

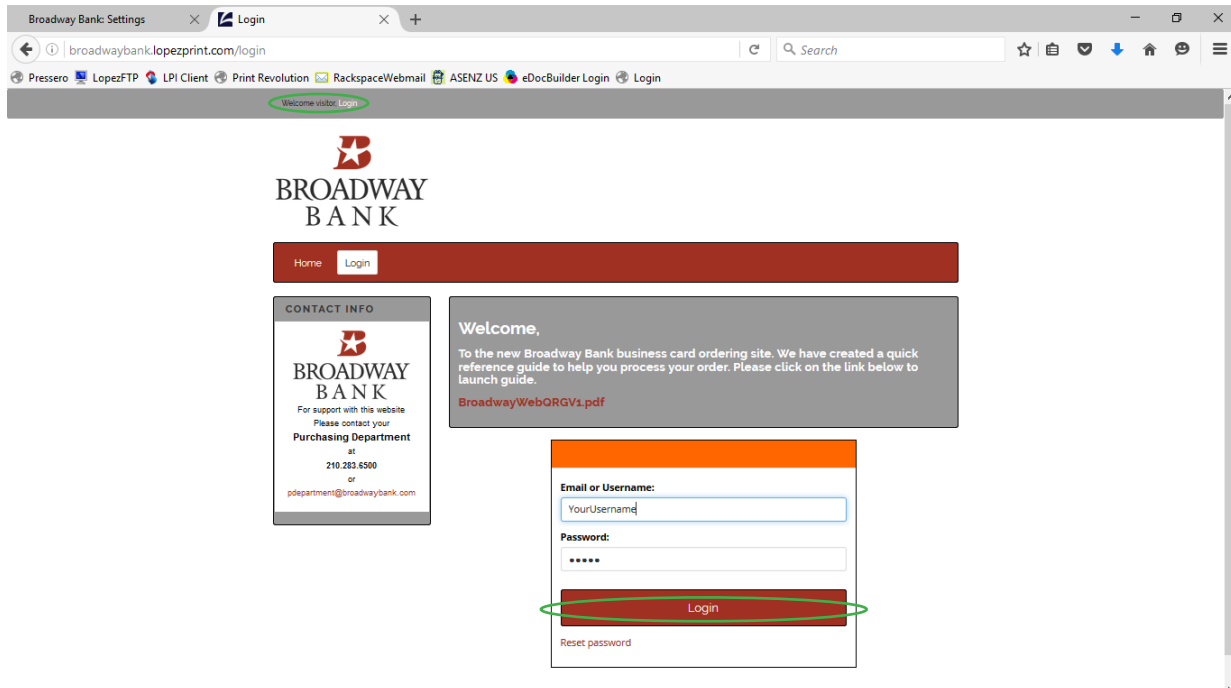
Business Card Ordering Reference Guide



1. Create an Account

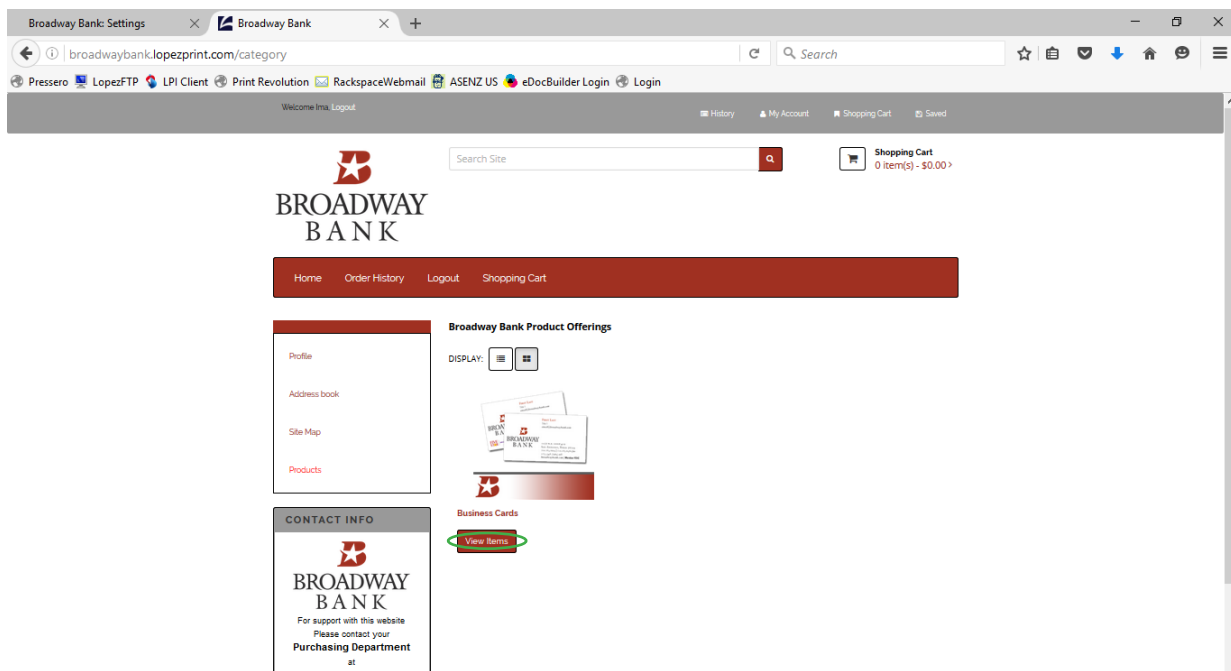
Go to broadwaybank.lopezprint.com and login.

If you do not have an account set