ETOWN COLLEGE ACCOUNT

**How to create an account for Etown
college departments, clubs, employees, and students.**

ETOWN Print Services   Contact Us

Profile Details

Enter Your Contact Information

First Name *

Middle Initial

Last Name *

Email Address *   **?** Show Help

Phone Number *   **?** Show Help

Site / Department *   Please Select

Site Mail Stop or Area

Site Address Line 1 *   **?** Show Help

Site Address Line 2

Site City *   Elizabethtown

Site State   Pennsylvania

Site Postal Code *   17022

Site Country

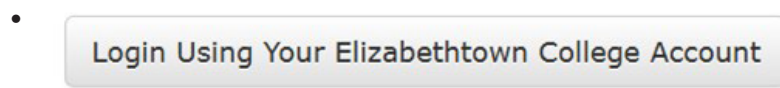### Select an Action

Register   Back

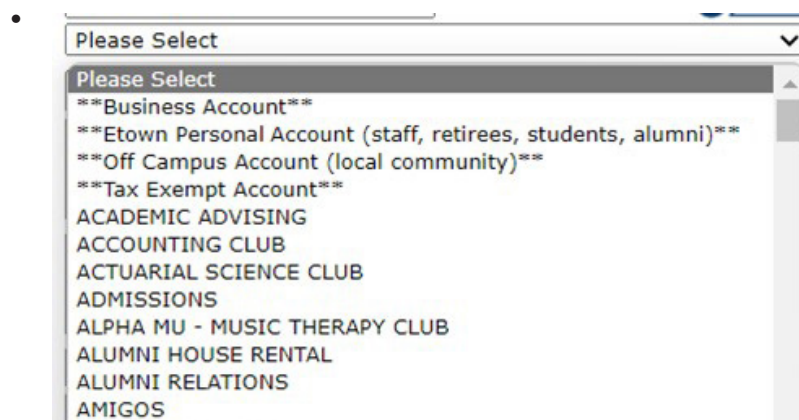1) Click on "Log In" located in the upper right hand of the window.
   -

2) Click on "Login Using Your Elizabethtown College Account".
   -

3) Click on the red "Create Account" button to create a new personal, off campus, or local business account.
   -

4) Site / Department Options:
   -

   - Choose the primary department (account type) you will be submitting orders for.
     a) Print Services staff will add the approved account numbers based on the department you choose.
        - If you need additional departments linked to your account, email copy@etown.edu and print services staff will adjust your account access accordingly.
     b) For students select **Etown Personal Account...**
        - If you will be submitting orders for a club please select the club as your account and print services staff will add the **Etown Personal Account...** to your profile for personal print requests.

5) Fill out your information accordingly, every field with a red * is a required field.

6) Click on Register once you have filed out all of the necessary information.
   - Close the web browser and wait for a member of Print Services to review and approve your account request.
   - You will receive an automated email once your account as been approved.

7) **Orders can only be placed once a member of Print Services has approved your account request.**
   - Our standard operating hours are Monday - Friday 8:00am - 4:30pm.

ETOWN COLLEGE CAMPUS DELIVERY

How to finalize an order for campus delivery via Mail Services.

Billing and Delivery

Job Name	1
Type	Brochures - 3 Panel Brochure 8-1/2 x 11
# of Sets / Copies	50 Back to Edit Quantity
Total	$21.36

ORDER TOTAL

(Approximately $0.43 Each)

This is your initial **ESTIMATE**. Price may vary based on the availability of your selections. Please contact **Print Services** with any questions.

CREDIT
For personal requests only. Print Services will review the and approve the bill before charging.

Site — PRINTING SERVICES — **DEPARTMENT**

Billing

Select Account Number below or Enter Personal ID number here

20 5 01 030010058000000 — **ACCOUNT NUMBER**
Your account number will auto fill once you select your department.

Enter Personal ID # — **PERSONAL ID#**
Select if this is a personal print request & Input your ID#.

Pay by Credit Card...

Additional Billing Instructions: Complete one of the following four options – Account Number, Personal ID#, Pay by Credit Card, Cash / Check (available for pick-up only)

INSTRUCTIONS
If your account number isn't listed above please leave the 'Billing' field blank and manually enter your requested account number here.
We will submit this request with the Business department for approval and add to your approved printing account numbers.

Shipping Information

Suggested Due Date — 01/16/2023

Delivery — ○ Hold For Pick Up   ● Ship To Address

Attn — Erica Hobbs

Mail Stop or Area — Myer Hall — **BUILDING**

Shipping Address — Print Services — **DEPARTMENT**

Address2 — Room #111 — **ROOM #**

City

State (Abbreviation)

Postal Code

Country

NOT NEEDED FOR CAMPUS DELIVERIES, CAN LEAVE BLANK

Back   Save As Quote   Cancel Order   Finish

FOR AN ADDITIONAL FEE YOUR ORDER CAN BE SHIPPED VIA UPS OR USPS WITH CAMPUS MAIL SERVICES.

If you need your order shipped please disregard the notes above and fill out the shipping information accurately. A member of Print Services will email to confirm the delivery request and to provide a shipping quote, if needed.