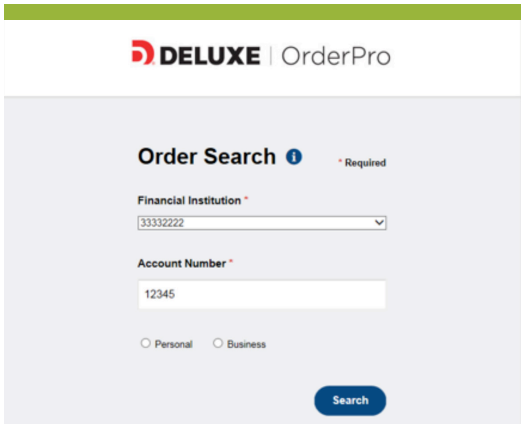


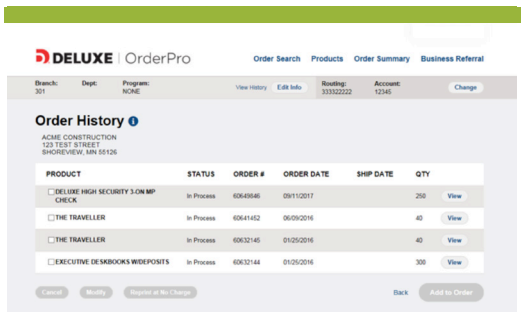
**QUICK STEPS:** basic steps for placing business check and other related product reorders. [ACCESS DELUXE ORDERPRO ONLINE TUTORIAL FOR FURTHER INFORMATION.](#)



1

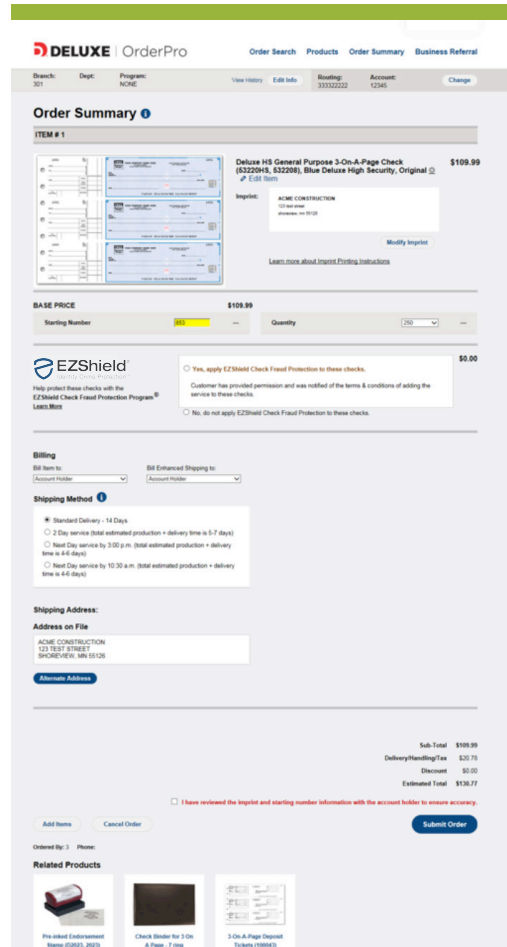
Log on to the Deluxe OrderPro system. The Order Search screen appears.\*

Follow instructions on the Order Search screen and select “Business” to search for Deluxe order history.



2

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



3

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



4

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

