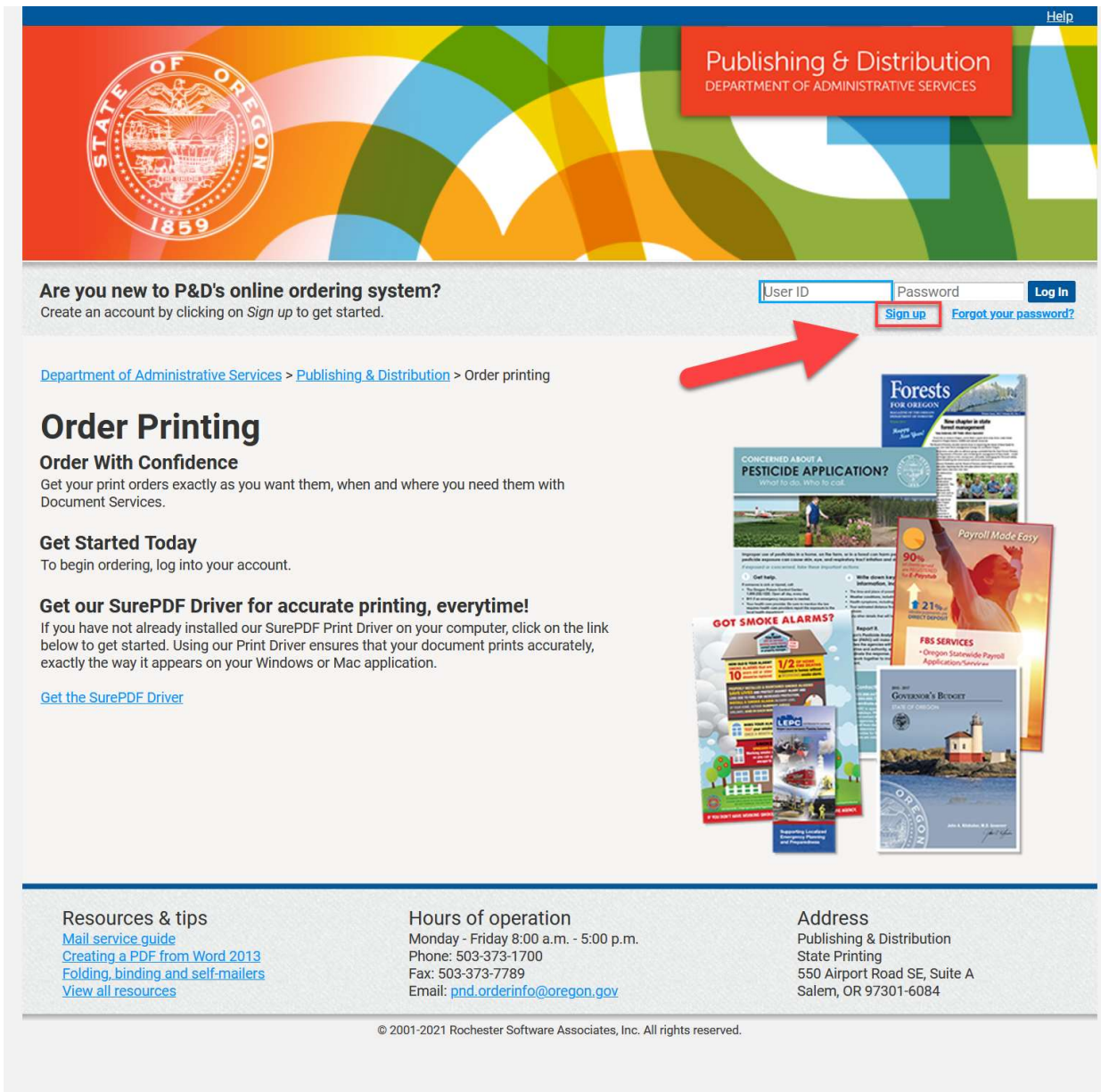


OEBB 2023 Open Enrollment Online Ordering

START HERE: REGISTER FOR AN ACCOUNT

1) Go to P&D's online ordering site, and click sign-up: <https://print.oregon.gov/open/userreg>



Help

Publishing & Distribution
DEPARTMENT OF ADMINISTRATIVE SERVICES

Are you new to P&D's online ordering system?
Create an account by clicking on *Sign up* to get started.

