



## Here is how to place the order:

1. Click on the 'Login' button on top right, then please click **'Register'**.
2. Completely fill all the required fields (\*). Please note that **'Company'** field is a pulldown list of account numbers, select your department name.
3. Create your user name, password and security question.
- 4. Please save your username and password in a secure place.**
5. Once you have registered, click on the web banner **'CLICK HERE TO ORDER'** or click left side screen **'All Categories'** and then select/click on most appropriate option.
6. Add your files, give a project name, in special instructions, enter as clear info as possible **'Add to Cart'**.
7. If all looks fine in your **'CART'**, click **'PROCEED TO CHECKOUT'**.
8. Choose either **'Delivery'** or **'Pickup'**.
9. Click on **'PROCEED TO PAYMENT'**.
10. Enter your billing Chartfields/PS codes, please ask your accountant if you do not know your PS billing codes.
11. Click on **'PLACE MY ORDER'**.

You will receive an email confirmation with the link to review and track your order

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