

## Quick Steps for Placing a New Order

This Quick Steps guide is designed to provide basic steps for new check and product ordering information. For further information, access the Deluxe OrderPro online tutorial.

1. Log on to the Deluxe OrderPro system. The Order Search screen appears. \*

Follow instructions on the Order Search screen to search for Deluxe order history.

2. Follow the instructions on the Order Not Found screen.

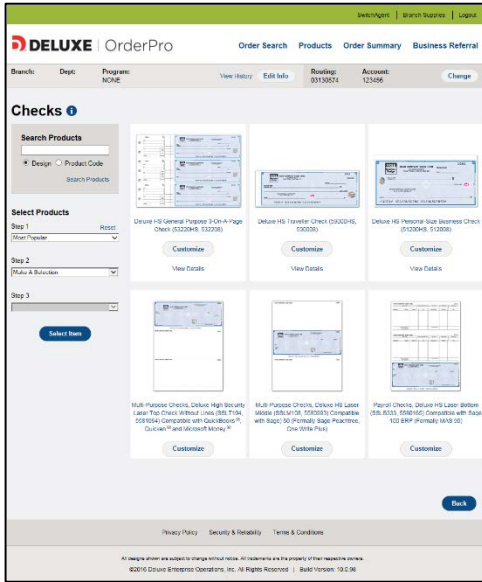
\*If your financial institution imports information automatically, the Order Search screen will be bypassed and the Account Holder Record screen appears.

3. On the Account Information screen, follow the instructions.

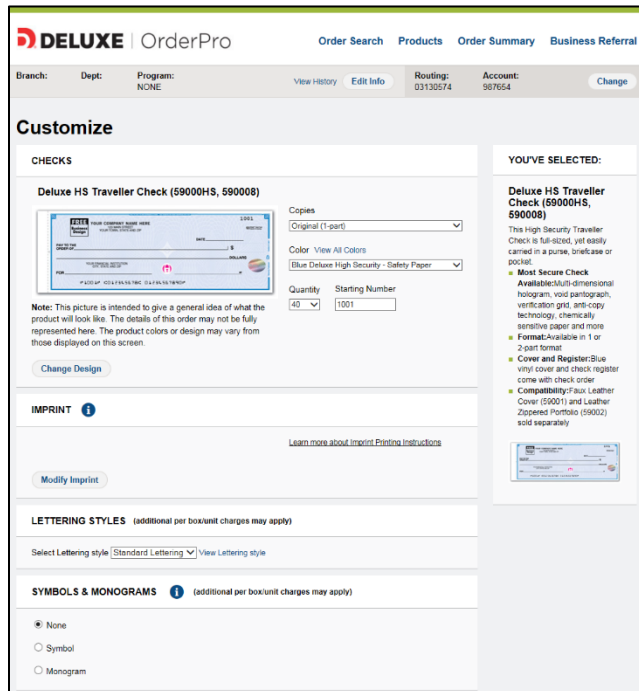
4. Select a product category from the Product Catalog.

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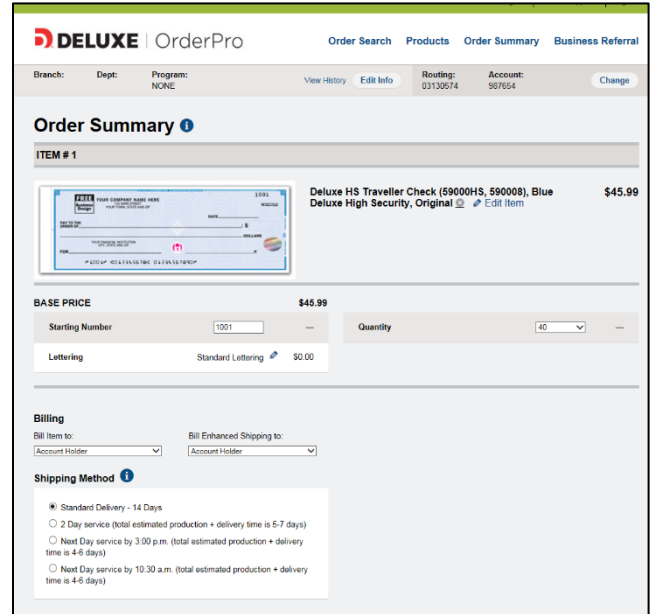
- On the Product Category screen, follow instructions.



- On the Customize Product screen, follow instructions.



- On the Order Summary screen, follow the instructions and click Submit Order to place the order.



- The Order Processing screen appears followed by the Order Confirmation screen.