User ID Password
 [Forgot your password?](#)

[Department of Administrative Services](#) > [Publishing & Distribution](#) > Order printing

Order Printing

Order With Confidence

Get your print orders exactly as you want them, when and where you need them with Document Services.

Get Started Today

To begin ordering, log into your account.

Get our SurePDF Driver for accurate printing, everytime!

If you have not already installed our SurePDF Print Driver on your computer, click on the link below to get started. Using our Print Driver ensures that your document prints accurately, exactly the way it appears on your Windows or Mac application.

[Get the SurePDF Driver](#)

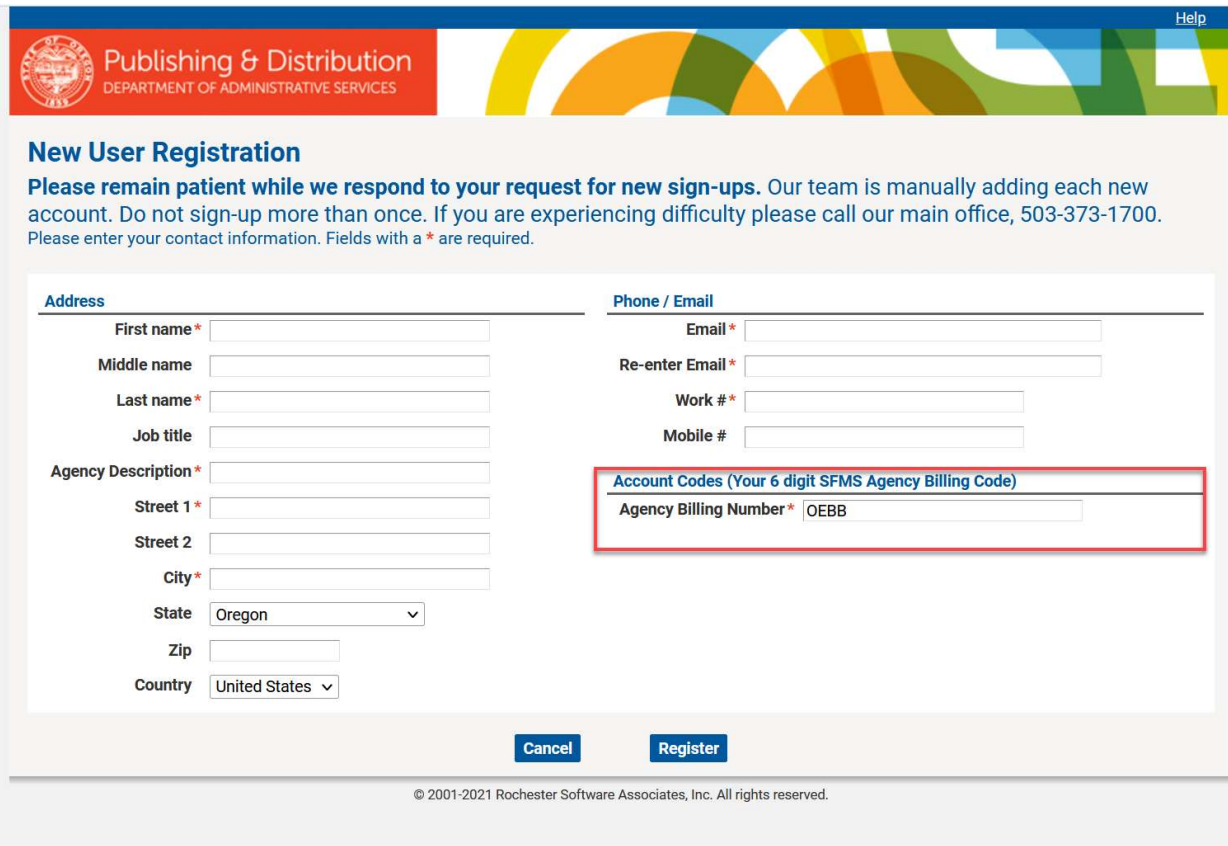
Resources & tips
[Mail service guide](#)
[Creating a PDF from Word 2013](#)
[Folding, binding and self-mailers](#)
[View all resources](#)

