**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.

*All designs shown are subject to change without notice. All trademarks are the property of their respective owners. Business and personal check reordering. FT117REO