# WELCOME TO YOUR ONLINE ORDERING PORTAL...
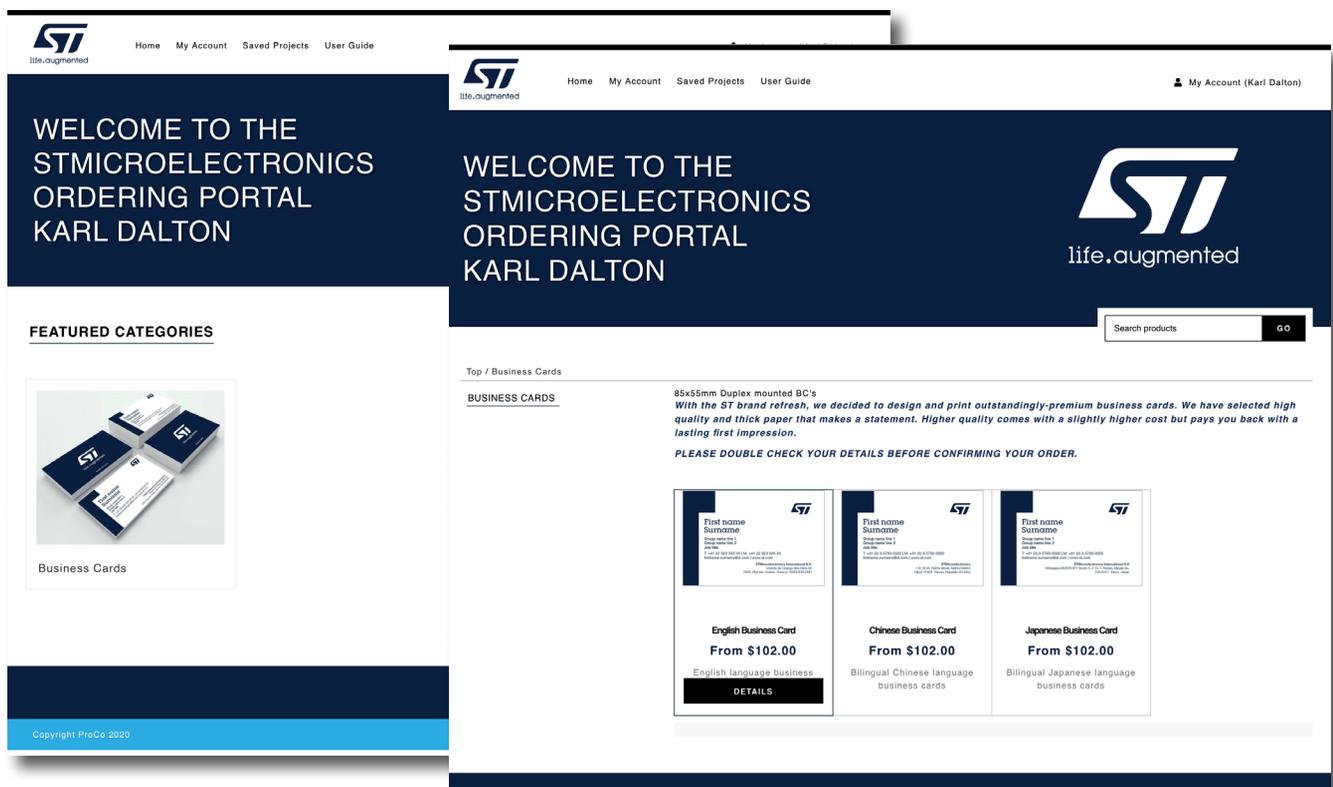


To access the Online Portal please visit the following URL

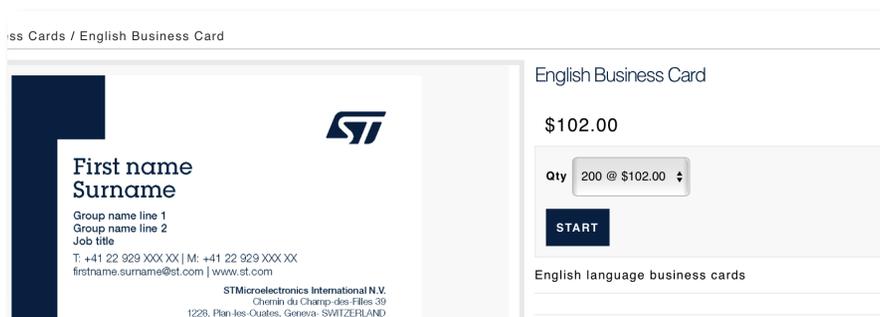https://proco.infigosoftware.com/stmicro/

Insert your email address and password and click Log In. If you cant remember your password, you can reset it using the forgotten password link.

