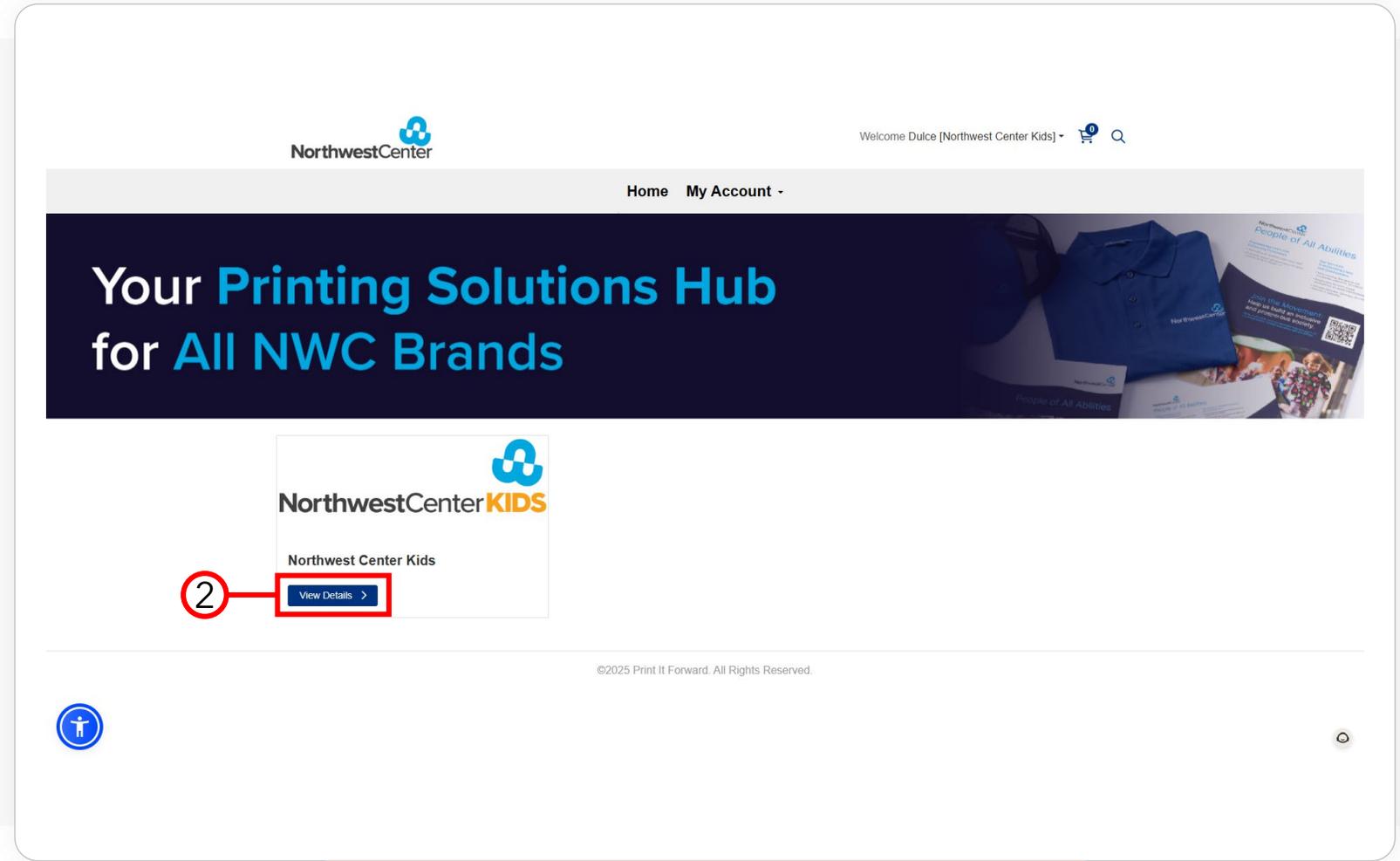




Step 2: Browsing Products

1. Navigate to the Homepage

- ① Select your desired division (e.g., Northwest Center Kids).
- ② Once on the homepage click **View Details** to view the assets available to print.



