

How To

...log in and place a reorder

The first step when you arrive at CUAdvantage.com is to sign in to your seat in our VIP section. From here, you have access to your document library where you can reorder a previous piece, as well as request a quote, place a new order, send a file, or view a proof from work in progress.

>> Logging in to your CUAdvantage.com portal

STEP 1: Click on the blue “VIP Section” link in the right column.

STEP 2: Log in using your individual **user id** and **password**.

- If you do not have a **user id** and/or **password**, or have forgotten one or both of them, please contact us at solutions@cuadvantage.com or call us at **1.877.799.0784**.

>> Placing a reorder of a previous project

STEP 1: Click on the gray “Document Library” link in the right column beneath VIP Section.

STEP 2: Browse the available projects until you find the one you wish to reorder. It is a good idea to click the red description link and view the pdf to be sure you are selecting the correct project.

STEP 3: Enter a quantity in the box to the right of the project(s) you wish to reorder. You must enter the number 1 or a number greater than 1. (“I don’t know,” “Not applicable,” “To be determined,” etc. will not be accepted on the order form.) If you are unsure of the amount or wish to order the same amount as last time, please enter the number 1. Scroll to the bottom of the page and click “Continue”. (You can specify or revise the quantity, or indicate “same as previous order,” in the Project Details section on the next page.)

STEP 4: The reorder form says “Document Library” at the top and lists the item(s) you selected with the quantity you indicated. If you wish to order additional items, you can click “Add To This Order” or if you wish to change the quantity you can click “Modify”.

STEP 5: **You must complete all the fields that are marked with an asterisk (*).** Please complete as many fields as possible. The more information you provide, the quicker we will be able to process your reorder.

- Under “Project Details” you will see several fields in which you may choose “Same as previous order” including quantity, ink color, paper color and paper choice. “Same as previous order” is also available under the shipping and mailing options.
- As always, the “Date Needed” and the “Drop Date” are very important as we schedule projects according to those dates.

STEP 6: Click the “Submit Request” button at the bottom to complete the reorder.