up, please contact your Purchasing Department • pdepartment@broadwaybank.com



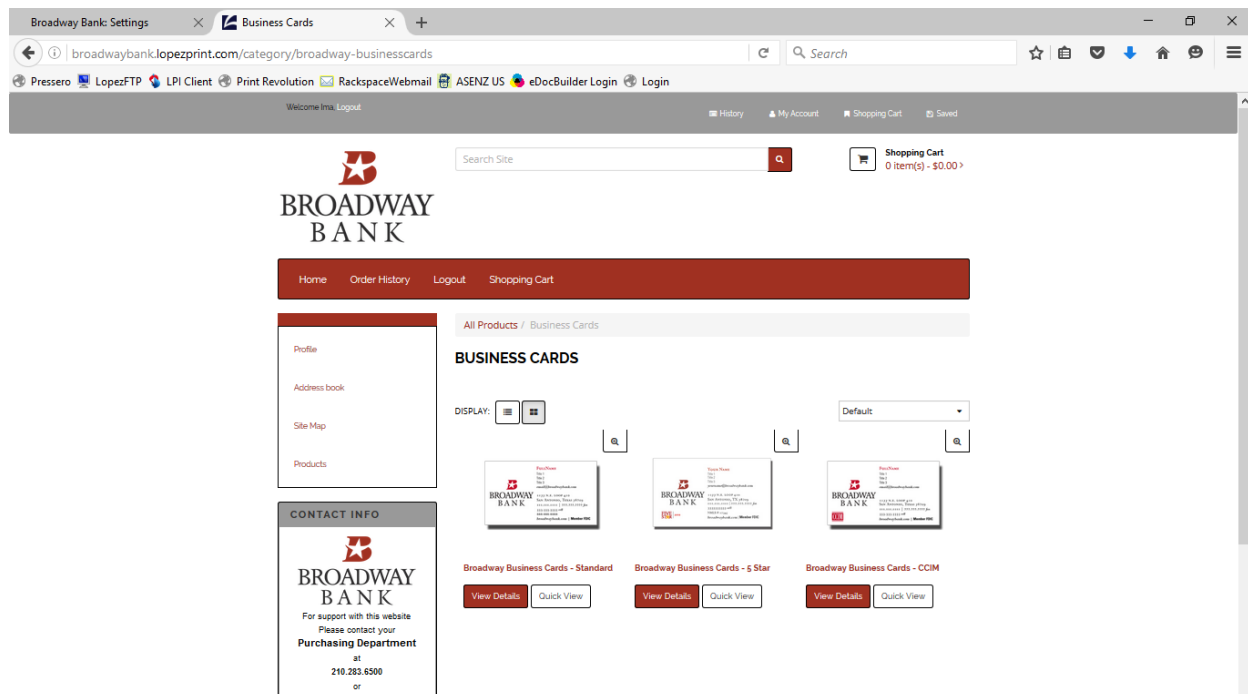
2. Select a Category

Pick from **Business Cards**. Click on Category to take you to your template options.



