

## Registration -External Customer

(If you're a Non-Profit Customer, contact Printing & Mailing to verify your special tax exemption status for special pricing)

1. Go to: [psp.goshen.edu](http://psp.goshen.edu)
2. Click "Register now" in the top right corner of the homepage.
3. You will be redirected to your profile, to update your contact information.
  - a. **DO NOT** navigate away from this page before you're done, or you will **NOT** be able to finish entering your profile information accurately
4. The "Site Address" and following information, should be related to your personal or organizational billing address.
  - a. You do **NOT** need to enter a value for "Site Mail Stop or Area"

Contact Information	
First Name	<input type="text" value="Jane"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text" value="Doe"/>
Email Address	<input type="text" value="jdoe@goshen.edu"/> <a href="#">? Show Help</a>
Phone Number	<input type="text" value="555-555-555"/> <a href="#">? Show Help</a>
Site	<input type="text" value="Please Select"/>
Site Mail Stop or Area	<input type="text"/>
Site Address Line 1	<input type="text" value="1700 S Main St"/> <a href="#">? Show Help</a>
Site Address Line 2	<input type="text"/>
Site City	<input type="text" value="Goshen"/>
Site State	<input type="text" value="Indiana"/>
Site Postal Code	<input type="text" value="46526"/>
Site Country	<input type="text" value="United States"/>

5. Select the "Site" drop down menu and choose "1. Account - New Customer" as indicated below.

The screenshot shows a registration form with the following fields: Phone Number, Site, Site Mail Stop or Area, Site Address Line 1, Site Address Line 2, Site City, Site State, Site Postal Code, Site Country, Create Your Login, User Name, Password, Confirm Password, and Verify. The "Site" dropdown menu is open, showing a list of options. The first option, "1. Account - New Customer", is highlighted in blue. Other options include "10,000 Villages", "8th Street Mennonite Church", "AdNet", "Advocates", "AMBS", "Amigo Centre", "Amity Corporation", "Archives of the Menno Church", "ASSETS", "Bethany Christian Schools", "Camp Friedenswald", "Campus Center for Young Children", "Center for Healing and Hope", "Center Stage Academy", "Central District Conference", "Church Relations", "College Mennonite Church", "Deanna Risser", "Design Directions", "East Goshen Mennonite", "Economy Offset", "EEAI-Environmental Education of Indiana", "Eighth Street Preschool", and "Elkhart County Genealogical Society". To the right of the form, there are two "Show Help" buttons and a reCAPTCHA logo.

6. When you're done filling out all your information, click "Update" at the bottom of the page.
7. You will see a registration confirmation page like the one shown below

Your profile information has been updated.

[GO Click here to return to your profile](#)  
[GO Return to homepage](#)

8. You can click "Return to homepage" and begin placing your order with Printing and Mailing.