Step 2: Browsing Products

- 1 Click **View Details** under a product to see options and/or start customization.

Northwest Center Kids



Standard Business Cards

Create the perfect first impression with your choice of standard or heavy paper, and finishes including matte, glossy, or single-sided coating.

[View Details >](#)

1

Step 3: Customizing a Product

1. Select Customization Options

- 1 Choose the quantity desired to print.
- 2 Click **Personalize Your Card Here** to add your custom information.

The screenshot shows the Northwest Center Kids website interface. At the top left is the NorthwestCenter logo. At the top right, it says "Welcome Dulce [Northwest Center Kids]" with a shopping cart icon and a search icon. Below this is a navigation bar with "Home" and "My Account -". The main content area features a product titled "NWC Kids Business Card". Below the title, it says "Start by selecting your quantity". There is a "Quantity" dropdown menu with "100" selected. A red box highlights the dropdown menu, and a red circle with the number "1" points to it. To the right of the dropdown, it says "Printing Cost: \$36.30" and "Total Weight: 1.000000 (Only for admin)". Below this, it says "Select the quantity above and click below to personalize". There is a button with a camera icon and the text "Personalize Your Card Here". A red box highlights this button, and a red circle with the number "2" points to it. On the left side of the screenshot, there are two business card templates. The top one is a white card with fields for "Provider/ Family Resource Coordinator", "Phone/Text", "Email", and "Appointment Date". The bottom one is a white card with the NorthwestCenterKIDS logo, "Early Supports" text, and contact information: "Office: (206) 691-2598", "Fax: (206) 286-2301", and "www.nwcenter.org".



Step 3: Customizing a Product

2. Edit Design

- ① Add your details, such as: Office Number, Fax Number.
- ② Preview the design by clicking **Update Preview**.

The screenshot displays the Northwest Center for Kids business card design tool. At the top, it says "Standard Business Cards" and "3.5 x 2 (inch)". On the left, there is a form with three input fields: "Title" (containing "Early Supports"), "Office Number" (containing "2066912599"), and "Fax Number" (containing "2062862301"). A red box labeled "1" encompasses these three fields. On the right, there is a preview area showing a business card with the Northwest Center for Kids logo at the bottom. A red box labeled "2" is positioned over the "Update Preview" button at the top right of the interface.



Step 3: Customizing a Product

3. Review and Save

- 1 Ensure all information is accurate.
- 2 Click **Continue**.

Save Preview **Continue**

2

Early Supports

Office: (206) 691-2599
Fax: (206) 286-2301
www.nwcenter.org

NorthwestCenter **KIDS**



Step 4: Placing an Order

1. Add to Cart

- ① Once the design is finalized check the box to agree to the terms and conditions.
- ② Click **Save & Add to Cart**.

Home My Account ▾

itions (Standard Business Cards)

Job name: NWC Kids Business Card - Bckup

Size: 3.5 x 2

Quantity: 100

Printing Cost: \$36.30



Edit Design

PDF preview

I have verified that spelling and contents are correct. I am satisfied with the document layout. I understand that my document will print exactly as it appears here. I agree once my order is placed and I assume all responsibility for typographical, formatting and design errors.

I agree to the Terms and Conditions of Print It Forward

Continue

Save & Add to Cart →



Step 4: Placing an Order

2. Review Your Shopping Cart

- ① Confirm the details of your product.
- ② Click **Save & Continue**.

Welcome Dulce ▾  

[Home](#) [My Account ▾](#)

① Shopping Cart — ② Shipping — ③ Payment Details

Business Cards **\$36.30**

Business Card - Backup 

Order Summary

Subtotal \$36.30

Save & Continue

[← Continue Shopping](#)

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Step 4: Placing an Order

3. Select a Shipping Method

- 1 Choose a location from the available options in the **Shipping Method** section.

