

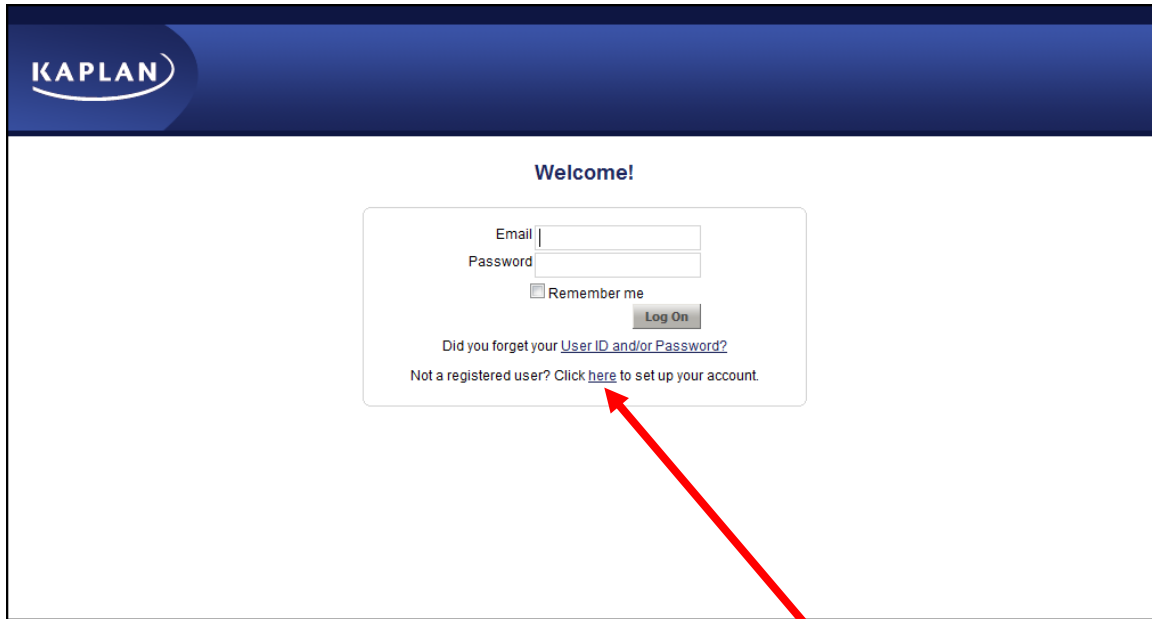


www.KaplanPrint.com

On-line Ordering System User Guide

Business cards and stationery must be approved by the cost center manager prior to placing an order. It is the employee's responsibility to obtain appropriate approval. By placing an order, you acknowledge that you have approval to charge against the cost center number you provide.

The ordering website is available at <http://www.KaplanPrint.com>



Welcome!