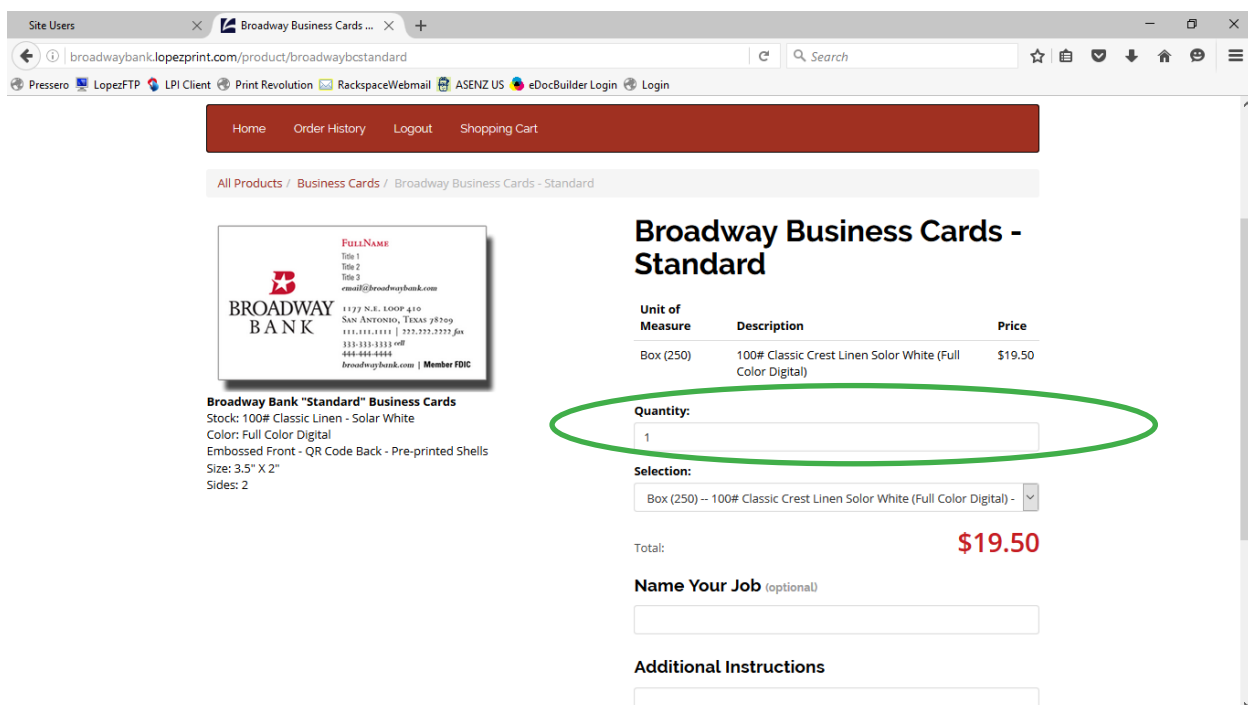
3. Select a Template

Pick from Corporate approved templates by clicking on the style you prefer: **Standard**, **5 Star** or **CCIM**.



4. Select a Quantity

There are 250 cards per box.