The screenshot displays the NorthwestCenter checkout interface. At the top, the NorthwestCenter logo is on the left, and the user is greeted as 'Welcome Dulce [Northwest Center Kid]'. Navigation links for 'Home' and 'My Account' are visible. The main heading is 'Shipping', with a red circle and the number '1' above it. Below this, there are three progress indicators: '1 Shopping Cart', '2 Shipping' (highlighted), and '3'. The 'Shipping Method' section is highlighted with a red box and contains two radio button options: 'Shipping' (unselected) and 'Pickup' (selected). Under 'Pickup', two locations are listed: 'Northwest Center Headquarters - Renton, WA' and 'Lithtex Northwest - Bellingham, WA', both with an estimated pickup date of '23 Jan, 2025' and a price of '\$0.00'. To the left of the shipping method section is the 'Shipping Address' field, which includes the name 'Dulce Test', address 'Test, Test, Test Washington 98057, United States', company name 'Test', and phone '(556) 222-8167'. Below this are 'Edit' and 'Add New' buttons, and a 'Select Another Address' dropdown. At the bottom left is the 'Billing Address' section with a checked checkbox for 'Same as Shipping Address'. On the right side, the 'Order Summary' shows 'NWC Kids Busines...' with a quantity of 100, a subtotal, and a shipping price, followed by a 'Save & Continue' button.

Step 4: Placing an Order

3. Add a New Shipping Address

- 1 If you need your package sent to a different address that is not listed, you can manually enter the new address.
- 2 Ensure you select **Shipping** instead of Pick Up for the delivery option.

Please note that any newly added address is subject to approval before your order is processed.

NorthwestCenter

Welcome Dulce [Northwest Center Kids]

Home My Account -

Shipping **1** **2** 1 Shopping Cart 2 Shipping 3 Payment Details

Shipping Address

Dulce Test
Test
Test
Test Washington 98057
United States
Company Name: Test
Phone: (556) 222-8167

[Edit](#) [+ Add New](#)

Select Another Address

Shipping Method Shipping Pickup

USPS

Usps Media Mail (Estimated Delivery Date: 23 Jan, 2025)	\$4.86 <input checked="" type="radio"/>
Usps Parcel Select (Estimated Delivery Date: 23 Jan, 2025)	\$6.33 <input type="radio"/>
Usps Ground Advantage (Estimated Delivery Date: 23 Jan, 2025)	\$6.33 <input type="radio"/>
Usps Priority Mail (Estimated Delivery Date: 23 Jan, 2025)	\$7.29 <input type="radio"/>
Usps Priority Mail Express (Estimated Delivery Date: 23 Jan, 2025)	\$29.14 <input type="radio"/>

UPS

Ups Ground Saver (Estimated Delivery Date: 23 Jan, 2025)	\$6.34 <input type="radio"/>
Ups Ground (Estimated Delivery Date: 23 Jan, 2025)	\$6.39 <input type="radio"/>
Ups 3 Day Select (Estimated Delivery Date: 23 Jan, 2025)	\$10.86 <input type="radio"/>
Ups 2nd Day Air (Estimated Delivery Date: 23 Jan, 2025)	\$13.56 <input type="radio"/>
Ups 2nd Day Air Am (Estimated Delivery Date: 23 Jan, 2025)	\$15.10 <input type="radio"/>

Order Summary

NWC Kids Busines... Qty: 100	\$36.30
Subtotal	\$36.30
Shipping Price	\$4.86

[Save & Continue](#)



Step 4: Placing an Order

4. Enter Required Codes

① To complete your order, fill in the required codes under Special Instructions

- Company Code
- GL Code
- Department Code
- Project Code (Marketing Only)

NorthwestCenter

Welcome Dulce [Northwest Center]

Quick Start Guide - Home My Account -

Payment Details 1 Shopping Cart 2 Shipping 3 Payment Details

Pay On Account

①

Special Instructions

Company Code * ?

