(If you are being redirected here from your Printing Order form, skip to step 3. NOTE: Your mailing order completion date MUST be after your printing order completion date)

Mail Order

1. Log into Webdesk using your registered username and password.
2. Select "New order" at the top of the home page and click on Mailing

3. This will take you to a page where you will have to fill out information about your Mailing order and the services you require.
4. Fill out all the fields highlighted by the arrows below
   a. Contact information should autofill
   b. Provide a job name and completion date(must be at least 3 business days from when you submit).
   c. Indicate what Mailing Method you'd prefer for your order
      i. Click the "?" icon, and it will help you decide the best option for you.

Mailing Order - Information

Contact Information

Contact Name

Phone Number

Site / Dept

Mailing Information

Job Name ❓

Mailing Due Date   →   04/20/2017

OK to Mail Before Due Date   ⦿Yes   ◯No

Mailing Method ❓   First Class

    -- Select One --
    Non Profit Standard
    For Profit Standard
    Presorted First Class
    First Class
    Addressing Only

Mailing Type ❓

Number of Inserts   →

Number of Addresses ❓   1

Mailing Services Required

5. Once you've selected your mailing method, select your Mailing Type.

Mailing Information

Job Name ❓ [   ]

Mailing Due Date 04/20/2017 🔳

OK to Mail Before Due Date   ⦿ Yes   ○ No

Mailing Method ❓ [First Class   ▾]

Mailing Type ❓ ➡ [Envelopes with Enclosures   ▾]

-- Select One --
Envelopes with Enclosures
Postcards
Tabbed Brochures/ Newsletters

Number of Inserts

Number of Addresses ❓ [1   ]

Mailing Services Required

How would you like to handle bad addresses [Do Not Send Bad Addresses   ▾]

Mailing Interval ❓ [One Time Only   ▾]

Unused Stock ❓ [Recycle   ▾]

Number of Print Samples Required ❓ [1   ]

6. If you select "Envelopes with Enclosures", you will be prompted to specify a Mailing Item that will go inside that Envelope.
7. This will take you to a pop up window where you will provide additional information regarding your mailing order.
8. Fill out all the fields highlighted by the arrows below
    a. Once you are done, click "Add item" at the bottom of the pop up, and continue with your Mailing order

Add Mailing Item

Feeder Number	1
Mailing Item Type & Size	-- Select One -- ▾
Piece Description	
Mailing Item will come From	-- Select One -- ▾
Piece ID Number	
Color	
Multiple Versions of This Item?	-- Select One -- ▾
Comments	

Cancel   Add Item

(partial left-side panel text: Don't mail, 04/20/2017, ⦿Yes ○No, First Class, Envelopes with Enclo, 1, Add Mailing I, 1, Do Not Send Bad Add, Multiple Dates)

9. As you continue, you must indicate what Mailing Services you require.
    a. Select the first drop down menu for bad addresses and pick the option that you prefer.

Mailing Services Required

How would you like to handle bad addresses ➡

Do Not Send Bad Addresses	▾
-- Select One --	
Do Not Send Bad Addresses	
Mail to Bad Addresses	

Mailing Interval ❓

Unused Stock ❓   Recycle ▾

10. Fill out the rest of the fields highlighted by the arrows below -these are required.

Mailing Services Required

How would you like to handle bad addresses	Do Not Send Bad Addresses ▼
Mailing Interval ? ————————→	One Time Only ▼
Unused Stock ? ————————→	Recycle ▼
	-- Select One --
	Recycle
	Return to Department
Number of Print Samples Required ?	Enter the value "0" for Print Samples required
Fold and Insert Into Envelope ?	○Yes ●No
	Select "No" for all of these, they will be determined later by Mailing staff
Print Address and Barcode ?	○Yes ●No
Folding ?	○Yes ●No
Special Instructions	Enter any additional information about your mailing order, in this space

Continue >>

11. Once you have entered all the required fields, hit "Continue" at the bottom of the page.
12. This will take you to the following page:

Mailing Order - Upload Your Mailing List

Attach a File?

Back   Yes   No - Skip Attaching a List

13. If you chose to attach a file at this time, you will be redirected to a page where you can attach an excel sheet with your Mailing List.
   a. You must also specify if you're using all the fields in your Mailing List as indicated by the arrow below.

Mailing Order - Upload Your Mailing List

Attach a File

Please upload your mailing list or other files.

Please be sure to put **instructions** in the form below.

Click Browse to Select a File	Browse...
Include All Fields in this List	○ Yes ○ No
Type	Mailing List (Excel) ⬍
Special Instructions ❓	[text area]

Back   Attach File

14. Once you've attached your file, you will see a confirmation page where you can edit the submission or add more files.

Mailing Order - Upload Your Mailing List

Attached Files

File Name	Special Instructions	Include All Fields	Fields to Include
Download 625_MailingList_04242017_PND.xlsx		✓	Remove

Back   Attach Another File   Continue

15. If you do NOT attach a file, you will be redirected to a page in order to give information about how Goshen College Mailing will get access to your mailing list
    a. Fill out all the fields highlighted below.

Mailing Order - Upload Your Mailing List

List to be Provided by →

Provider Phone →

Provider Email Address →

Comments →

Enter any additional information regarding your mailing list in this space.

[Back]   [Continue]

16. Once you're done, hit continue; this will take you to the Billing page of your Mailing order where you can select your account number.
    a. This should be the account number appropriate to the current mailing order.
        i. Expense code for mailing is: 5201 (This will be charged from your account)
    b. Additional Billing Instructions
        i. If you don't see your account number for some reason, select any default accounts in the drop down menu, and note the correct account number in this box. We will make sure to add this to your account numbers for future orders.

Mailing Order - Billing

Billing

Account Number

Please Select ▼

Postage Account Number (If different from above)

Please Select ▼

Additional Billing Instructions

Use if your account number is not available.

[Back]   [Save As Quote]   [Finish]

17. Once you're done entering your billing information, you can click "Finish" at the bottom of the page.
    a. If you simply require a quote, you may click "Save as quote". This will save your order specifications, but will not submit the order.
    b. To submit your order at a future date, you may access it under "My Orders" from the home page.
18. You will receive a page confirming your order; you will also receive an email confirmation.

Order Process Complete

Your order has been submitted. Thank you!

Thank you for your order.

Mailing Order #	571	View Mailing Order Details
Mailing Order Job Name		
Mailing Order Status	Submitted	