

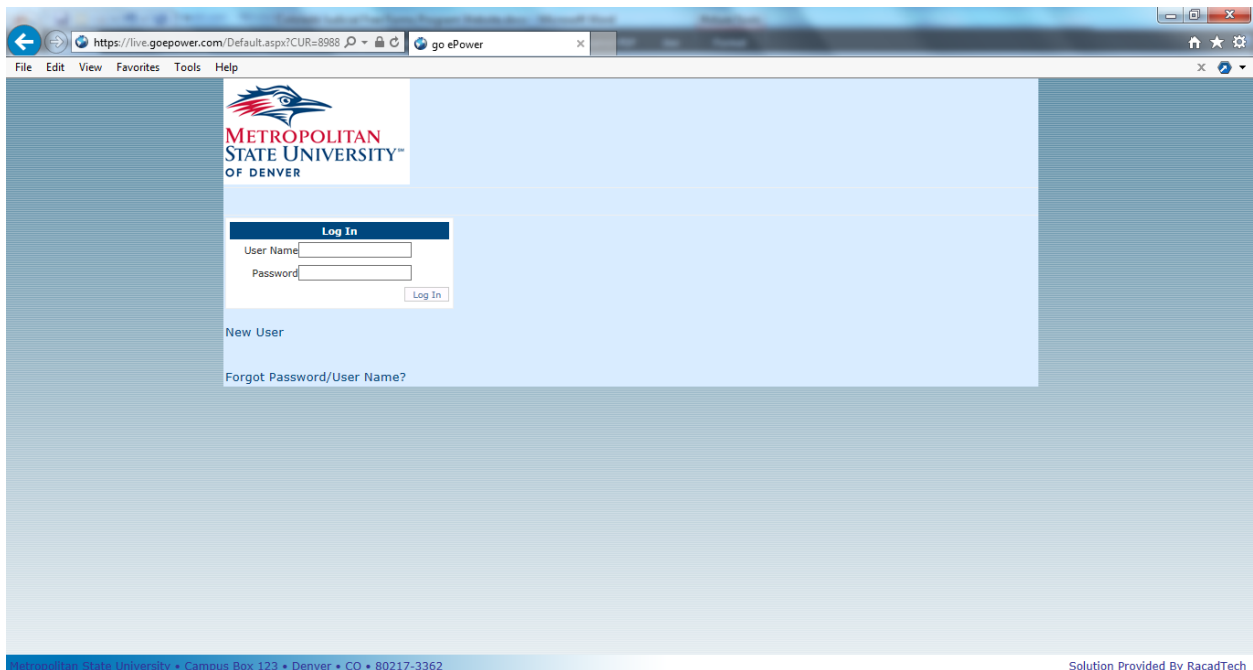
Metropolitan State University of Denver

Corporate Identity

Website Ordering Instructions

Logging in for the first time:

Access the MSU Denver website at <https://live.goepower.com/>

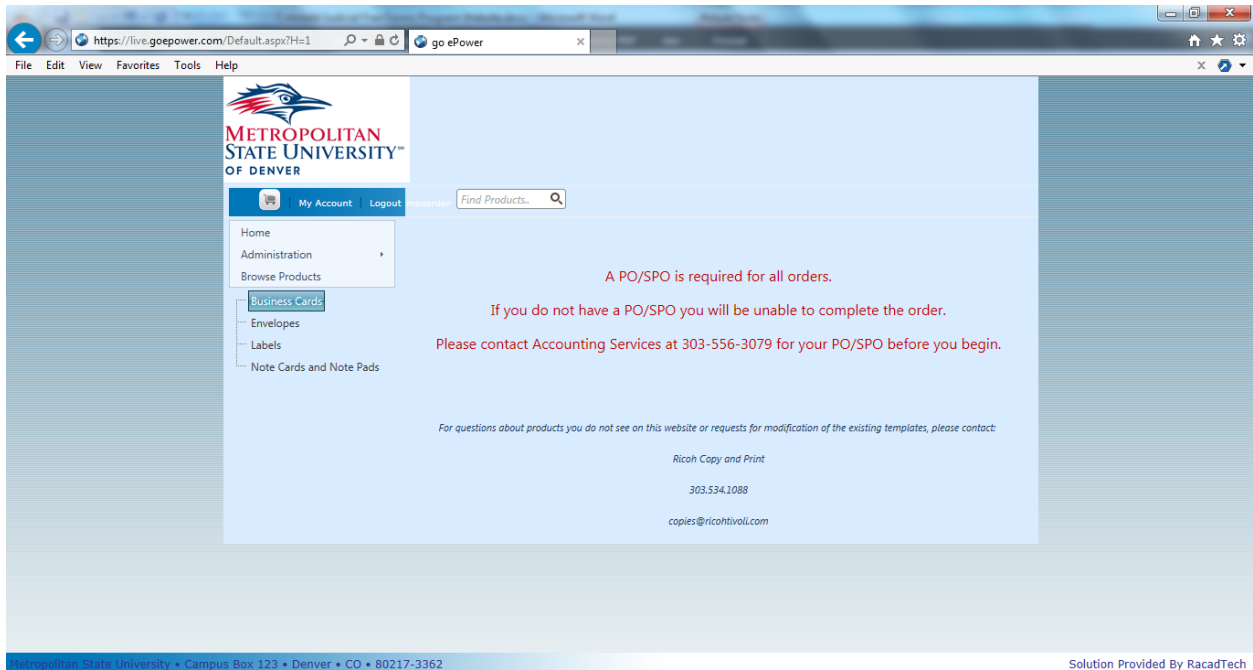


Log in using the direct link or the user name and password provided on the Brand Central Corporate Identity instruction page.

User Name: MSUDENVER

Password: order

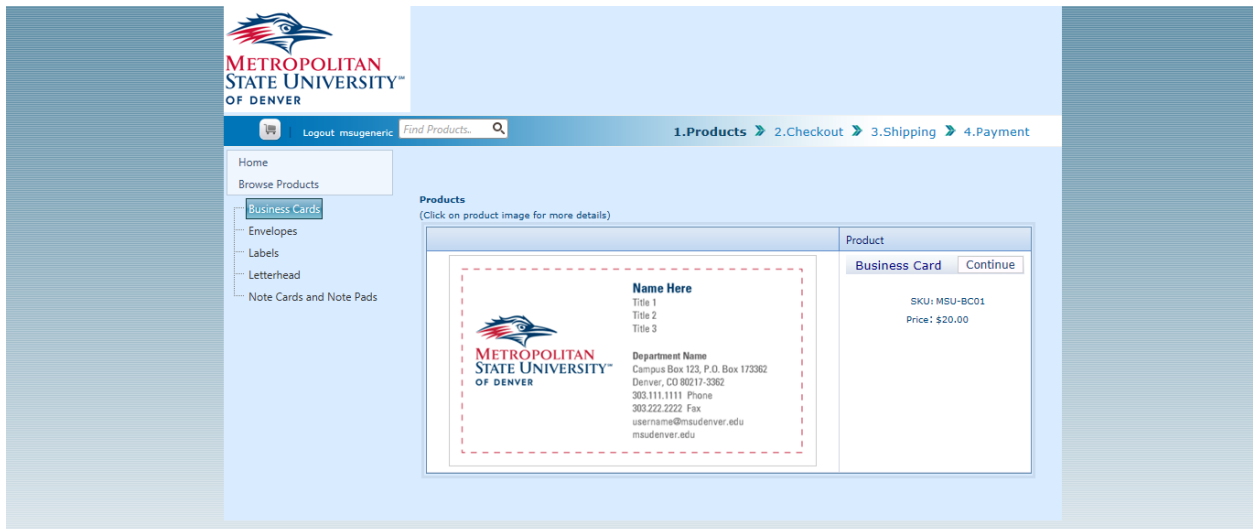
<http://live.goepower.com/default.aspx?Generic=1&CUR=8988b436-eb12-4850-b988-54bc63730b6f>



From the main page, you may access all available corporate identity items.

Placing an order:

Locating the product using the menu on the left.



Select the product you wish to order, information regarding the product is available on this screen. Complete the required variable data fields.