5. Name Your Job

Name your job using name to appear on the card you are ordering. *IE: If your are ordering for John Smith name the job John Smith.*
Please note: this will be important when re-ordering

Site Users | Broadway Business Cards ... | +

breadwaybank.lopezprint.com/product/broadwaybcstandard

Pressero | LopezFTP | LPI Client | Print Revolution | RackspaceWebmail | ASENZ US | eDocBuilder Login | Login

Broadway Business Cards - Standard

Unit of Measure	Description	Price
Box (250)	100# Classic Crest Linen Solar White (Full Color Digital)	\$19.50

Quantity: 1

Selection: Box (250) -- 100# Classic Crest Linen Solar White (Full Color Digital) -

Enter the Name of Person Whom you are Ordering For

Name Your Job (optional)

Additional Instructions

Customize Order

6. Customize Your Order (Personalization)

Click on **Customize Order** to personalize the card (above)

Fill out the form with the information you would like to appear on your card (below)

Site Users | Customize Document | +

breadwaybank.lopezprint.com/customize

Welcome lma | Logout | History | My Account | Shopping Cart | Saved

BROADWAY BANK

Home | Order History | Logout | Shopping Cart

Please enter the information below and click "Update Preview". Items marked with an asterisk (*) are required.

First Name * | Middle Name | Last Name * | Suffix

Page Number: 1 | Preview Size: Standard | Update Preview

@breadwaybank.com

BROADWAY BANK

LOCATION

breadwaybank.com

Update Preview required | Update Preview | Cancel | Add to Cart

☐ Yes, I approve this document.

7. Launch Your Preview

Click on **Update Preview** to view the card with the new information you have entered, then **Add to Cart**
*Please note you must check the box that reads, **Yes, I approve this document.***

Broadway Bank: Settings | Customize Document | +

breadwaybank.lopezprint.com/customize

Pressero | LopezFTP | LPI Client | Print Revolution | RackspaceWebmail | ASENZ US | eDocBuilder Login | Login

Welcome Imo. Logout

History | My Account | Shopping Cart | Saved

Search Site

Shopping Cart
0 Item(s) - \$0.00

BROADWAY BANK

Home | Order History | Logout | Shopping Cart

All required items have been completed.

First Name *
Your

Middle Name

Last Name *
Name

Suffix

Title 1 *
Title 1

Title 2

Page Number:
1

Preview Size:
Standard

Update Preview

YOUR NAME
Title 1
yourname@breadwaybank.com

BROADWAY BANK
1177 N.E. Loop 410
San Antonio, TX 78209
(210) 283-6500
115-115-1151 call
NMLS # 1134
breadwaybank.com | Member FDIC

Update Preview


Save for Later

Cancel

Yes, I approve this document.

Add to Cart

8. Review Your Cart

Once the business card is added to the cart, you will be immediately sent to your cart to review its contents.
You can **Continue Shopping** and add other cards. then once all your items are in the cart. **Save** your items by clicking on the save icon, , that appears by each item.

Site Users | Shopping Cart | +

breadwaybank.lopezprint.com/cart

Pressero | LopezFTP | LPI Client | Print Revolution | RackspaceWebmail | ASENZ US | eDocBuilder Login | Login

Welcome Imo. Logout

History | My Account | Shopping Cart | Saved

Search Site

Shopping Cart
2 Item(s) - \$42.22

BROADWAY BANK

Home | Order History | Logout | Shopping Cart

Shopping Cart

2 Items Shipping To:
Main Banking Center
San Antonio, TX 78209
1177 N.E. Loop 410
(210) 283-6500

Shipping options:
Local Delivery - San Antonio Only \$0.00

Broadway Business Cards - Standard 250 \$19.50

Details

ORDER SUMMARY

2 products shipping to 1 location

Items:	\$39.00
Shipping:	\$0.00
Total Before Tax:	\$39.00
Estimated Tax:	\$3.22
Order Total:	\$42.22