Email

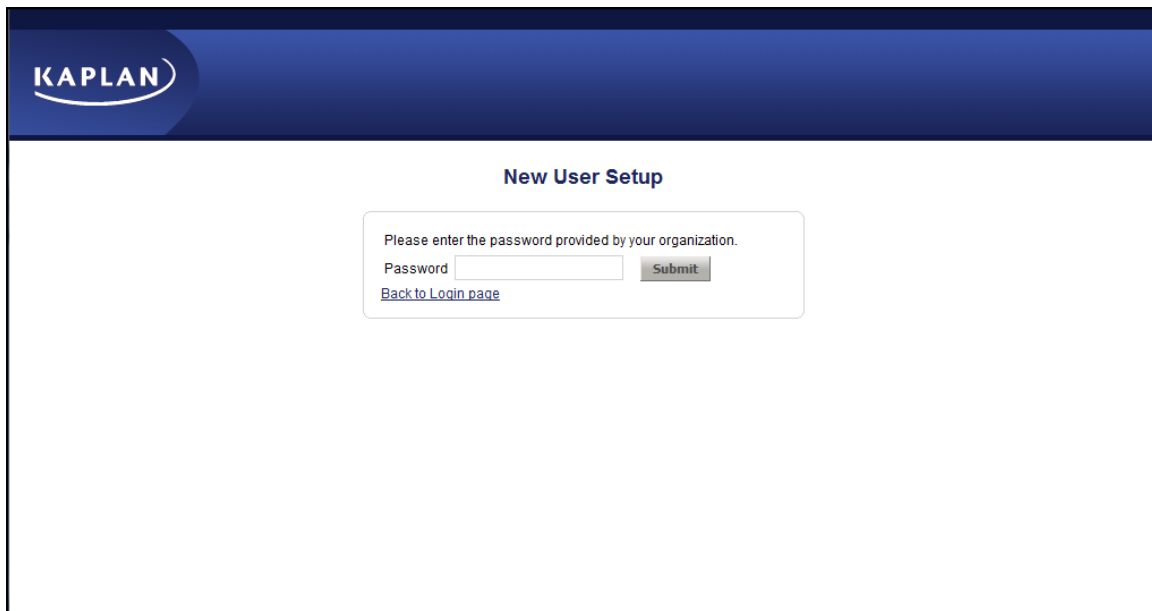
Password

Remember me

Did you forget your [User ID and/or Password?](#)

Not a registered user? Click [here](#) to set up your account.

New users please click here to set up your account. This is a one-time registration. If you have already registered, skip to page 4.



New User Setup

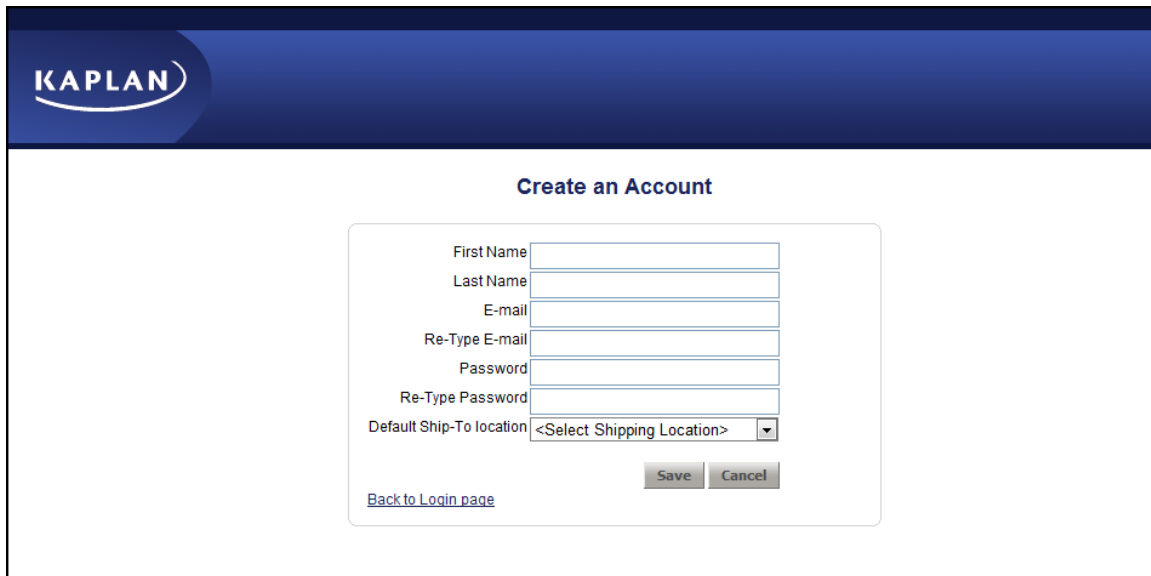
Please enter the password provided by your organization.

Password

[Back to Login page](#)

Use your passcode for the initial password. This was provided with your announcement. If you need further assistance, please contact Lisa Danciu at ldanciu@kaplan.edu.

Set-up your account information by entering the required information in the space provided. Select ship-to location from the drop-down list. If your address is not available, choose nearby address. You will be able to customize your address when you place your order. All fields are mandatory and a Kaplan email address is required. Click on save when complete.