Browse for the Products you wish to order and click to select it.



Choose your desired quantity and click the start button to begin editing your business card.

Fill in your personal details in the entry fields on the right hand side of the editor. If you do not have a Department Name line 2, leave this field blank and it will disappear when you do the final preview.

Please note, it is **very important** that you double check your details by clicking the preview button in the top right corner of the screen before you add the order to your basket.
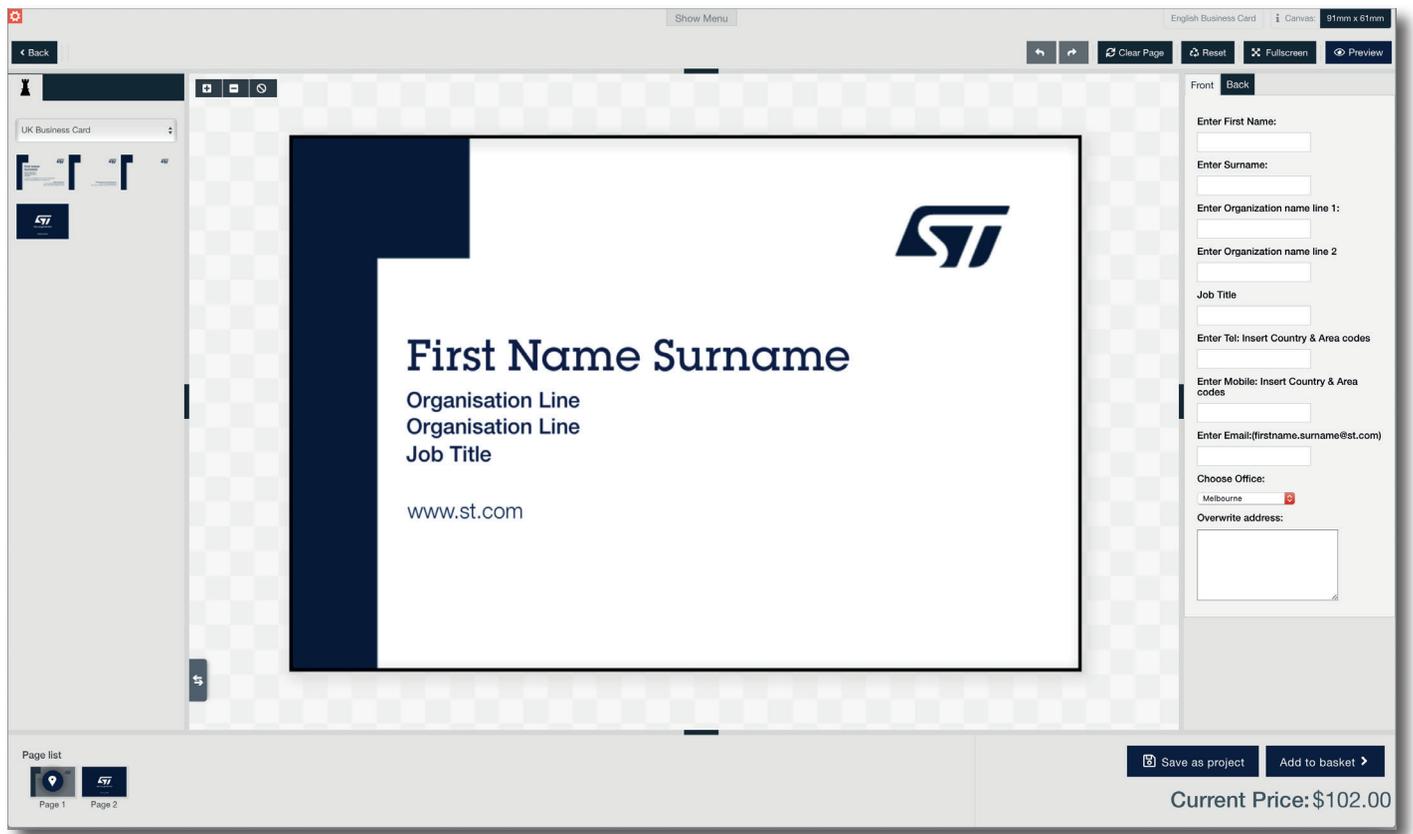


