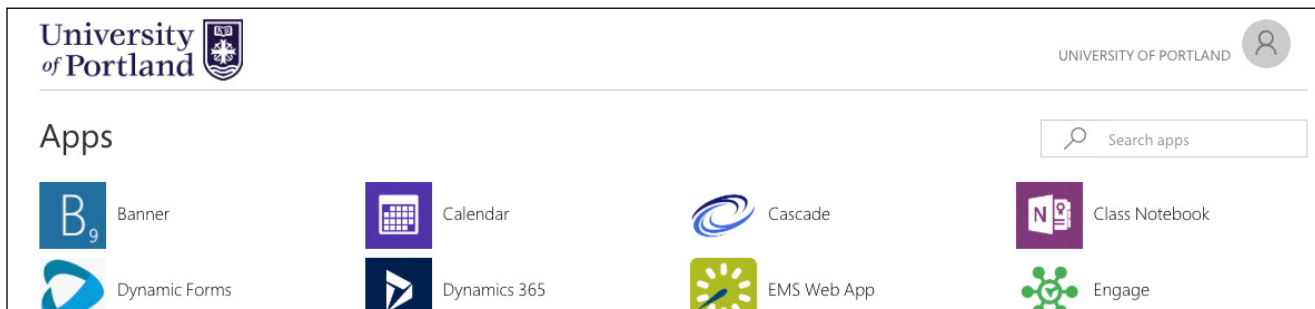# How to place an order using Printing Services Order Desk

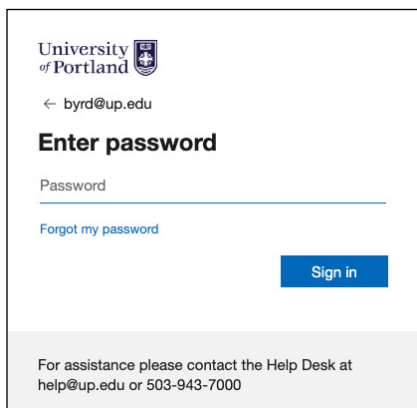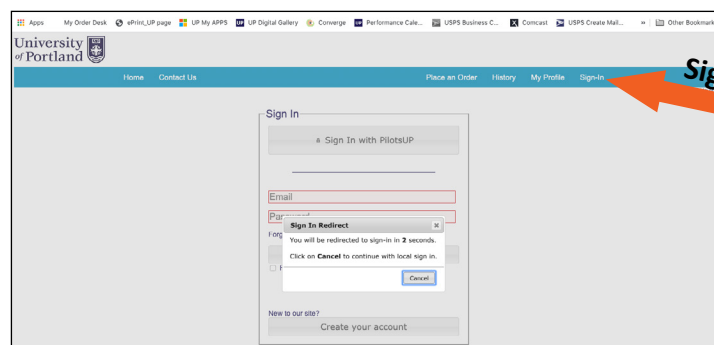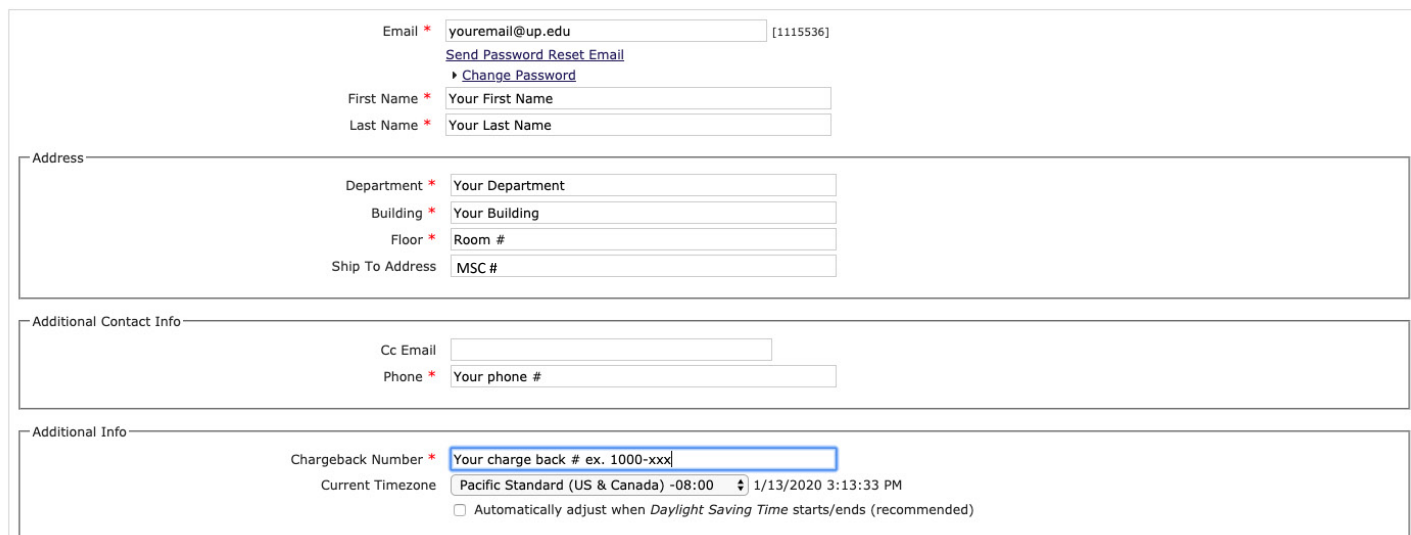1. Go to myapps.up.edu

2. Select Web-to_Print

3. Log in using your pilotsUP credentials

4. Once logged in to pilotsUP, click on Sign in which will then redirect you.

5. Complete your profile page.

Home Page

The home page shows all the ordering options. Click on the appropriate order form based on the project you would like to have printed.

Complete the fields using the options provided. Costs will be automatically calculated.
Attach your pdf file and add to cart.

Ordering Options

Basic Printing Order
Use this form for basic printing requests that don't require any bindery or only need stapling or drilling.

Printing Order
Use this form for more complex printing jobs that require bindery such as cutting, laminating, folding, padding, coil or tape binding.

Paper Order
Use this form to order sheets, packages, reams, or cases of paper.

Postcards, Rack Cards, Notecards
Use this form to order postcards, rack cards, or notecards that only require cutting, folding or laminating.

Brochures
Use this form to order brochures that require cutting and folding only.

Booklets and Programs
Use this form to order booklets and programs that require booklet folding, stapling and trimming.

Wide Format Posters & Signs
Use this form to order wide format posters, lamination, foam board mounting and corrugated plastic mounting and h-frames.
Please note: wide format posters are defined as larger than 12"x18".

Placing your order

Once you click on the "Add to Cart" button, it will lead you to this page.
You can choose to add additional orders to your cart, return to the last item or check out.
To place your order click the CHECK OUT button then click the PLACE YOUR ORDER button.

Once you click the Check Out button it will take you to this page:

YOUR ORDER IS NOT COMPLETE UNTIL YOU CLICK THE PLACE ORDER BUTTON!

Once you complete your order you will receive this confirmation screen and an email.

If you have any questions, comments, or suggestions, please contact:
Printing Services   503.943.7200   printjobs@up.edu