deluxe.

OrderPro Quick Reference Guide

Quick Steps for Placing New Business Check and Related Product Orders

This Quick Steps guide is designed to provide basic steps for placing an order for new business checks and other related 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 and select "Business" to search for Deluxe order history.

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Order Search
Account Number* 54321 O Personal Business Search

2. Follow the instructions on the Order Not Found screen and select "New Order".



*If your financial institution imports information automatically, the Order Search screen (shown on step #3) appears with most data prepopulated. **3.** Most new business customers need checks, deposit tickets, and endorsement stamp to fully utilize the account. This fast path option, the QuickPick, will save you time and save your customer money. If you select QuickPick, you will be asked to complete your customization within the QuickPick flow. Then jump to step #8 for next steps.

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Step 1 Select a QuickPick				
	High Security Laser IntroF Includes: • 150 Delace High Security Laser Ch • 50 Amauna Deposit Tickets, Booked • 1 Pre-Inked Endorsement Stamp O Quicken®/QuickBooke® O Pr	Pack with Cf ecks (Blue) Format eachtree®	P \$99.99 Customize	
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DELUXE REFERRAL EXPRESSI ^M	Customer unsure what the Submit a referral and Deluxe will cal order: Deluxe will make 2 call attempts to 1 You will receive an email regarding to			
			Referral Request	

4. On the Account Information screen, follow the instructions and select "Next" to continue.

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ADDITIONAL OPTIONS				
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5. Select a product category from the Product Catalog.



6. On the Product Category screen, follow instructions and select "Next" to continue.



7. On the Customize Product screen, follow instructions and select "Next" to continue.

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8. On the Order Summary screen, follow the instructions and click select "Submit" to finalize the order.

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

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Order Confirmation	D	SHIPPING	METHOD AND
Order Number	60649848	PACKAGE MAY VAR	
Customer Number	1243718401	Business Orders ship via UPS	The second secon
Routing Number	333322222		Personal Orders ship in flat, tamper-resistant packaging (Excertized orders may use UPS)
Estimated Order Total	\$120.28		
Order Date	09/11/17		
ITEM # 1:			
Product Description	High Security Manual 3On 0 3953220)	Ik Intro-Pack with 1-part Check and	2-part Deposit Ticket With CFP (ZHS3UP1-1,

Deluxe HS General Purpose 3-On-A-Page Check With CFP (53220HZ, 5322089), Blue Deluxe High Security, OriginalIncludes EZShield Check Fraud Protection