Select your office from the drop down list, you can start typing the first 3 letters of your office after opening the drop down to take you straight to it.



If you need to update the address, you can select to add a manual Input. You will then need to add your address in the text box below the office drop down. Please keep the Address to three lines of text, with the ST office name as the first line, followed by address line 2 & 3.

Click on the Preview Button to do a final check of your card, This is the PDF output preview and will display exactly as the card will print. Then you can click the add to basket button to proceed to the checkout process.
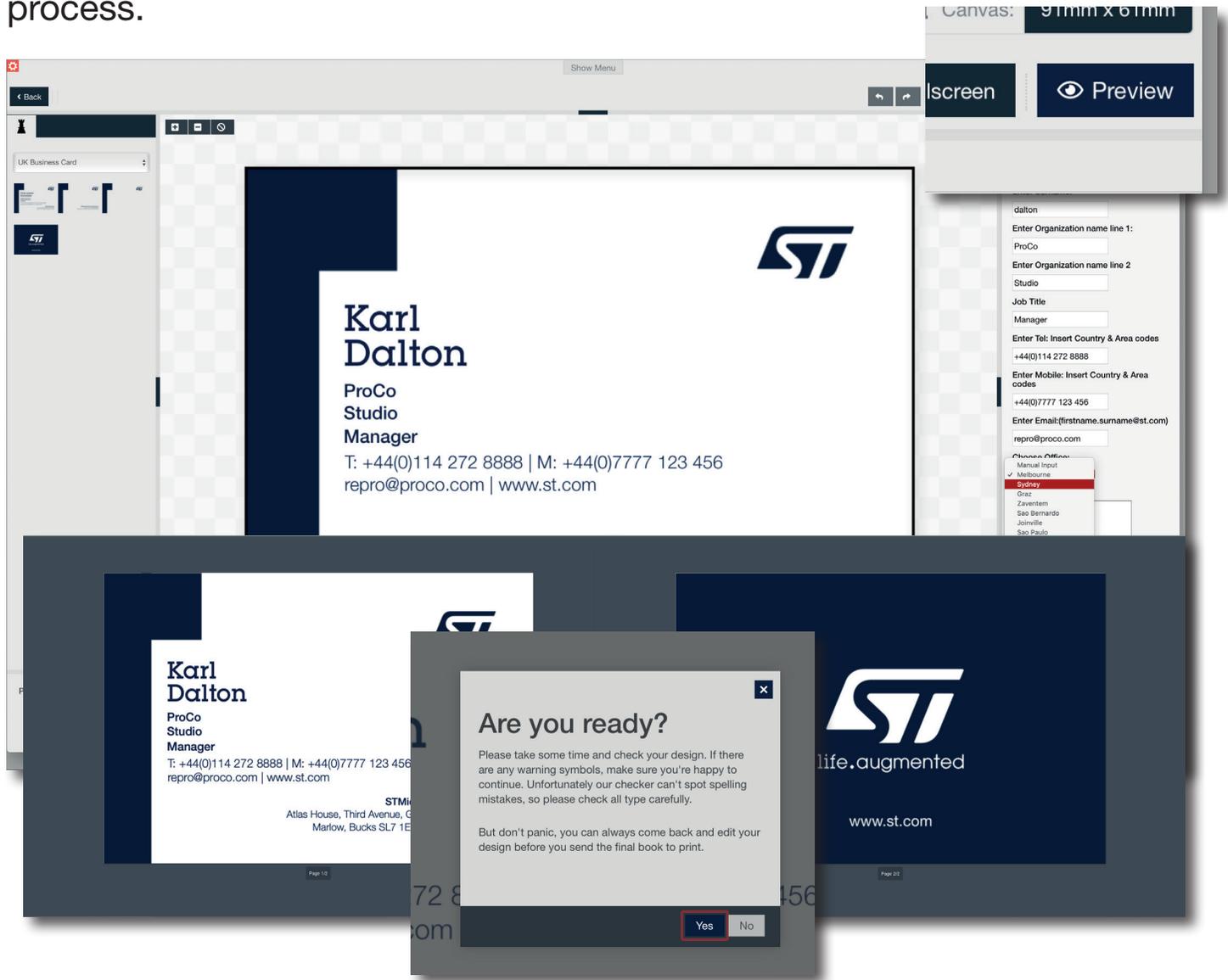


