



Business Cards

Instruction for ordering Business Cards

1. Go to www.vistaprint.com
2. Sign in My Account
 - A. Email: shsbusinesscards@shsins.com
 - B. Password: shsbc1
3. Enter Promo Code: VPBC500
 - A. Promo code should be load. If not enter promo code
4. Select My Account and Select My Portfolio
5. Select Edit Small Door Hanger
6. Front Side - Change information to your information
7. Back Side - Change information to your information
8. Select Save and click on Save As. Enter you name.
 - A. This will save your template so you can come back and order additional door hangers
9. Select next
10. Check I have reviewed and approve my design click next
11. Select quantity click next
12. Click **Go To Cart**
13. Select quantity.
 - A. Make sure that the Promotional Code is there for the discount
14. Select Checkout
15. Shipping Address – Select change and put in your address
16. Billing Address – Select change and put in your billing address
17. Select Economy: 8 Business Days
18. Enter your payment method
19. **IMPORTANT** Un-Check Save this card for future purchases
 - A. You do not want your credit card information saved
20. Review
21. Complete order

Vista Print Phone: 866-614-8002