KAPLAN

Create an Account

First Name

Last Name

E-mail

Re-Type E-mail

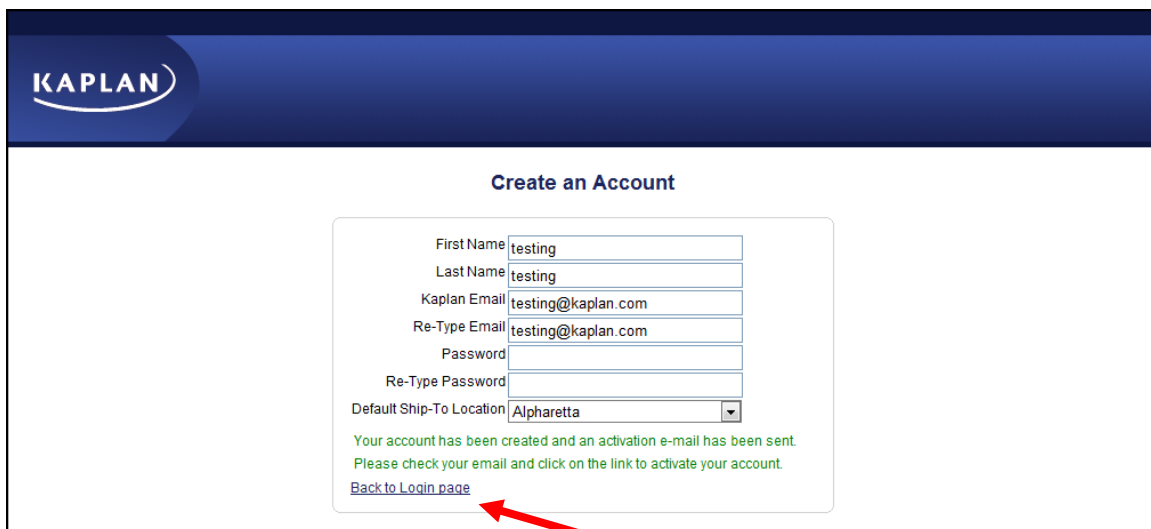
Password

Re-Type Password

Default Ship-To location <Select Shipping Location>

[Back to Login page](#)

After you have saved the information, click on the “Back to Login page” to log in with the newly created account.



KAPLAN

Create an Account

First Name

Last Name

Kaplan Email

Re-Type Email

Password

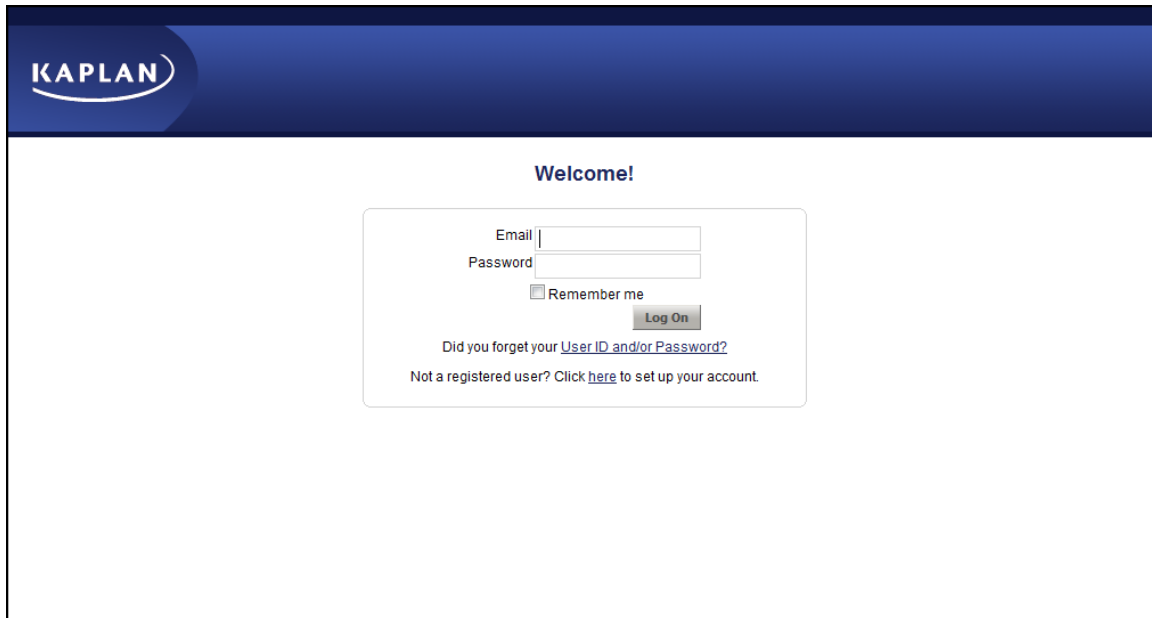
Re-Type Password

Default Ship-To Location

Your account has been created and an activation e-mail has been sent.
Please check your email and click on the link to activate your account.

