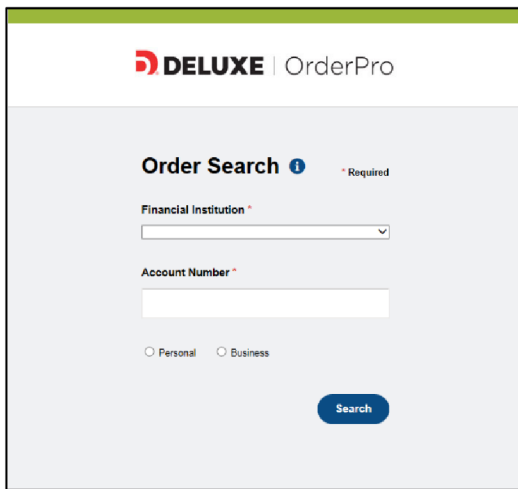


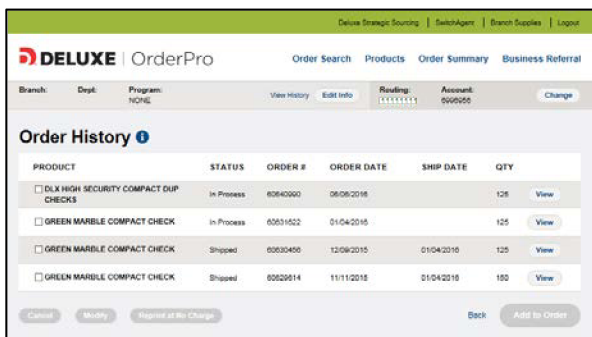
This Quick Steps guide is designed to provide basic steps for reordering checks and products. For further information, access the Deluxe OrderPro online tutorial.

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.



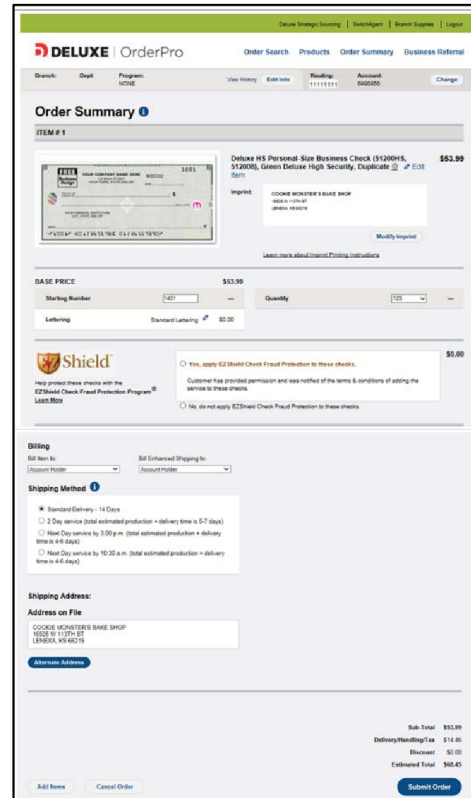
2. On the Order History screen, check the box next to the item to reorder and click the Add to Order button.



* Not all Deluxe Business Advantage products can be reordered through OrderPro. Call your DBA toll free number and an agent will assist you with the order.

*If your financial institution imports information automatically, the Order Search screen will be bypassed and the Order History screen appears.

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



4. The Order Confirmation screen appears followed by the Order Confirmation screen.

