ELIZABETHTOWN COLLEGE
PRINT SERVICES

OFF CAMPUS ACCOUNT

How to create an account for off campus customers, local businesses, and non-profit organizations.

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	

Create Your Login

User Name *	
Password *	
Confirm Password *	
Verify	I'm not a robot reCAPTCHA Privacy - Terms

Select an Action

Register   Back

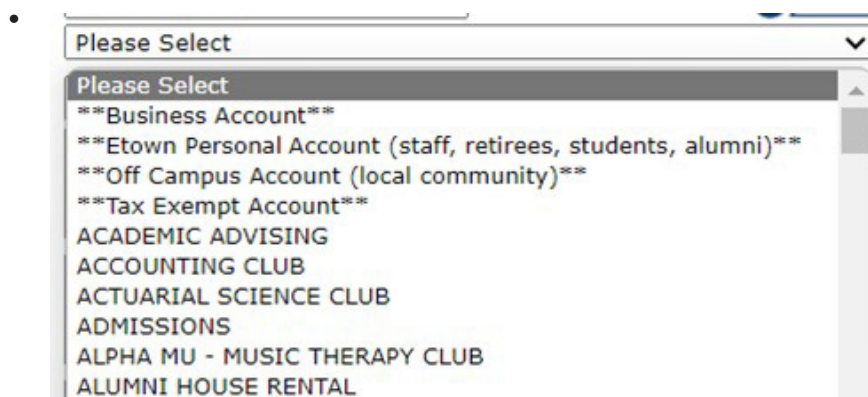1) Click on "Log In" located in the upper right hand of the window.

- **Log In**

2) Click on "Public Access Login".

- Public Access Login

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

- **CREATE ACCOUNT**

4) Site / Department Options (please choose from the top 4 choices):

- Please Select
  - Please Select
  - **Business Account**
  - **Etown Personal Account (staff, retirees, students, alumni)**
  - **Off Campus Account (local community)**
  - **Tax Exempt Account**
  - ACADEMIC ADVISING
  - ACCOUNTING CLUB
  - ACTUARIAL SCIENCE CLUB
  - ADMISSIONS
  - ALPHA MU - MUSIC THERAPY CLUB
  - ALUMNI HOUSE RENTAL

- **Business Account**
    a) If you have a registered account number with Elizabethtown College please email that number to copy@etown.edu and someone will add that to your account.
- **Etown Personnel Account (staff, retirees, students, alumni)**
    a) Elizabethtown College employees, students, alumni, and retirees.
- **Off Campus Account (local community)**
    a) Local community members
- **Tax Exempt Account**
    a) Please email a copy of your tax-exempt credentials to copy@etown.edu.

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.

OFF CAMPUS DELIVERY & PICK-UP

How to finalize an order for pick-up or delivery via USPS & UPS.

Billing and Delivery

Job Name	1
Type	Brochures - 4 Panel Brochure 8-1/2 x 14
# of Sets / Copies	50 Back to Edit Quantity
Total	$33.40

(Approximately $0.67 Each)

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

ORDER TOTAL

Site: **Off Campus Account (local community)**

ACCOUNT TYPE

CREDIT
Print Services will review the and approve the bill before charging. Not applicable when using an account number.

Billing: Select Account Number below or Enter Personal ID number here

Select Available Account Number

Pay by Credit Card...

ACCOUNT NUMBER
If you have a Etown issued account number that you would like to bill manually fill that out here.

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

Shipping Information

Suggested Due Date	01/24/2023
Delivery	○ Hold For Pick Up ● Ship To Address
Attn	Erica hobbs
Mail Stop or Area	Print Services
Shipping Address	1234 Elizabethtown Way
Address2	
City	Elizabethtown
State (Abbreviation)	PA
Postal Code	17022
Country	United States

DELIVERY / PICK-UP
For an additional fee (minimum $10) your order can be delivered via USPS or UPS. There will be no additional fees for Pick-Up orders.

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 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.