

OrderPro Quick Reference Guide

Quick Steps for Placing New Business Check and Related Product Orders

This Quick Steps guide is designed to provide basic steps for placing an order for new business checks and other related products. For further information, access the Deluxe OrderPro online tutorial.

1. Log on to the Deluxe OrderPro system. The Order Search screen appears.*

Follow instructions on the Order Search screen and select "Business" to search for Deluxe order history.

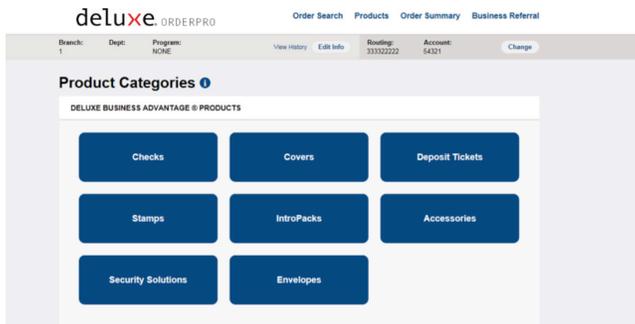
2. Follow the instructions on the Order Not Found screen and select "New Order".

*If your financial institution imports information automatically, the Order Search screen (shown on step #3) appears with most data prepopulated.

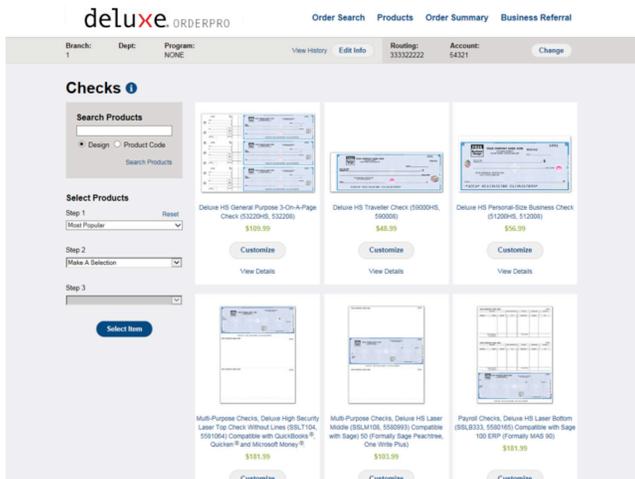
3. Most new business customers need checks, deposit tickets, and endorsement stamp to fully utilize the account. This fast path option, the QuickPick, will save you time and save your customer money. If you select QuickPick, you will be asked to complete your customization within the QuickPick flow. Then jump to step #8 for next steps.

4. On the Account Information screen, follow the instructions and select "Next" to continue.

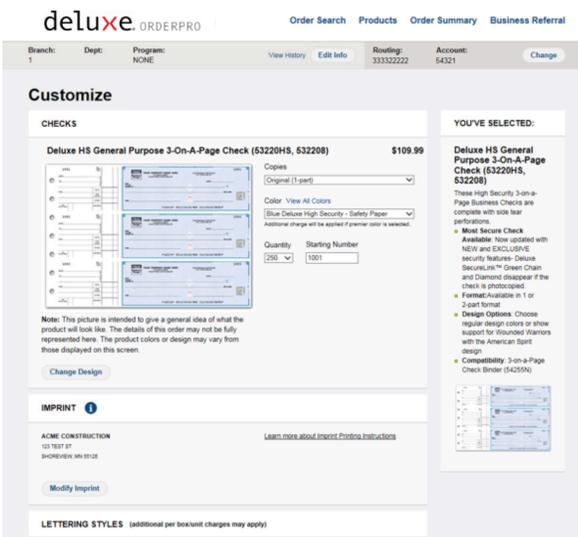
5. Select a product category from the Product Catalog.



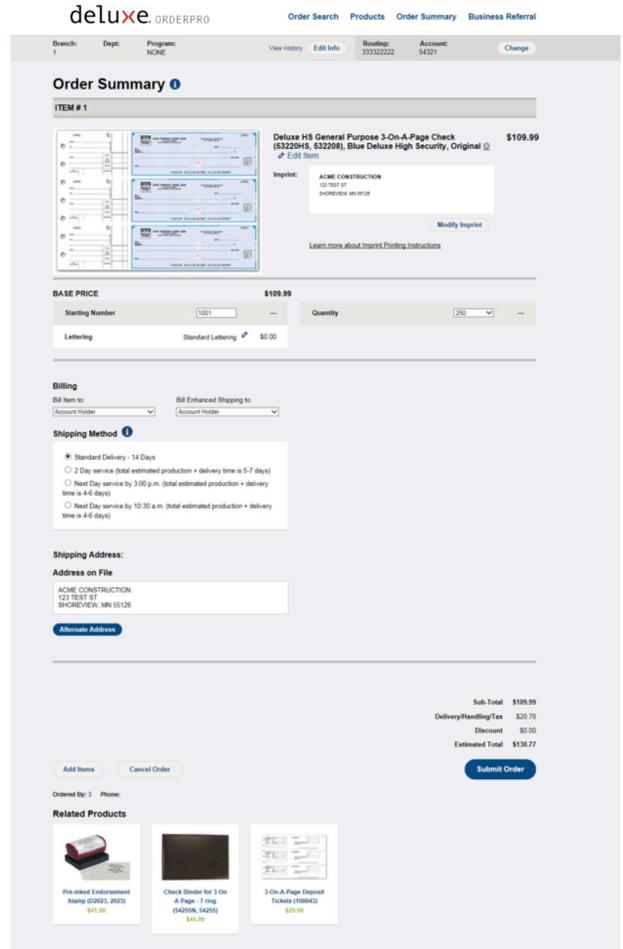
6. On the Product Category screen, follow instructions and select "Next" to continue.



7. On the Customize Product screen, follow instructions and select "Next" to continue.



8. On the Order Summary screen, follow the instructions and click select "Submit" to finalize the order.



9. The Order Processing screen appears followed by the Order Confirmation screen.

