

MID-AMERICAN PRINTING SYSTEMS

Client Center User Guide

www.midamericanprint.com

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If you have any further questions or difficulties using our website, please feel free to contact Mid-American at: 312.663-4720 ext. 15 or marketing@midamericanprint.com.

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Register and Create a User Account

- 1) Go to www.midamericanprint.com.
- 2) Click “**REGISTER NOW**” in the lower left-hand corner of the homepage.
- 3) Complete each of the provided fields. (Abbreviate when possible, as Company Name, User Name, and Password are required each time you login to the website.)

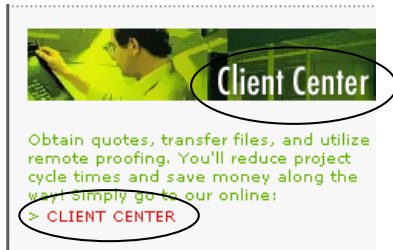
The image shows a registration form with the following fields and annotations:

- Enter your company's name (32 chars) - An arrow points to this field from a box labeled "3 Required Fields".
- Enter your company's address - An arrow points to this field from the "3 Required Fields" box.
- Enter your name - An arrow points to this field from the "3 Required Fields" box.
- Enter your phone number - An arrow points to this field from the "3 Required Fields" box.
- Enter your email address - An arrow points to this field from the "3 Required Fields" box.
- Enter your preferred user name - An arrow points to this field from the "3 Required Fields" box.
- Password: [] Repeat password: [] - An arrow points to the Password field from the "3 Required Fields" box.
- Customer Service [] Your Sales Rep - An arrow points to this dropdown menu from a box labeled "4".
- Submit - An arrow points to this button from the "4" box.

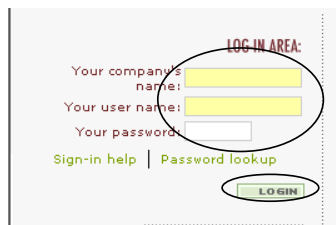
- 4) Once required fields are complete, click “**SUBMIT**”. After your registration is complete, you can begin using the Client Center immediately.

Login to the Website

- 1) Go to www.midamericanprint.com
- 2) Click **“CLIENT CENTER”** located on the left side of the homepage screen, you will be directed to the online CLIENT CENTER.



- 3) Enter all login information in the appropriate fields located under **“LOG-IN AREA”** including *Company Name*, *User Name* and *Password*.
- 4) Click **“LOGIN”** and begin uploading files, viewing proofs, or requesting quotes.

A screenshot of the "LOG-IN AREA" on a website. The area contains three input fields: "Your company's name:", "Your user name:", and "Your password:". Below these fields are two links: "Sign-in help" and "Password lookup". At the bottom of the form is a button labeled "LOGIN".

Upload a File

- 1) Once you login to the CLIENT CENTER, a menu will appear on the left side of the screen.
- 2) Select "**FILES**", then click the "**BROWSE**" button to find the appropriate file, select it, and click "**OPEN**". (Note: If you are uploading multiple files, please use a file compression program such as Winzip or Stuffit before uploading. This makes file uploads faster and reduces the occurrence of file corruption.)
- 3) Next insert a "**DESCRIPTION**" in the provided field and select the MAPS' contact you wish to send the file to using the drop-down arrow. Click "**UPLOAD FILE**". It may take a minute or two to actually upload, depending on the file size. A status bar will appear reporting the speed and status of the upload. (You will know the upload is successful once the file name appears under the EXISTING FILES table with the appropriate date appearing in the date column.)
- 4) Repeat these steps for each file you want to upload.
- 5) You will receive an email from noreply@midamericanprint.com confirming your file was successfully uploaded.

Email confirmation copy:

Your file FILENAME was successfully uploaded to the Mid-American Printing Systems web site.

[This is an automated message. Please do not reply to it.]

View a Proof

- 1) Once your proof is ready to view, it will be uploaded to the website and you'll receive an automated email containing a link to the MAPS website. Click the provided link.
- 2) You'll be prompted to Login to the site, enter your information in the provided fields:

Company Name: co-name

User Name: first name

Password: last name

- 3) Click "**LOGIN**".
- 4) Click "**ALL PROOFS**"
- 5) Select the appropriate proof (new proofs will appear in bold blue text).
- 6) Double-click the attachment to view the proof. The proof will open in your web browser.
- 7) Once you review the proof, click your browser's BACK button and either accept or reject the proof.
 - a. If no further changes need to be made, click "**ACCEPT THIS PROOF WITHOUT CHANGES**".
 - b. If you have minor changes but do require another proof, enter changes in the provided box, "**ENTER CHANGES**" and click "**ACCEPT**".
 - c. If you have changes and you want to view another proof, enter changes in the provided box, "**ENTER CHANGES**" and click "**REJECT**". You will receive another email alert when your revised proof is uploaded.

Password Lookup

- 1) If you forget your password, simply go to: www.midamericanprint.com.
- 2) Click "**CLIENT CENTER**" located on the left side of the homepage screen, you will be directed to the online CLIENT CENTER.
- 3) Click "**PASSWORD LOOKUP**". Enter the appropriate information in the provided fields. *(Please be sure to enter your company name and user name just as you entered it upon registration. You can call the Mid-American marketing department to retrieve your company name or user name as it is stored on our website marketing@midamericanprint.com or 312.663.4720 x 15.)*

Your Company's Name:

Your Name:

- 4) Click "**SUBMIT REQUEST**".
- 5) Your password will be sent to you via email within minutes.

Troubleshooting

Connection Speed:

If you are experiencing difficulty uploading a file, your file may be too large to send via the internet based on your internet connection. Although your connection may efficiently download files, your upload speeds could be much slower. Visit this website to find out the speed at which you can upload files:

<http://speakeasy.net/speedtest/>

File Name:

Be sure to keep file names free of symbols whenever possible. Sometimes a “ or & can corrupt the file during the upload process.

Internet Browser:

Whenever possible, please use Internet Explorer when accessing our website and uploading files.