Hours of operation
Monday - Friday 8:00 a.m. - 5:00 p.m.
Phone: 503-373-1700
Fax: 503-373-7789
Email: pnd.orderinfo@oregon.gov

Address
Publishing & Distribution
State Printing
550 Airport Road SE, Suite A
Salem, OR 97301-6084

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2) Fill out the new user registration form. Under Agency Description, you can list your entity name. For example, "Eugene SD 4J" or "Eugene 4J School District" or any other variation you like. We're not picky. 😊



Publishing & Distribution
DEPARTMENT OF ADMINISTRATIVE SERVICES

Help

New User Registration

Please remain patient while we respond to your request for new sign-ups. Our team is manually adding each new account. Do not sign-up more than once. If you are experiencing difficulty please call our main office, 503-373-1700. Please enter your contact information. Fields with a * are required.

Address

First name *

Middle name

Last name *

Job title

Agency Description *

Street 1 *

Street 2

City *

State

Zip

Country

Phone / Email

Email *

Re-enter Email *

Work # *

Mobile #

Account Codes (Your 6 digit SFMS Agency Billing Code)

Agency Billing Number *

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Important: under the account code section, fill in this field with OEBB as shown below



Account Codes (Your 6 digit SFMS Agency Billing Code)

Agency Billing Number *

3) Once you hit register, it will take you back to the home page, and you will see a message at the top confirming that we have received the registration form.

Thank you for requesting an account. When the print center authorizes your account, an email will be sent to the address you provided with login details. [Clear Messages](#)

STATE OF OREGON
1859

Publishing & Distribution
DEPARTMENT OF ADMINISTRATIVE SERVICES

Are you new to P&D's online ordering system?
Create an account by clicking on [Sign up](#) to get started.

User ID Password [Log In](#)
[Sign up](#) [Forgot your password?](#)

[Department of Administrative Services](#) > [Publishing & Distribution](#) > Order printing

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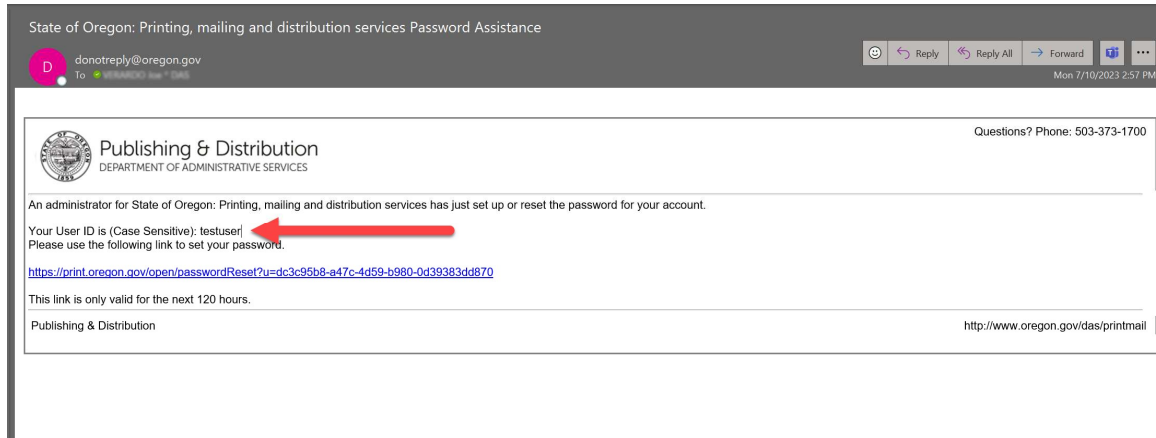
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State Printing
550 Airport Road SE, Suite A
Salem, OR 97301-6084

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- 4) We will now internally complete setting up your account. When ready we will send an automated email with your username and a link to set your password.



This is what the email will look like, and it will be coming from the address donotreply@das.oregon.gov.