[Back to Login page](#)

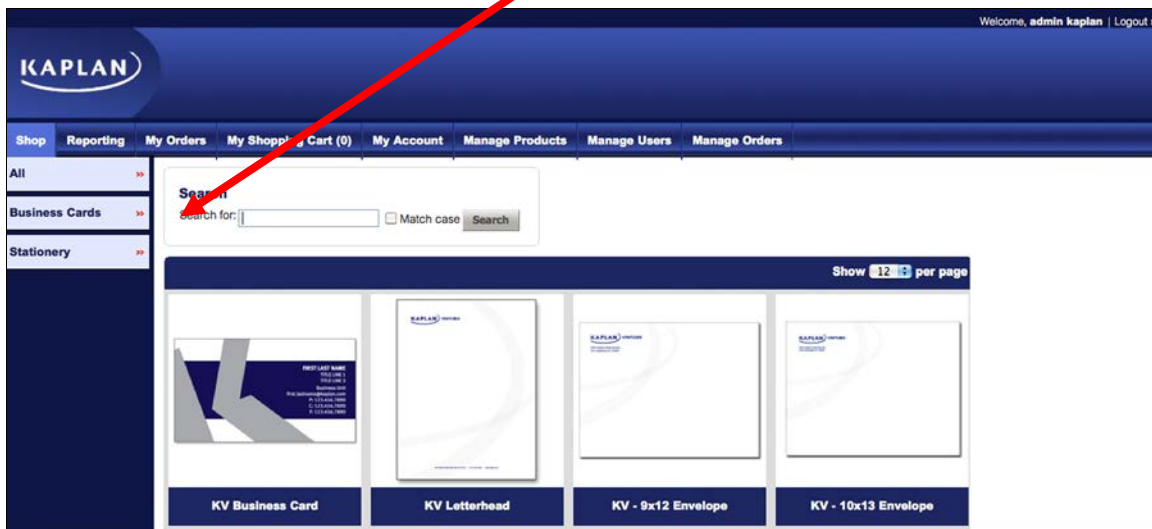
Enter your Kaplan email address and new password. Please note that passwords are case sensitive.



The image shows the Kaplan login page. At the top left is the Kaplan logo. Below it, the word "Welcome!" is centered. In the center of the page is a login form with the following elements:

- Email:
- Password:
- Remember me
- Log On button
- Text: "Did you forget your [User ID and/or Password?](#)"
- Text: "Not a registered user? Click [here](#) to set up your account."

Click on a category name to display only those specific items. If you are looking for a particular item, enter the name in the search box and click on search.

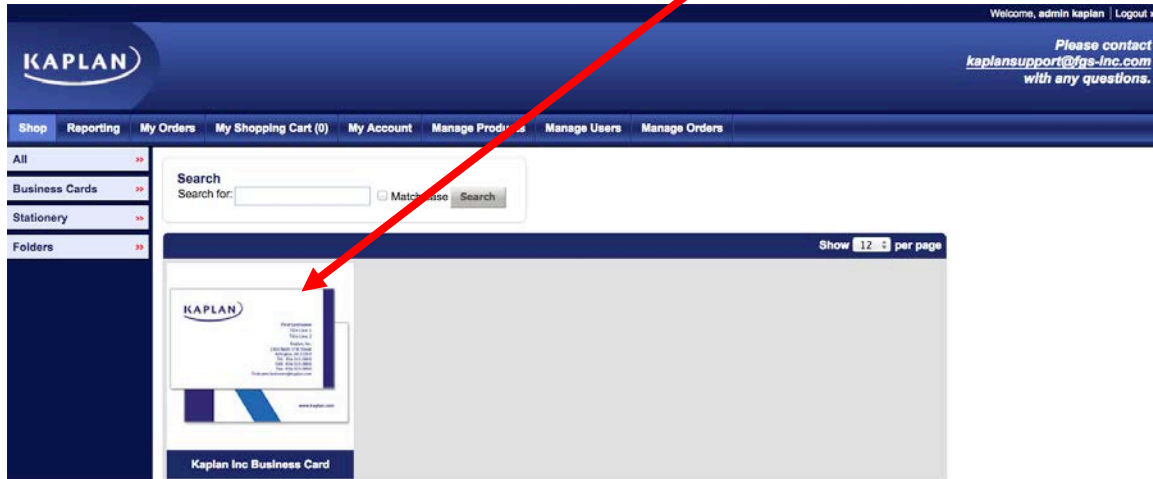


The image shows the Kaplan product listing page. At the top left is the Kaplan logo. Below it, the text "Welcome, admin kaplan | Logout" is visible. A navigation bar contains the following items: Shop, Reporting, My Orders, My Shopping Cart (0), My Account, Manage Products, Manage Users, and Manage Orders. On the left side, there is a category menu with "All", "Business Cards", and "Stationery". In the center, there is a search box with the text "Search for:" and a "Search" button. A red arrow points to the search box. Below the search box, there is a "Show 12 per page" indicator. The main content area displays four product cards:

- KV Business Card
- KV Letterhead
- KV - 9x12 Envelope
- KV - 10x13 Envelope

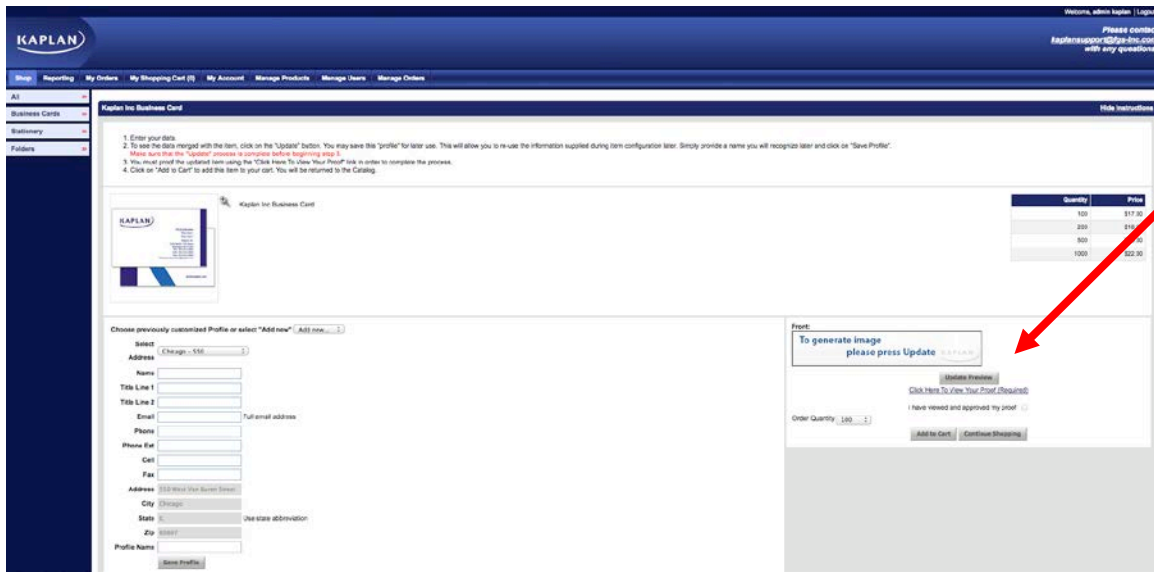
Select item by clicking on the image for the particular item. You can then customize with your information.

To order business cards:



Customize your card by filling in your information. If the address on your card is one of the predefined Kaplan locations, simply click on the appropriate location in the “Select Address” drop down list and the fields will be filled in automatically. If you need to enter an address that is not defined, select “Other” from the drop down list and you will be allowed to enter a custom address. After selecting the address, fill in the rest of the fields. If you would like to save this profile for future use, name it and choose “Save”. *Note: by saving a profile you will not need to retype the information in again if you need to order the same product again, providing that your personal information does not change.* Click on the “Update Preview” button to preview your card



