

## Business Card Ordering Instructions

### To create an online account on the Bay Central Printing Website:

1. Go to [www.baycentralprinting.com](http://www.baycentralprinting.com)
2. Click "Customer Login" in the top right corner of the screen
3. Click "User Sign-up"
4. For "Username" type in your "@[csueastbay.edu](mailto:csueastbay.edu)" email address. The Cal State email address will be your Username.
5. Fill all information fields using CSUEB information (ex. address is University address)
6. Click "Request Account"

### To reset a forgotten password on the Bay Central Printing Website:

1. Go to [www.baycentralprinting.com](http://www.baycentralprinting.com)
2. Click "Customer Login" in the top right corner of the screen
3. Click "Password Reset"
4. Type in Username (CSUEB email address) and click "Request Password." Password reset instructions will be sent to your email address.

### To order CSUEB business cards:

1. Go to [www.baycentralprinting.com](http://www.baycentralprinting.com)
2. Click "Customer Login" in the top right corner of the screen and log in to your personal account
3. Click "Document Library" on the left side of the screen, under the "Welcome" button
4. Select the desired quantity of business cards from the "Quantity" dropdown menu. Then, click "Continue"
5. Populate the information fields with the contact info you would like on your business card. (Please note that if you do not want a second or third phone/fax number on the card, you must select "None" from the corresponding dropdown menu)
6. Click "Preview" once complete
7. After selecting "Preview" you will be shown a digital proof on the following screen. If you would like a PDF download of this proof, simply click on its picture, and save it to your computer
8. If you need to make any changes, click "Modify" and you will be taken to the previous screen. Otherwise, click "Order"
9. On the ordering page, you are shown a final overview of what information will be on your business card, along with the option to update the quantity of cards desired. At the bottom of the page, enter your name and email address, and complete the payment section of the order form.
10. Click "Submit Request" and your business cards will be on their way within 2-3 business days!

For questions and assistance, please contact Bana:

Bana

Bay Central Printing, Inc.

***We Specialize in Impossible Deadlines!***

Tel: [510.429.9111](tel:510.429.9111)

Cell: [510.366.9410](tel:510.366.9410)

Fax: [510.429.9110](tel:510.429.9110)

[bana@baycentralprinting.com](mailto:bana@baycentralprinting.com)