Reset Fields

Name

Title

Title2

Title3

Dept Name

Campus Box

Ph 1 Phone

Ph 2 Fax

Email

Website

You must Preview before you accept the proof.

STATE UNIVERSITY™ OF DENVER
Campus Box 123, P.O. Box 173362
Denver, CO 80217-3362
303.111.1111 Phone
303.222.2222 Fax
username@msudenver.edu
msudenver.edu

Preview the proof. Preview is required to proceed with the order. You may save the proof as a pdf from the preview screen.

Preview Window

METROPOLITAN STATE UNIVERSITY™ OF DENVER

Name Here
Title 1

Department Name
Campus Box 123, P.O. Box 173362
Denver, CO 80217-3362
303.555.5555 Phone
303.555.5555 Fax
username@msudenver.edu
msudenver.edu

Home
Administration
Browse Products
Business Cards
Envelopes
Labels
Note Cards and N

Ph 1 Phone

Ph 2 Fax

You can make changes if necessary and preview the proof again. Once the proof is correct, confirm the quantity and accept the proof and add to cart. You may place other orders at this time. Once all orders are added to the cart, you may proceed to check out.

1000 \$32.00

Reset Fields

Name

Title

Title2

Title3

Dept Name

Campus Box

Ph 1

Ph 2

Email

Website

Department Name
 Campus Box 123, P.O. Box 173862
 Denver, CO 80217-3362
 303.111.1111 Phone
 303.222.2222 Fax
 username@msudenver.edu
 msudenver.edu

You must Preview before you accept the proof.

Price: \$20.00 I accept the proof.

Quantity: 100 250 500 1000

Logout msugeneric Find Products...