You can review your order details and go back into the editor to make changes during the checkout process, you can also save the project for later if you wished to.
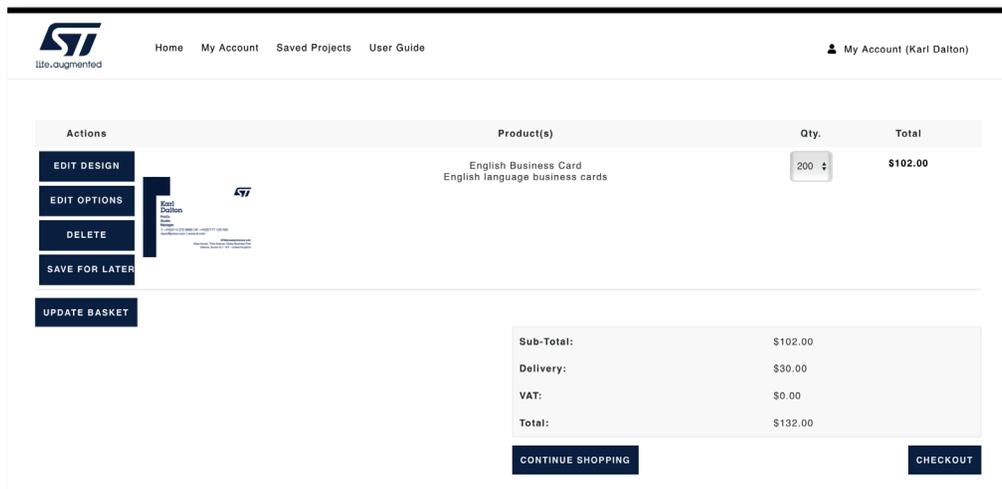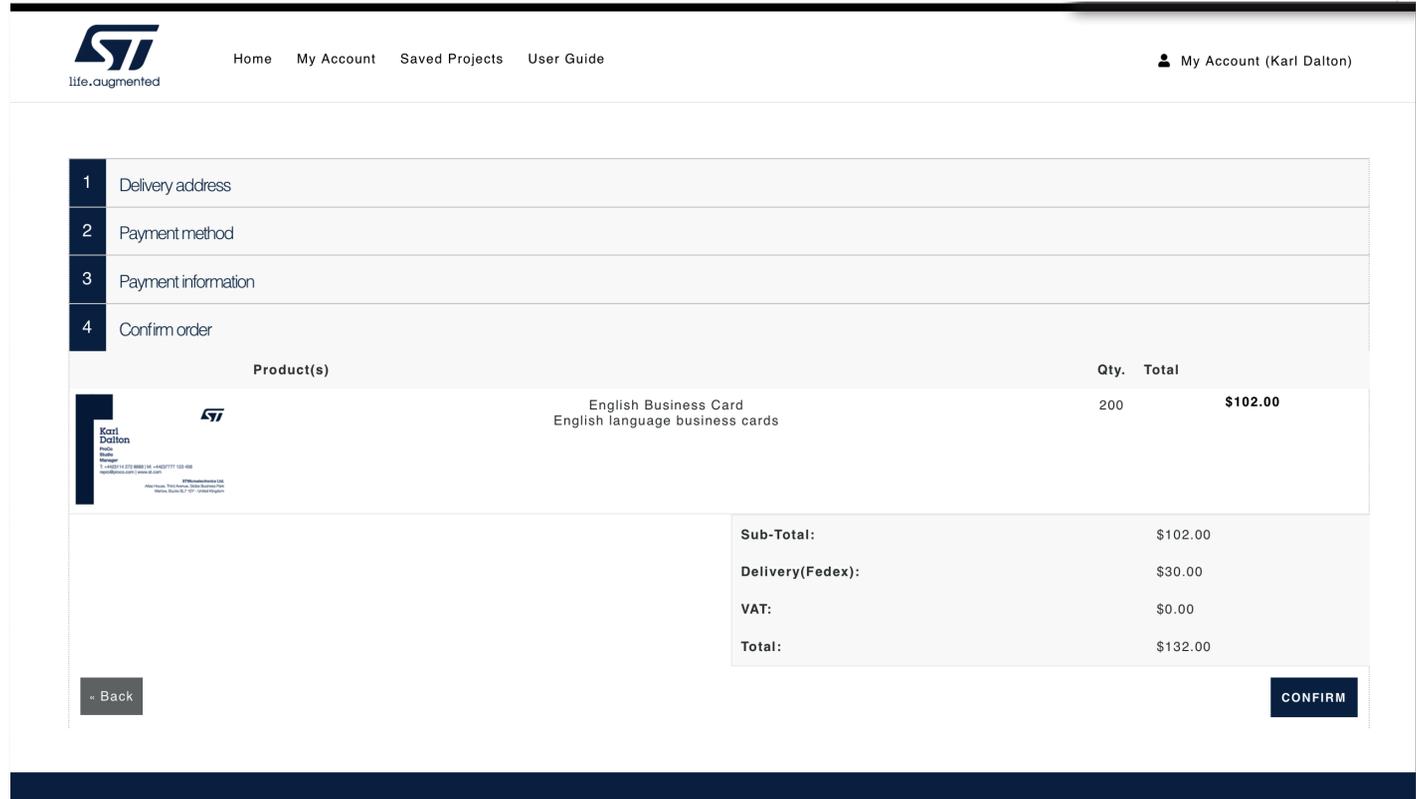


