

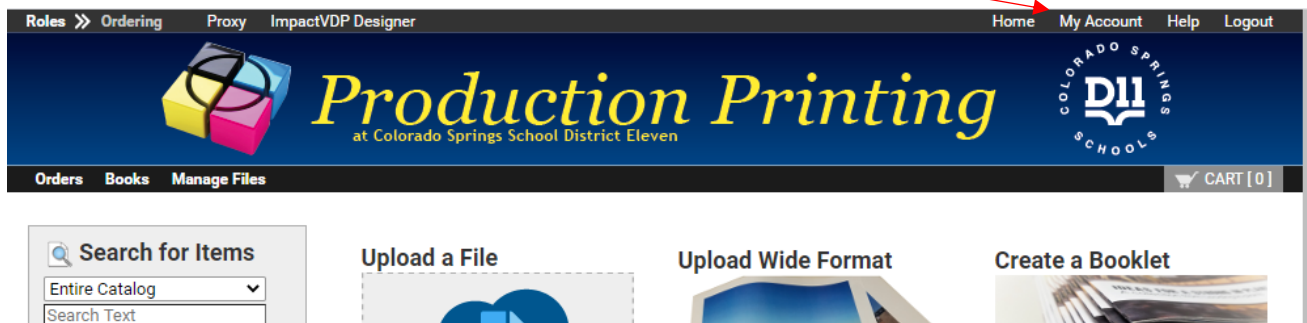
# Automatically send your printing invoices to your designated billing person!

It's super easy! Here's how...

Login to your Production Printing Online Order Center account.



From the **Ordering** page, select **“My Account”** in the upper righthand corner of the window.



In your “My Account” window, check the box “Order Completed To Billing”. Then, select “Modify” next to the Default Billing Information heading.

Roles >> Ordering Proxy ImpactVDP Designer Home My Account Help Logout

**Production Printing**  
at Colorado Springs School District Eleven

Colorado Springs Schools

Orders Books Manage Files CART [0]

### My Account

Email Options Print Options Manage Contacts My Workgroups

**My Contact Information** [Modify](#) Or select from this contact list [Personal](#)

**Address**  
JOE Morin  
Production Printing  
PRODUCTION PRINTING  
1031 N. Franklin Street  
Colorado Springs, Colorado 80903  
United States

**Phone / Email**  
joseph.morin@d11.org  
7195202124 (Work #)

User ID MORINJW (CSSD11 Account)

Preferred Site Production Printing - Main Facility

**Default Shipping Information** [Modify](#) Or select from this contact list [Personal](#)

**Address**  
JOE Morin  
Production Printing  
PRODUCTION PRINTING  
1031 N. Franklin Street  
Colorado Springs, Colorado 80903  
United States

**Phone / Email**  
joseph.morin@d11.org  
7195202124 (Work #)

Shipping Method Hold for pickup

**Default Billing Information** [Modify](#) Or select from this contact list [Personal](#)

**Address**  
JOE Morin  
Production Printing  
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### Email Options

**Order Completed**  
Receive an email when your order has been completed.

**Shipment Notification**  
Send an email to the order owner of the shipment when shipped.

**Item Expiration**  
Receive an email when your documents expire.

**Shipment Notification to Recipients**  
Send an email to the recipient of the shipment when shipped.

**Order Completed To Billing**  
Send an email to the designated Bill-to individual from your order when completed.

**Order Receipt**  
Receive an email when your order has been submitted.

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### Default Billing Information

Make desired changes to your default billing information. Accounting codes specified here will also be used as order defaults.  
Fields with an \* are required at all times, fields with an + are required to submit an order.

<b>Address</b>		<b>Phone / Email</b>	
First name *	<input type="text" value="JOE"/>	Email	<input type="text" value="joseph.morin@d11.org"/>
Middle name	<input type="text"/>	Work #	<input type="text" value="7195202124"/>
Last name *	<input type="text" value="Morin"/>	Mobile #	<input type="text"/>
Job title	<input type="text"/>	<b>Account Codes</b>	
Location	<input type="text" value="Production Printing"/>	Account (CSSD11)	<input type="text"/>
Company	<input type="text"/>	Account (Non-Profit)	<input type="text"/>
Department	<input type="text" value="PRODUCTION PRINTING"/>	Blanket PO	<input type="text"/>
Street 1	<input type="text" value="1031 N. Franklin Street"/>		
Street 2	<input type="text"/>		
Courier Route	<input type="text"/>		
City	<input type="text" value="Colorado Springs"/>		
State	<input type="text" value="Colorado"/>		
Zip	<input type="text" value="80903"/>		
Country	<input type="text" value="United States"/>		

**Actions:**

Apply changes to my default addresses that use this information:  
**Personal, Billing, Shipping**

Apply changes to my Billing address only.  
This will create a new contact in your Personal Contacts list.

- At the bottom of the **Default Billing Information** window, click the button next to **Apply changes to my Billing address only**.

- Fill in the First and Last Name and email address of the person where you wish to have your invoices automatically sent.

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Fields with an \* are required at all times, fields with an + are required to submit an order.

<b>Address</b>		<b>Phone / Email</b>	
First name*	<input type="text" value="Somebody"/>	Email	<input type="text" value="sombodyelse@d11.org"/>
Middle name	<input type="text"/>	Work #	<input type="text" value="7195202124"/>
Last name*	<input type="text" value="Eise"/>	Mobile #	<input type="text"/>
Job title	<input type="text"/>	<b>Account Codes</b>	
Location	<input type="text" value="Production Printing"/>	Account (CSSD11)	<input type="text"/>
Company	<input type="text"/>	Account (Non-Profit)	<input type="text"/>
Department	<input type="text" value="PRODUCTION PRINTING"/>	Blanket PO	<input type="text"/>
Street 1	<input type="text" value="1031 N. Franklin Street"/>		
Street 2	<input type="text"/>		
Courier Route	<input type="text"/>		
City	<input type="text" value="Colorado Springs"/>		
State	<input type="text" value="Colorado"/>		
Zip	<input type="text" value="80903"/>		
Country	<input type="text" value="United States"/>		

- Click Save and exit this window.
- Save and exit out of the remaining windows.