If you do not receive this email activating your account within 24 hours please reach out to us at pnd.orderinfo@das.oregon.gov and we can help troubleshoot the issue.

NEXT: HOW TO ORDER THE POSTERS

- 5) Once your account is activated and have you logged in for the first time you will see the OEBB portal for ordering posters. Click “Go” to access the poster catalog.

The screenshot shows the OEBB Print Catalog web application interface. At the top, there is a navigation bar with links for "Switch User", "Exit", "Home", "My Account", "Help", and "Logout". The main header features the State of Oregon seal on the left and a red box on the right containing the text "Publishing & Distribution" and "DEPARTMENT OF ADMINISTRATIVE SERVICES". Below the header, there are links for "Orders" and "Manage Files", and a shopping cart icon labeled "CART [0]". A green status bar indicates the user is "Acting on behalf of OEBB_Test OEBB_Test". On the left, a "User Tools" box contains links for "Manage account" and "View order history". The main content area displays the "OEBB Print Catalog" title, the OEBB logo, and a blue "Go" button. At the bottom, a copyright notice reads "© 2001-2021 Rochester Software Associates, Inc. All rights reserved."

Note: If you do not see this when logging in, please contact us at 503-373-1700 or pnd.orderinfo@das.oregon.gov so we can make sure your account is configured correctly.

- 6) Select from the catalog of available posters. You can order any quantity you want of each design/size. We offer four messages/designs, each available in 11x17 or 8.5x11.

Click the thumbnail images to see the poster details larger. **OEBB will pay for the printing and shipping – there is no cost to you!**

The screenshot shows the 'Publishing & Distribution' website interface. At the top, there is a navigation bar with 'Switch User | Exit' on the left and 'Home | My Account | Help | Logout' on the right. Below this is a header with the OEBB logo and the text 'Publishing & Distribution DEPARTMENT OF ADMINISTRATIVE SERVICES'. A 'CART [0]' icon is visible in the top right.

The main content area is titled 'Select Items' and includes a search bar with a 'Search' button and a 'Clear' button. Below the search bar, there are filters for 'Rows Per Page' (set to 100) and 'Sort By' (set to Item, A-Z).

The catalog displays eight items, each with a thumbnail image, a title, a description, a location, and an 'Add to Cart' button. The items are:

- 11x17 - 2023 Required Open Enrollment Poster**: Tabloid Size 11x17 Poster. Located in OEBB Open Enrollment / 2023 Posters.
- 11x17 - 2023 Text Msg Reminders Poster**: Tabloid Size 11x17 Poster. Located in OEBB Open Enrollment / 2023 Posters.
- 11x17 - 2023 Virtual Benefits Fair Poster**: Tabloid Size 11x17 Poster. Located in OEBB Open Enrollment / 2023 Posters.
- 11x17 - NEW! 2023 Interactive Learning Tool Poster**: Tabloid Size 11x17 Poster. Located in OEBB Open Enrollment / 2023 Posters.
- 8.5x11 - 2023 Required Open Enrollment Poster**: Letter Size 8.5x11 Poster. Located in OEBB Open Enrollment / 2023 Posters.
- 8.5x11 - 2023 Text Msg Reminders Poster**: Letter Size 8.5x11 Poster. Located in OEBB Open Enrollment / 2023 Posters.
- 8.5x11 - 2023 Virtual Benefits Fair Poster**: Letter Size 8.5x11 Poster. Located in OEBB Open Enrollment / 2023 Posters.
- 8.5x11 - NEW! 2023 Interactive Learning Tool Poster**: Letter Size 8.5x11 Poster. Located in OEBB Open Enrollment / 2023 Posters.

At the bottom of the catalog, there is a '[1-8] of [8]' indicator and an 'Add All to Cart' button. The footer contains the copyright notice: '© 2001-2021 Rochester Software Associates, Inc. All rights reserved.'

7) When you are done adding posters to your order, click on the cart icon to check out.