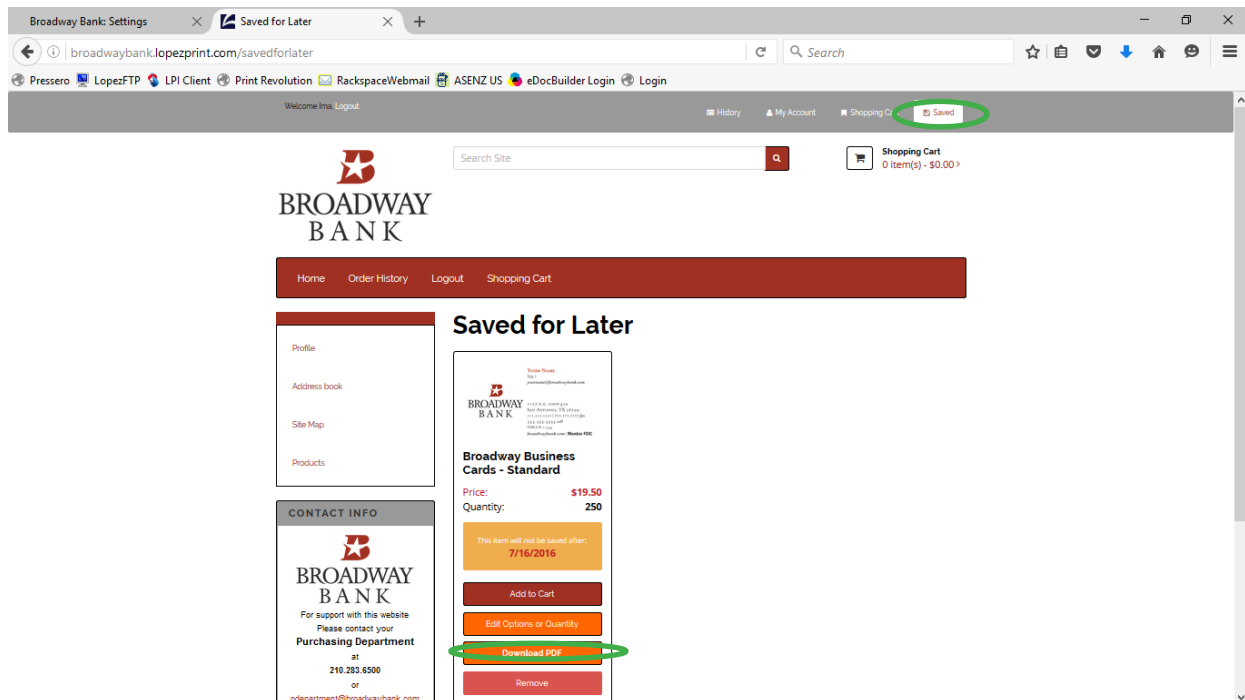
Continue Shopping

Proceed to Checkout

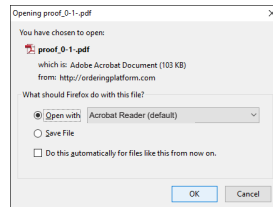
SAVED FOR LATER

9. Download Your Preview & Manager Approval

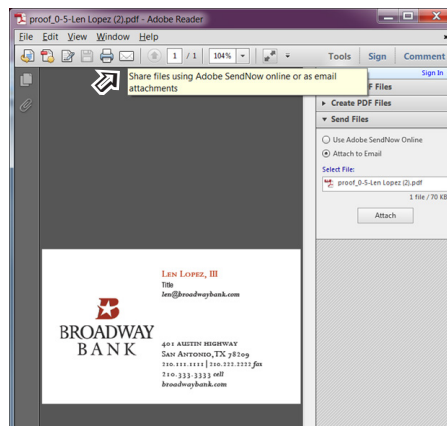
A. To view your saved items click on the **Saved** link on the top menu bar. Click on **Download PDF** to save, then send proof to your manager for approval.