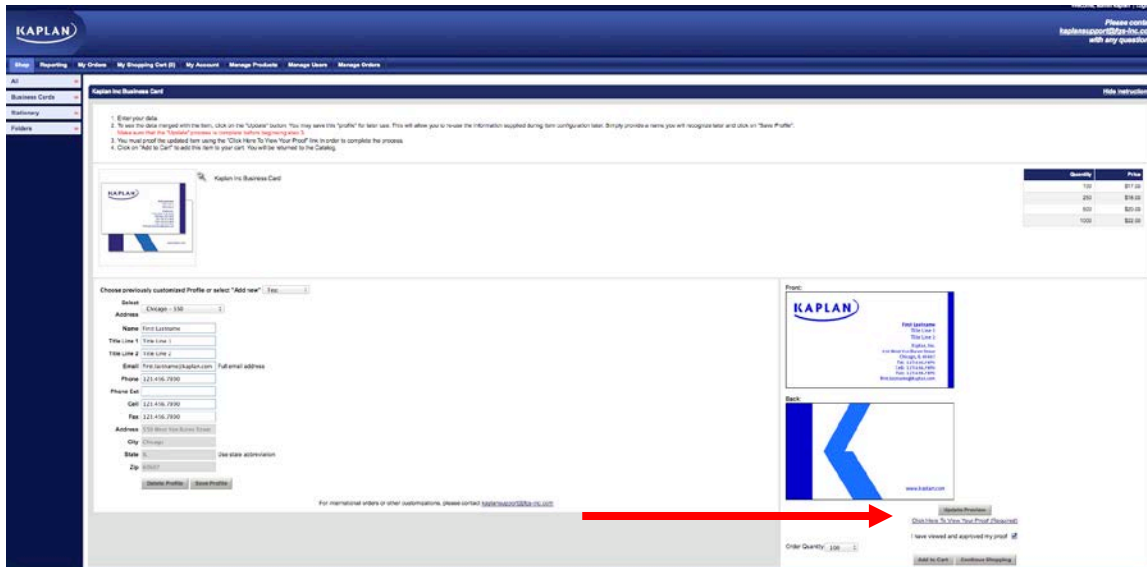


Once you have verified the information, click on the ‘Click Here to View Your Proof (Required)’ link to view a larger proof in a new window.



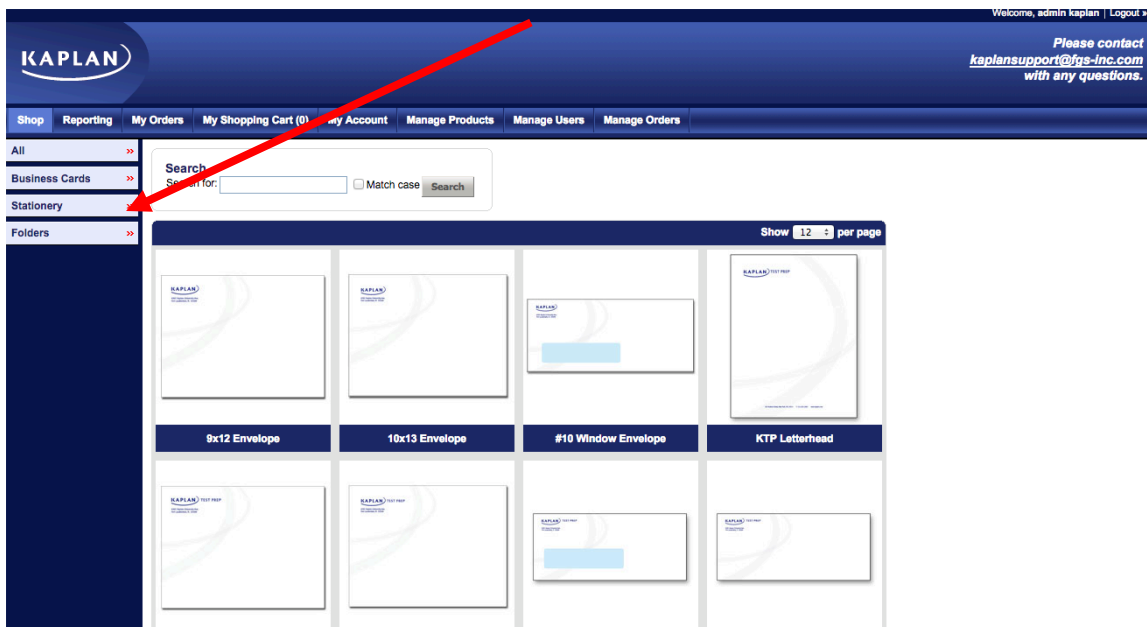
First Lastname
Title Line 1
Title Line 2
Kaplan, Inc.
550 West Van Buren Street
Chicago, IL 60607
Tel: 123.456.7890
Cell: 123.456.7890
Fax: 123.456.7890
first.lastname@kaplan.com

If you are satisfied with the proof, make sure the “I have viewed and approved my proof” checkbox is selected. Update the quantity to reflect the number of cards you would like to order and add the business card to the shopping cart by clicking on the “Add to Cart” button. However, if you would like to change something at this point, simply enter the updated information and click the update preview to restart the approval process.



