

## Quick Reference Guide

- 1) To access the site, click on the following link:  
[Points of Light Online Ordering Site](#)
- 2) Click on **logos** or the **"Points of Light"** link below the logo
- 3) Click on the **Business Cards** you wish to create.
- 4) Logon Page:
  - a) If "First Time Customer" fill in the appropriate information to create a user name (**we recommended using your email address**) and password.
  - b) If "Returning Customer" enter your user name and password under the "Returning Customer" section.
  - c) c) If you have forgotten your user name, enter your email address at the bottom.

You will then be directed to the product page.
- 5) Click on **"Create New"**
  - a) Choose your template from the drop-down menu.
  - b) Fill in the appropriate information.
  - c) Click **"Save"** (*all saved products will be stored for future orders*).
- 6) You will see a preview of your information (at that point you can Edit, Remove or View PDF).
- 7) When everything is correct, click **"Add To Order"**
- 8) You can continue shopping (add another card) and if you like, make any comments or **"Check Out"**
- 9) Enter a Shipping Address (it will be stored for future orders) and click **"Continue"**
- 10) Choose your shipping method and click **"Continue"**
- 11) Confirm your order and click **"Submit"**