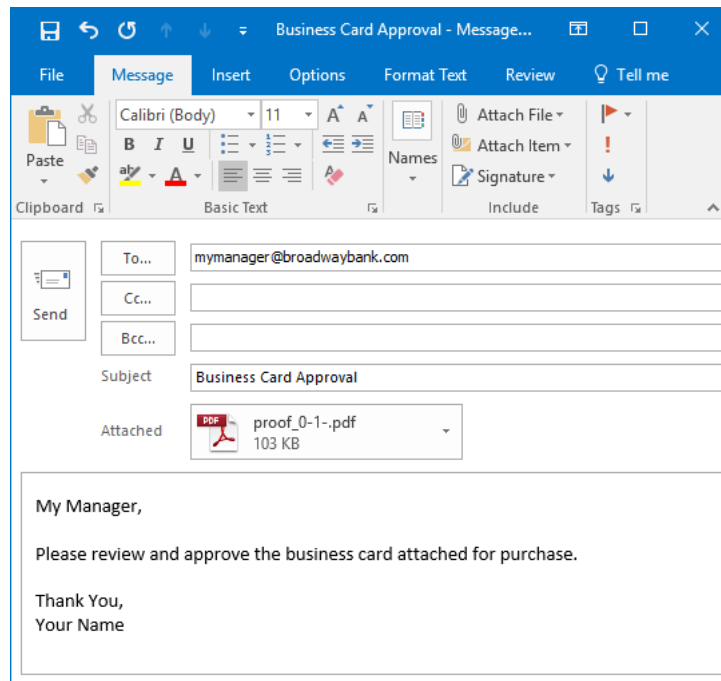
B. A dialog box will open and ask you if you would like to **Open with** or **Save File**. You will select **Open with**



C. Once the preview is open click on the email icon 

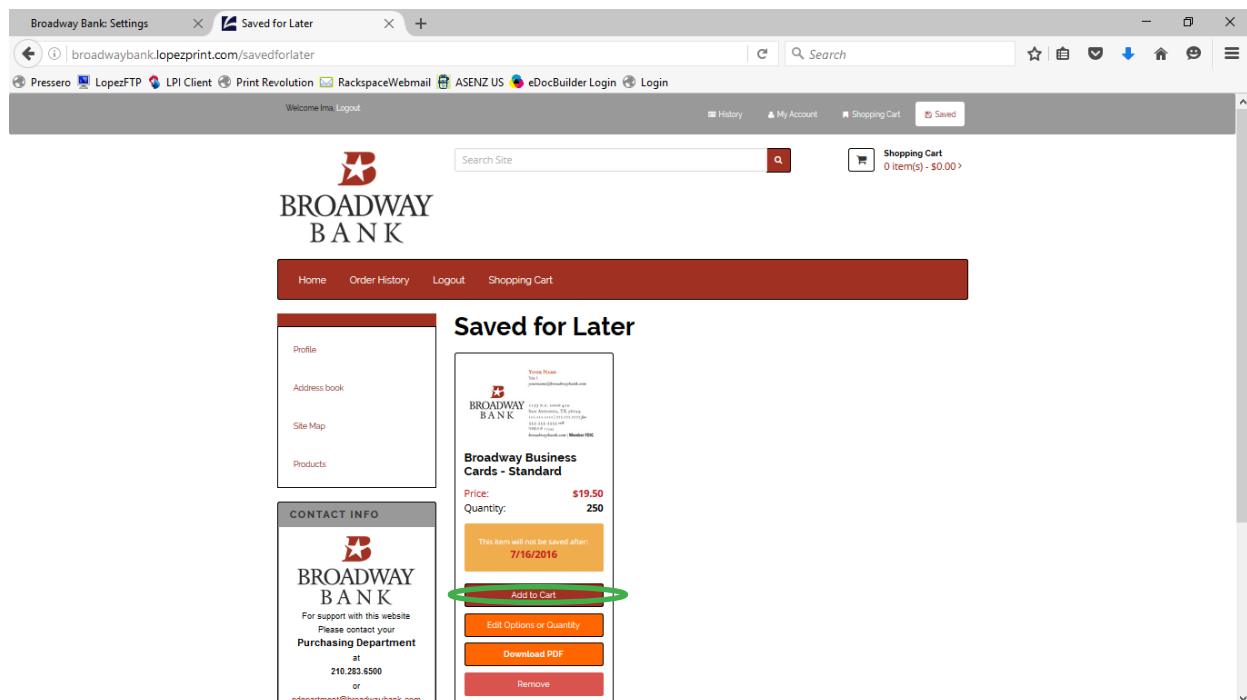


D. Your email will open. Send file to your manager for Approval. Wait for response.



10. Send Order to Purchasing Department

Once the business card has been approved by your manager, you are now ready to send order to the purchasing department. Go to your **Saved** items. To view your saved items click on the **Saved** link on the top menu bar, then add approved items to your cart.