The screenshot shows the 'Publishing & Distribution' website interface. At the top, there is a navigation bar with links for 'Roles', 'Ordering', 'Proxy', 'ImpactVDP Designer', 'Home', 'My Account', 'Help', and 'Logout'. Below this is a red banner with the logo and text 'Publishing & Distribution DEPARTMENT OF ADMINISTRATIVE SERVICES'. A 'CART [3]' icon is visible in the top right, with a red arrow pointing to it. The main content area is titled 'Select Items' and includes instructions on how to add items to the cart. Below this is an 'Item Search' section with a search bar, 'Search' and 'Clear' buttons, and options for 'Rows Per Page' (set to 100) and 'Sort By' (set to Item, A-Z). A list of items is displayed, including '2023 Required Open Enrollment Poster - 8.5x11', '2023 Text Msg Reminders Poster - 8.5x11', '2023 Virtual Benefits Fair Poster - 8.5x11', and 'NEW! 2023 Interactive Learning Tool Poster - 8.5x11'. Each item has a thumbnail, title, description, and quantity in the cart.

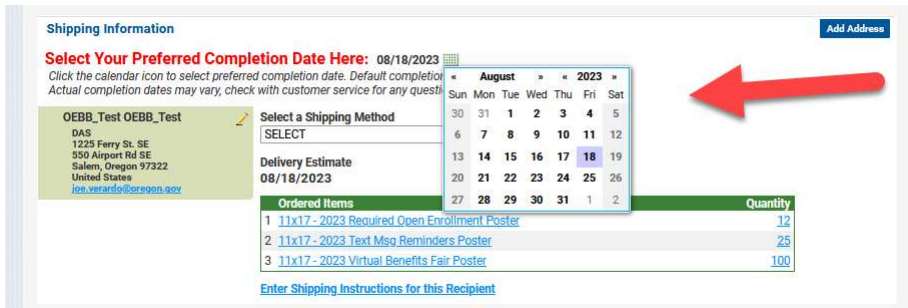
8) Start by giving your order a name. A good example might be something like “2023 OEBC Poster (Your Entity Name)”

Ex: 2023 OEBC Poster Eugene 4J School District

The screenshot shows a form titled 'Provide an Order Name'. It contains an input field labeled 'Order name' and a 'Continue' button. Below the input field, there is a note: 'Please enter a meaningful name to help the print center identify the order, and to help with future reordering.'

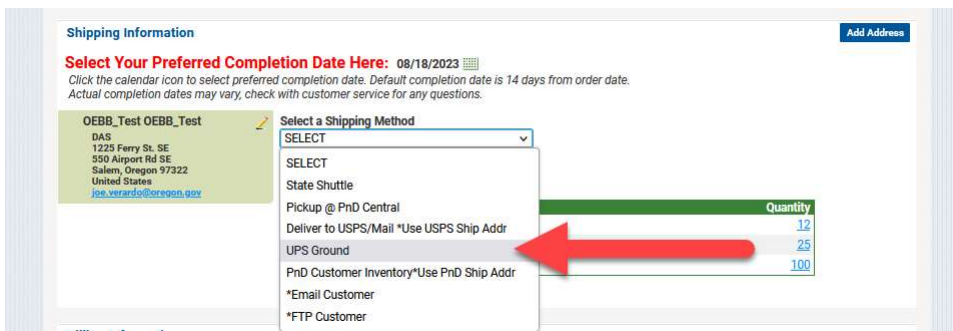
9) Under shipping information:

- a. Make sure that your ship-to address is correct. NO P.O. BOXES – UPS WILL NOT DELIVER TO A P.O. BOX If you need to make changes, click the pencil icon to edit.
- b. Select your preferred completion date (ship date). Most orders can be shipped within 48 hours, Monday through Friday.

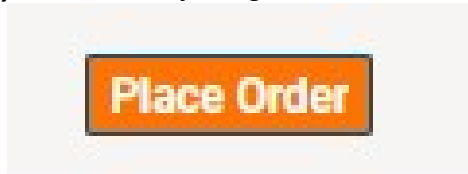


**Note* This date reflects the day that this order will be shipped (not delivered) via UPS.*

- c. Select UPS ground for shipping method:



10) Once everything looks correct click the orange “Place Order” button and you are done!



You will see a confirmation on the next screen that you are welcome to print out and save.

Thank you for using our online ordering system for OEBB 2023 posters!