

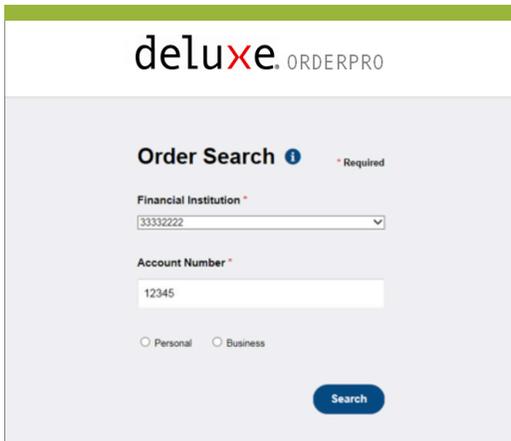
# OrderPro Quick Reference Guide

## Quick Steps for Reordering Business Checks and Products.

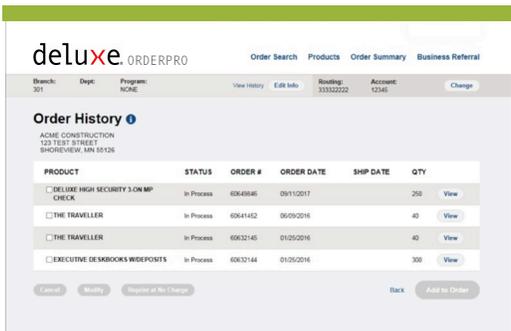
This Quick Steps guide is designed to provide basic steps for reordering business checks and products. For further information, access the Deluxe OrderPro online tutorial.

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

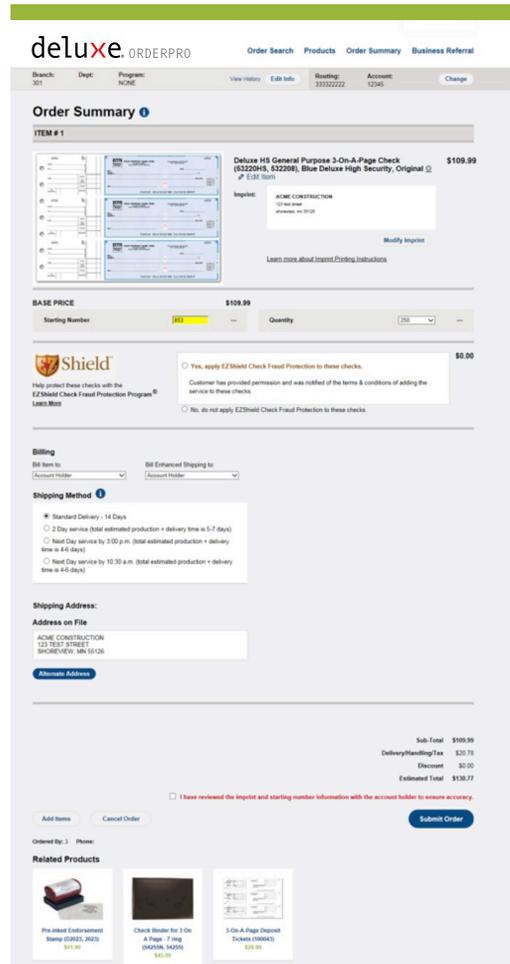
Follow instructions on the Order Search screen and select "Business" to search for Deluxe order history.



2. On the Order History screen, check the box next to the item to reorder and click the "Add to Order" button.



3. On the Order Summary screen, follow the instructions and click "Submit Order" to place the order.



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