GL Code * ?

Department Code * ?

Project Code (Marketing Only) ?

Order Summary

	NWC Business Card	\$33.00
	Qty: 100	
Subtotal		\$33.00
Shipping Price		\$0.00
Tax		\$3.40
Total		\$36.40

[Place Order](#)

IMPORTANT: I have verified that spelling and contents are correct. I am satisfied with the document layout. I understand that my document will print exactly as it appears here. I cannot make any changes once my order is placed and I assume all responsibility for typographical errors.



Step 4: Placing an Order

5. Provide Special Instructions (Optional)

- 1 If there are specific details or requirements for your order, include them in the **Special Instructions** field (e.g., Deliver to the front desk).

The screenshot shows the Northwest Center checkout page. At the top, the Northwest Center logo is on the left, and the user is logged in as 'Welcome Dulce [Northwest Center]'. Navigation links for 'Quick Start Guide', 'Home', and 'My Account' are in the center. A progress bar at the top right shows three steps: '1 Shopping Cart', '2 Shipping', and '3 Payment Details', with '3 Payment Details' being the active step.

The main section is titled 'Payment Details' and has a sub-section 'Pay On Account' selected. Below this is the 'Special Instructions' section, which contains four input fields: 'Company Code', 'GL Code', 'Department Code', and 'Project Code (Marketing Only)'. A red box highlights a large text area below these fields, and a red line connects this box to a circled '1' above the 'Pay On Account' section.

To the right of the 'Special Instructions' section is the 'Order Summary' box. It lists the following items and prices:

Item	Price
NWC Business Card Qty: 100	\$33.00
Subtotal	\$33.00
Shipping Price	\$0.00
Tax	\$3.40
Total	\$36.40

Below the 'Order Summary' is a green 'Place Order' button.

At the bottom of the 'Special Instructions' section, there is an 'IMPORTANT' notice: 'IMPORTANT: I have verified that spelling and contents are correct. I am satisfied with the document layout. I understand that my document will print exactly as it appears here. I cannot make any changes once my order is placed and I assume all responsibility for typographical errors.'



Step 4: Placing an Order

6. Place Order

- 1 Review your order summary.
- 2 Confirm the payment method as "Pay On Account" (no additional input required).
- 3 Click **Place Order**.

NorthwestCenter

Welcome Dulce [Northwest Center]

Quick Start Guide - Home My Account -

Payment Details 1 Shopping Cart 2 Shipping 3 Payment Details

Pay On Account

Special Instructions

Company Code * ?

GL Code * ?

Department Code * ?

Project Code (Marketing Only) ?

Order Summary

NWC Business Card	\$33.00
Qty: 100	
Subtotal	\$33.00
Shipping Price	\$0.00
Tax	\$3.40
Total	\$36.40

Place Order

IMPORTANT: I have verified that spelling and contents are correct. I am satisfied with the document layout. I understand that my document will print exactly as it appears here. I cannot make any changes once my order is placed and I assume all responsibility for typographical errors.



Step 4: Placing an Order

1. Once your order is placed, you will see a confirmation message. The admin of your division will review and approve your order before processing.

The screenshot displays the NorthwestCenter website interface. At the top left is the NorthwestCenter logo. At the top right, it says 'Welcome Dulce' followed by a shopping cart icon and a search icon. Below this is a navigation bar with 'Home' and 'My Account' (with a dropdown arrow). The main content area features a blue heading 'Order Placed!' followed by a horizontal line. Below the line is a paragraph: 'Your order payment is been done via the "Pay on Account". Admin will review and approve the order and then order processing will start. You'll be notified once the order gets approved.' At the bottom right of this section is a dark blue button with a left-pointing arrow and the text 'Continue Shopping'. At the very bottom of the page, centered, is the copyright notice: '©2025 Print It Forward. All Rights Reserved.'