This is your order summary screen.

After you click Checkout, you will be asked to input the delivery address. This can be selected from the drop down list if already available. Or new addresses can be added manually. Any new addresses you add will appear in the drop down list for future orders.
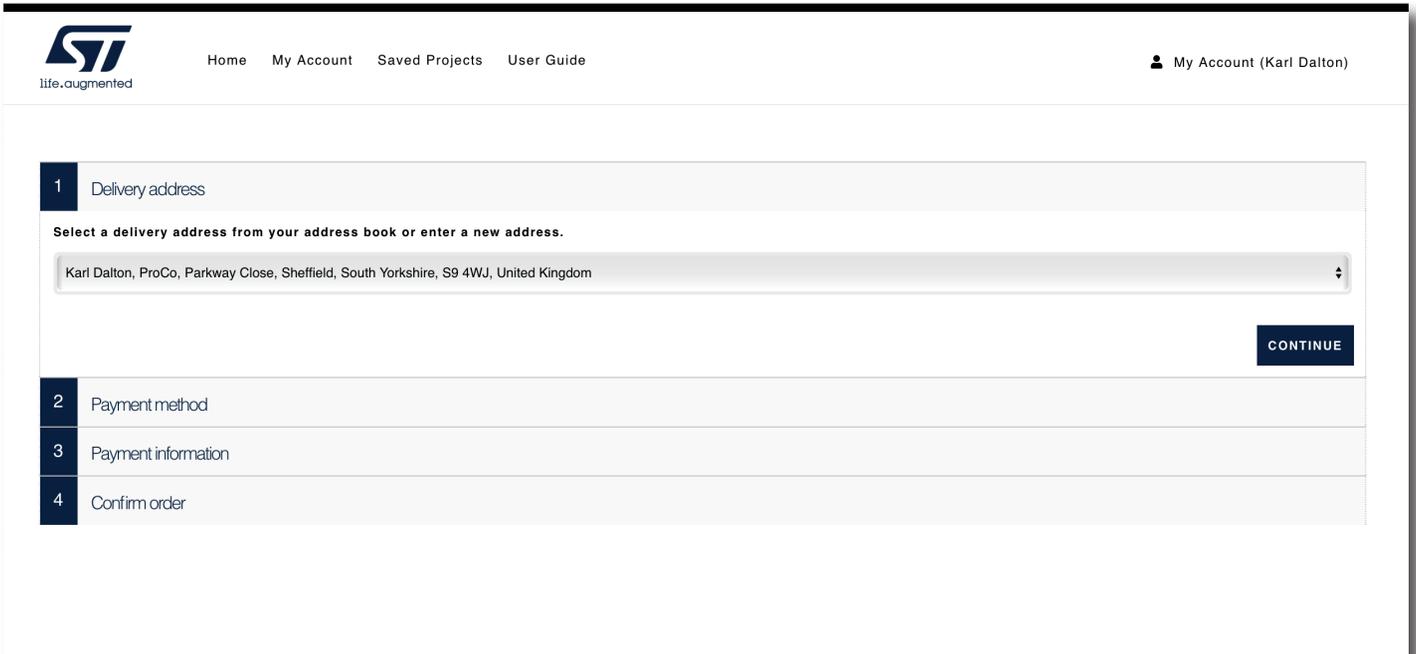