11. Checkout

Here is your last chance to review your order.

If everything looks correct click on **Proceed to Checkout** to send your order the purchasing department for processing

The screenshot shows the Broadway Bank Shopping Cart page. The browser address bar displays 'broadwaybank.lopezprint.com/cart'. The page features the Broadway Bank logo and a navigation bar with links to Home, Order History, Logout, and Shopping Cart. The main content area is titled 'Shopping Cart' and includes a section for '3 Items Shipping To:' with the address 'Main Banking Center, San Antonio, TX 78209'. Below this, there are shipping options, a list of items (Broadway Business Cards - Standard, 250 units for \$19.50), and a 'Job Item Name' field. The 'ORDER SUMMARY' section on the right shows the total before tax as \$58.50, estimated tax as \$4.83, and an order total of \$63.33. A green oval highlights the 'Proceed to Checkout' button.

Site Users Shopping Cart

broadwaybank.lopezprint.com/cart

Pressero LopezFTP LPI Client Print Revolution RackspaceWebmail ASENZ US eDocBuilder Login Login

BROADWAY BANK

Home Order History Logout Shopping Cart

Shopping Cart

3 Items Shipping To:

Main Banking Center 1177 N.E. Loop 410
San Antonio, TX 78209 (210) 283-6500

Shipping options:

Local Delivery - San Antonio Only \$0.00

Broadway Business Cards - Standard 250 \$19.50

Job Item Name:

Len Lopez

Details

Quantity = 1 Box (250)
Stock = 100# Classic Crest Linen Solor White
Ink = Full Color Digital

Broadway Business Cards - Standard 250 \$19.50

ORDER SUMMARY

3 products shipping to 1 location

Items:	\$58.50
Shipping:	\$0.00
Total Before Tax:	\$58.50
Estimated Tax:	\$4.83
Order Total:	\$63.33

Continue Shopping

Proceed to Checkout

SAVED FOR LATER

You have 1 item saved for later

View Saved Items

12. Order Confirmation

Click on **Purchase Order** to send your item to purchasing office for processing.

Your purchase will be assigned an order number by purchasing department. **Leave Purchase Order Code Blank.**

Please print out this page for your records.

Your order will now be awaiting approval by your purchasing department (*you will be informed when approved via email*).

The business cards will be sent to printer for production, then will be sent to corporate offices for distribution via corporate mail.

The screenshot shows the Broadway Bank Checkout page. The browser address bar displays 'broadwaybank.lopezprint.com/checkoutNew'. The page features the Broadway Bank logo and a navigation bar with links to Home, Order History, Logout, and Shopping Cart. The main content area is titled 'Checkout' and includes a section for 'Please fill out the following information before completing your order.' Below this, there are fields for 'Purchase Order', 'Comments or other information about this order (optional):', and a 'Purchase Order Code' field. The 'ORDER SUMMARY' section on the right shows the total before tax as \$19.50, estimated tax as \$1.61, and an order total of \$21.11. A green oval highlights the 'Purchase Order' button.

Broadway Bank Settings Checkout

broadwaybank.lopezprint.com/checkoutNew

Pressero LopezFTP LPI Client Print Revolution RackspaceWebmail ASENZ US eDocBuilder Login Login

Welcome! Logout

History My Account Shopping Cart Saved

BROADWAY BANK

Home Order History Logout Shopping Cart

Checkout

Please fill out the following information before completing your order.

Purchase Order

Comments or other information about this order (optional):

Please enter a purchase order code *This will be assigned by your purchasing department at a later date. Do not enter any information*

Leave Blank ⇨

ORDER SUMMARY

1 Products 1 Shipping Locations

Items:	\$19.50
Shipping:	\$0.00
Before Tax:	\$19.50
Estimated Tax:	\$1.61
Order Total:	\$21.11

Edit quantities or shipping options.

Purchase Order

Order Item Summary

(1) Item Shipping To : Main Banking Center (0100)

Description	Quantity	Price
Broadway Business Cards - Standard	250	\$19.50