To order business stationery:

Click on a category name to display only those specific items. If you are looking for a particular item, enter the name in the search box and click on search.



Select item by clicking on the image for the particular item. You can then customize with your information by entering the required information. *(Required information will depend on item ordered. Some fields are not customizable.)*

Click the “Click Here to View Your Proof (Required) link to view your proof in a new window.

If you are satisfied with the proof, make sure the “I have viewed and approved my proof” checkbox is selected. Choose a quantity and click the “Add to Cart” button.

Once your are satisfied with your order, choose “Continue Checkout”

** Please note that additional business stationary items will be added to the site periodically.*

*** For further information on any items you need but do not see on the site, please email kaplansupport@fgs-inc.com.*

Once an item is added to the shopping cart, you will be shown all of the items that are currently in the shopping cart. If you are ready to complete the checkout, click on the “Continue Checkout” button. Otherwise you can click on “Continue Shopping” to order additional products.

Welcome, Test Account | Logout

KAPLAN

Shop My Orders My Shopping Cart (1) My Account

Shopping Cart Detail

To edit quantity of your selection, change the number in the Order Quantity field and click the "Update" button. To remove an item from the basket, simply click "Remove", or change the "Order Quantity" field to zero and update your basket. If you are satisfied with the contents of your basket, click "Continue Checkout" to begin the checkout process.

You have item(s) in your shopping cart.

Item#	Description	Order Qty	Price		
KCE	KCE Business Card	100	\$10.15	Edit	Remove

Sub Total: \$10.15
*Sale tax will be added later

Continue Shopping Continue Checkout

From the shipping page, choose from the predefined shipping destinations or choose “Other” and enter your own. Please be sure to enter your cost center number. (*Business cards and stationery must be approved by the cost center manager prior to placing an order. It is the employee’s responsibility to obtain appropriate approval. By placing an order, you acknowledge that you have approval to charge against the cost center number you provide.*). If further explanation is needed, please enter that information into the “Additional Instructions” Field. Once that is complete, click on the “Continue Checkout” button.

Welcome, Test Account | Logout

KAPLAN

Shop My Orders My Shopping Cart (1) My Account

Select Shipping Properties

Choose the location you wish to ship to by selecting from the Shipping Destination drop-down list.

Shipping Destinations: Chicago - 550

AddressLine1: 550 West Van Buren Street

AddressLine2: Suite 200

Business Name: Kaplan Inc

City: Chicago

State: IL

Zip code: 60607

*Mark to the Attention of: John Doe

*Cost Center:

Delivery Instructions:

Save this as my default ship-to

Continue Checkout

Item#	Description	Order Qty	Price
KCE	KCE Business Card	100	\$10.15

Sub Total: \$10.15
*Sale tax will be added later

Continue Shopping Back to Cart Summary

Review the order and shipping destination, this is the last opportunity to change any information prior to placing the order. If everything is correct, click on the “Place This Order Now” button.

Shop My Orders My Shopping Cart (1) My Account

Confirm Your Order

Please review the following information carefully, and make any corrections necessary using the features provided. Once you are satisfied with the order information as displayed, clicking "Place This Order Now" will complete the ordering process, and submit this order for immediate processing.

Ship To

Shipping Destination: 550 West Van Buren Street,
Suite 200,
Kaplan Inc.,
Chicago,
IL,
60607
Cost Center: 123456
Mark to the Attention of: John Doe
Delivery Instructions: -

Item# ▲	Description	Order Qty	Price
KCE	KCE Business Card	100	\$10.15

Sub Total: \$10.15
Tax: \$0.99
Total: \$11.14

Continue Shopping Change Shipping Place This Order Now

An auto confirmation will be generated. Keep this page for your records. The confirmation number will be needed for tracking or questions. Your confirmation number is your order number.

Welcome, Test Account | Logout

KAPLAN

Shop My Orders My Shopping Cart (0) My Account

Confirm Your Order

Thank You, your order has been accepted.
You will receive an email with the tracking number once your item has shipped.

Your order ID is 69

Continue Shopping

You will also receive an order confirmation by email that references the same order number as your auto confirmation. When your order has shipped you will receive an email containing the UPS tracking number.

For international orders or other customizations, please contact

kaplansupport@fgs-inc.com or contact Lisa Danciu at ldanciu@kaplan.edu