Click **continue** and then confirm to finish your order.



This takes you straight to 'Confirm Order' Once you press confirm order, you will see your Order ID reference.

P.T.O.

Please add your Order ID Ref to your Purchase Order. When we receive your PO we will release the Job into print production. You will get an email once your order has been dispatched.
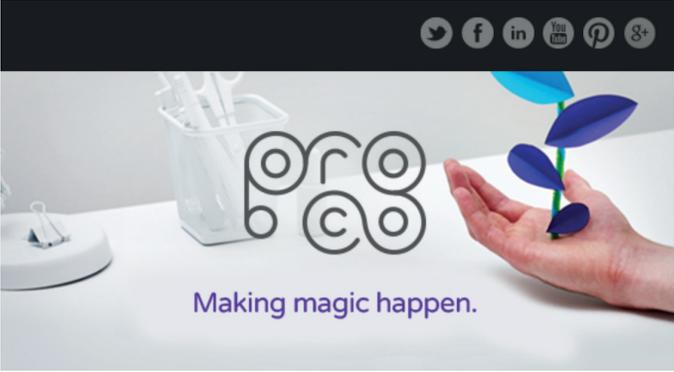


**ST** life.augmented

Home    My Account    Saved Projects    User Guide

👤 My Account (Karl Dalton)

The order reference number is: **69375**

Click here for your order details.

RETURN TO HOMEPAGE

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**ProCo-STMicro card orders**                                    10:44    PO
Order receipt from Catfish_Proco.
To:   Karl James Dalton

Making magic happen.

Hello Karl Dalton,
Thanks for buying from The ProCo-STMicro Web Portal. Below is the summary of the order.

Order Number: 69375
Order Details: https://proco.infigosoftware.com/stmicro/orderdetails/69375
Date Ordered: 29 July 2020

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**ProCo-STMicro card orders** ⌄                                  11:01    PO
Your order from Catfish_Proco has been shipped.
To:   Karl James Dalton

Making magic happen.
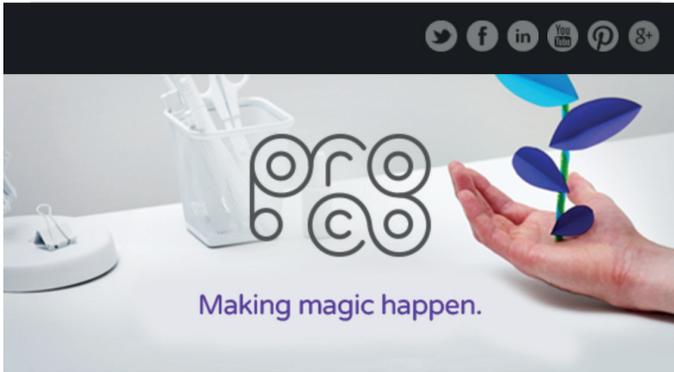
Hello Karl Dalton!,
Good news! You order has been shipped.
Order Number: 69375
Order Details: https://proco.infigosoftware.com/stmicro/orderdetails/69375
Date Ordered: 29 July 2020

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If you need any help or experience any technical difficulty, please email stmicrosupport@proco.com

Thank you.