

How to Order Business Cards

- Use the link, ocprintgraphics.com to access the website.
- To login, click on the "My Account" tab.
- **Your login ID and password are the same that you used on PSAR.** If you need to change your password, click on the "Forgot your password?" link. You can also call us 714-567-7414 for more help.
- Once you have successfully logged onto the website, click on the link titled "Catalog".
- On the left-hand column, click on "Custom Business Cards".
- There you will see the business card templates that are assigned to your agency or department.
- Click on the business card template that you would like to order and fill in the information that you would like to appear on the card.
- Click the "Update Image" button.

OC PRINTING & GRAPHICS
A DIVISION OF THE ORANGE COUNTY REGISTRAR OF VOTERS

HOME CATALOG MY ACCOUNT SHOPPING CART CONTACT ABOUT FAQ

Welcome, Kevin Hatanaka LOGOUT

1. Choose Design 2. Personalize 3. Approve

Business Cards - County Standard B&W

Upload and Customize the Design

- Revise the design (image shown) using the form (below).
- Use **Update Image** to see the actual changes.
- Repeat as needed until you are satisfied with the content.
- Press **Next** to proceed, or press **Back** to start over.

Preview:

Office of
NEAL KELLEY
Registrar Of Voters

KEV HATANAKA
Administrative Manager II
OC Printing & Graphics

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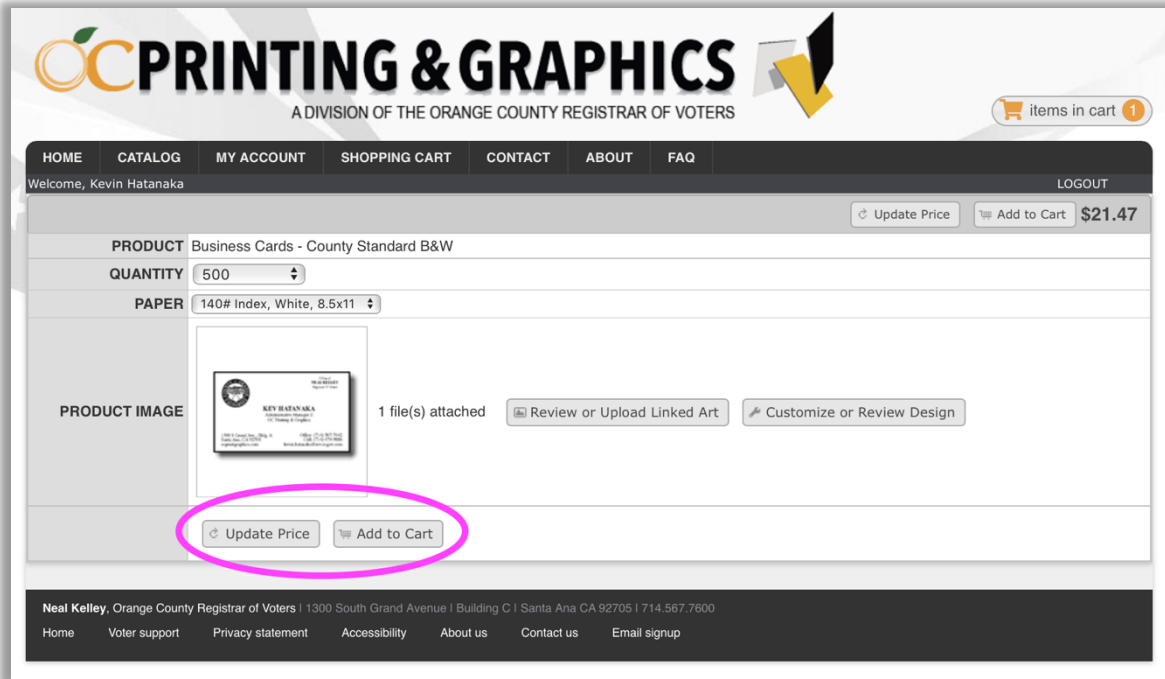
Name: KEV HATANAKA
Title: Administrative Manager II
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*** Email:** kevin.hatanaka@rov.ocgov.com
*** Office Name:** NEAL KELLEY
Office Title: Registrar Of Voters

Buttons: Back PDF Proof Review & Approve **Update Image**

Neal Kelley, Orange County Registrar of Voters | 1300 South Grand Avenue | Building G-1 Santa Ana, CA 92705 | 714.567.7600

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- If the card looks correct, click "Review & Approve".
- A proof of your business card will appear. Initial your approval and click "Next".
- Enter the desired quantity and choose a paper option if one is available, using the drop-down menu.
- Remember to always click "Update Price", then click "Add to Cart".



- At this point, review the options at the top of the page that include "Add More Items/Continue Shopping", or "Remove ALL Items"
- If you are ready to check out, click "Proceed to checkout"
- Select a shipping address or add a new address that can be saved to your Address Book for future orders. Click "Continue".

- Now, on the left side of the page, click on the “+” to enter the appropriate accounting codes.

The screenshot shows the OC Printing & Graphics website interface. At the top, the logo and navigation menu are visible. The checkout process is in progress, with steps 1 (Address), 2 (Shipping), 3 (Payment), 4 (Review), and 5 (Finish) indicated. The 'Payment Method' section is active, and a modal window titled 'Add accounting code' is open. The modal contains fields for Fund, Department, Budget Control, and Unit, each with a 'Value' dropdown menu and a 'Desc' field. A pink circle highlights the '+' icon in the Accounting Code section. The Order Summary on the right shows a subtotal of \$21.47 and a grand total of \$21.47.

- Enter “Customer PO/Reference” – this could be a reference number of your choosing; we recommend entering your Expediter number here.
- Enter a “Project Name” or job description and click “Continue”.
- Update any information and include any Special Instructions.
- Finally, click “Place Your Order”.
- Within minutes you will receive an email confirmation of your order.
- If you have any questions or need assistance at any time, please contact us:

714.567.7414

print.graphics@rov.ocgov.com

We will be happy to help.