Home

Browse Products

- Business Cards**
- Envelopes
- Labels
- Letterhead
- Note Cards and Note Pads

My Shopping Cart

Product	Qty	Price
Business Card - Name	100	\$20.00
Total		\$20.00

Business Card

MSU-BC01

Quantity	Unit Price
100	\$20.00
250	\$22.50
500	\$27.00
1000	\$32.00

Reset Fields

Name

Title

Title2

Title3

Dept Name

Campus Box

Ph 1

Ph 2

Email

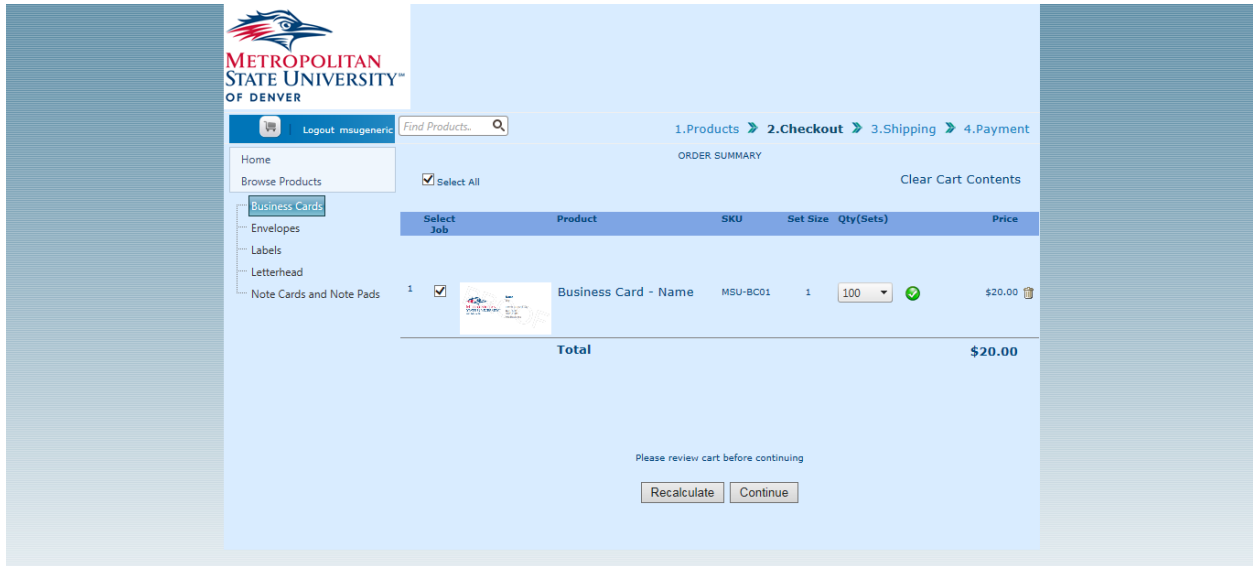
Website

Name Here
 Title 1
 Title 2
 Title 3

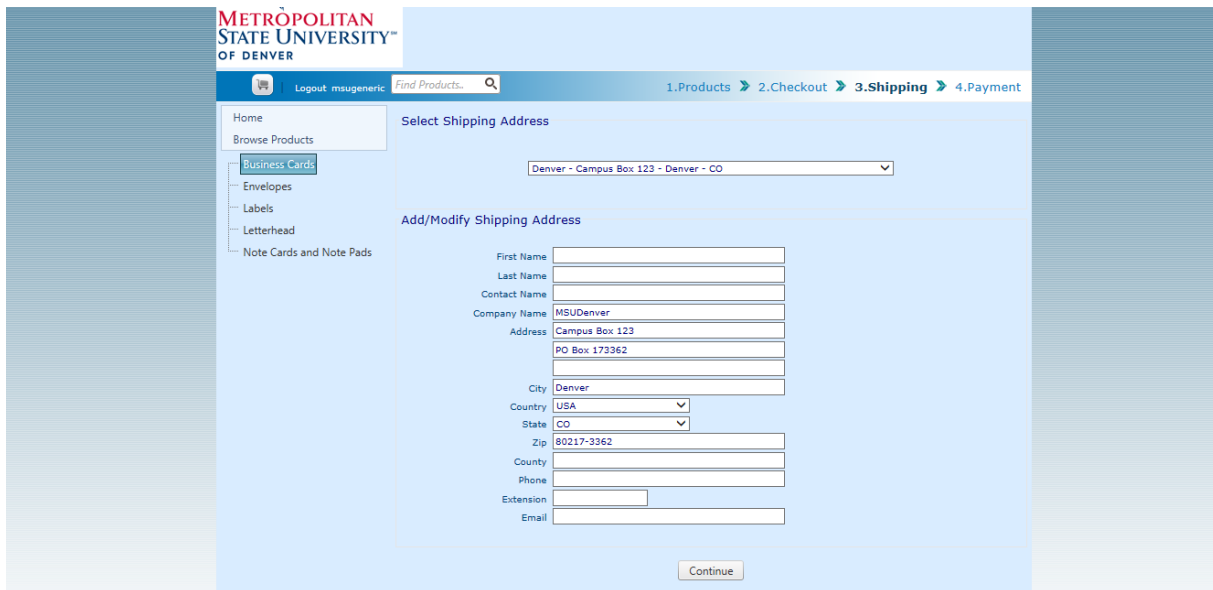
Department Name
 Campus Box 123, P.O. Box 173862
 Denver, CO 80217-3362
 303.111.1111 Phone
 303.222.2222 Fax
 username@msudenver.edu
 msudenver.edu

Checking out:

Select the checkout button or the shopping cart icon to review your order. From this screen you may choose to delete items in your cart, change the quantity, or deselect the checkbox to place the order without an item, but retain it in your shopping cart for a later order.



Select continue to proceed to the shipping screen.



Select continue to complete your order and receive an order confirmation number

METROPOLITAN STATE UNIVERSITY OF DENVER

Logout: msugeneric Find Products. 1.Products > 2.Checkout > 3.Shipping > 4.Payment

Home
Browse Products
Business Cards
Envelopes
Labels
Letterhead
Note Cards and Note Pads

Order Information

CUSTOMER INFO
MSUDenver
Campus Box 123
Denver, CO 80217-33

SHIPPING ADDRESS
MSUDenver
Campus Box 123
PO Box 173362
Denver, CO 80217-3362
Shipping Method: Default

SKU	Product	Date Added	Set Size	Qty (Sets)	Total
MSU-BC01	Business Card - Name	6/9/2016 3:30:11 PM	1	100	\$20.00
Subtotal					\$20.00
Total					\$20.00

Select Billing Method

Default
Cost Center

Confirm and Submit