Niagara College Canada
APPLIED DREAMS.

Online Business Card Order System

Your Guide to Ordering

Business Cards

Welcome to the Niagara College electronic Business Card ordering system.

All new orders for Niagara College business cards are being handled by a service partner using a secure and advanced print-on-demand software program. This system will replace all paper-based orders for Niagara College Staff and Faculty.

To enter the ordering system, you will need to access the website https://www.tphdirect.ca/direct_Logon.aspx via Microsoft Internet Explorer. There will also be a link on the Niagara College website https://www.niagaracollege.ca/marketing along with user guides for both administrators and users.

All current Niagara College Staff and Faculty names are housed in an electronic database which will allow your business card to be ordered in as simple as a few clicks. All new employee or faculty members, must be added to the database by their administrator.

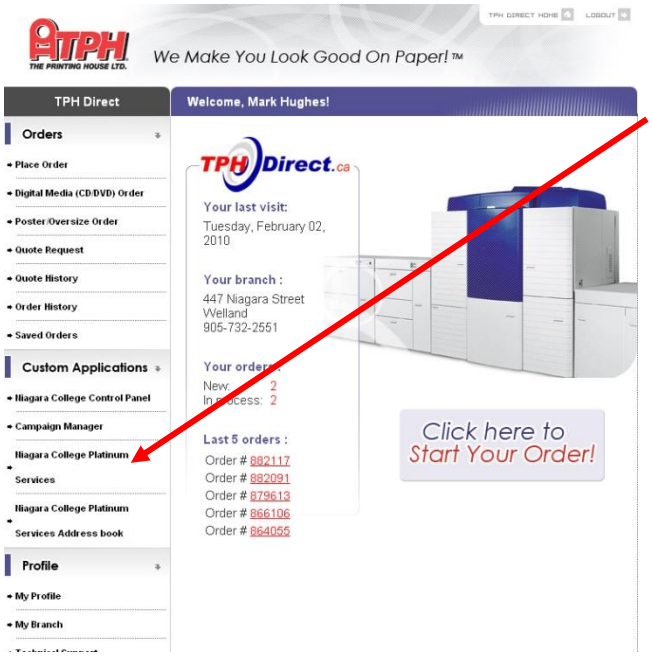
Payment for orders in this new system is by Corporate Credit Card (VISA) only.

For further assistance, you may contact the Marketing and Communications department.

The following pages contain useful information on how to access and use the new ordering system. Please refer to these pages as you navigate through the ordering system.

Navigate your web browser to https://www.tphdirect.ca/direct_Logon.aspx

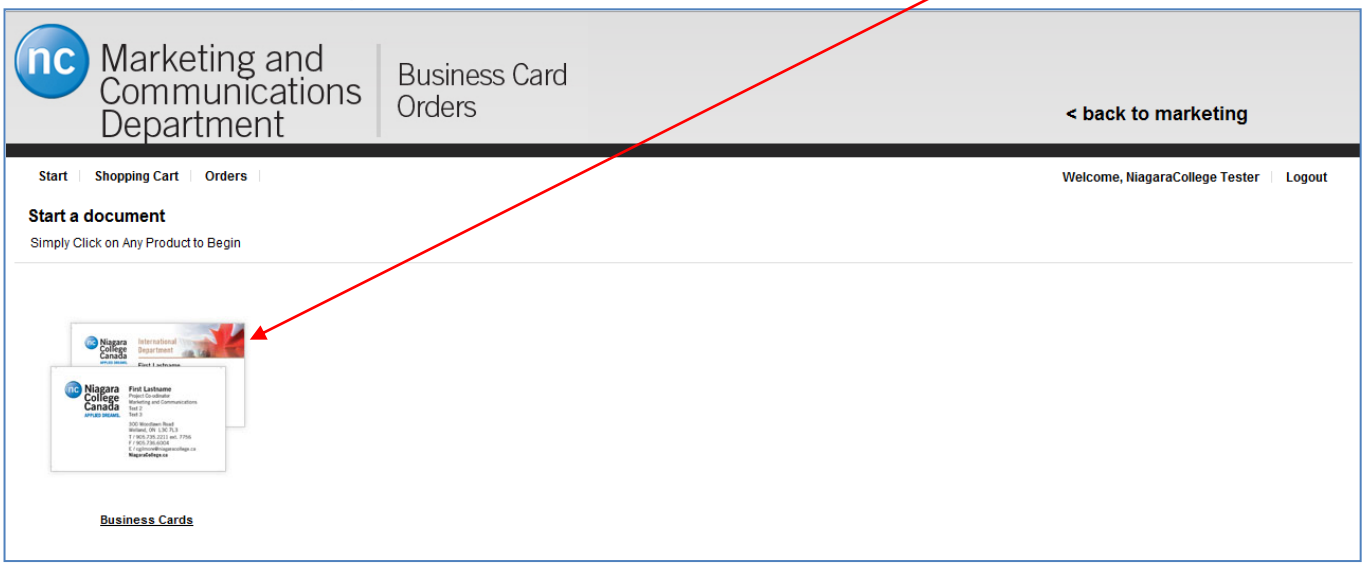
STEP 1: Login with the username and password you should have received in your Groupwise email inbox from "Branch092 – The Printing House".



In the navigation area to the left side of the window is a heading called "Custom Applications", click the "**Niagara College Platinum Services**" heading below that to access the Niagara College Business Card site.

You are now ready to begin ordering business cards.

STEP 2: To create and order Business Cards click on the **Business Cards** thumbnail to view the available templates.



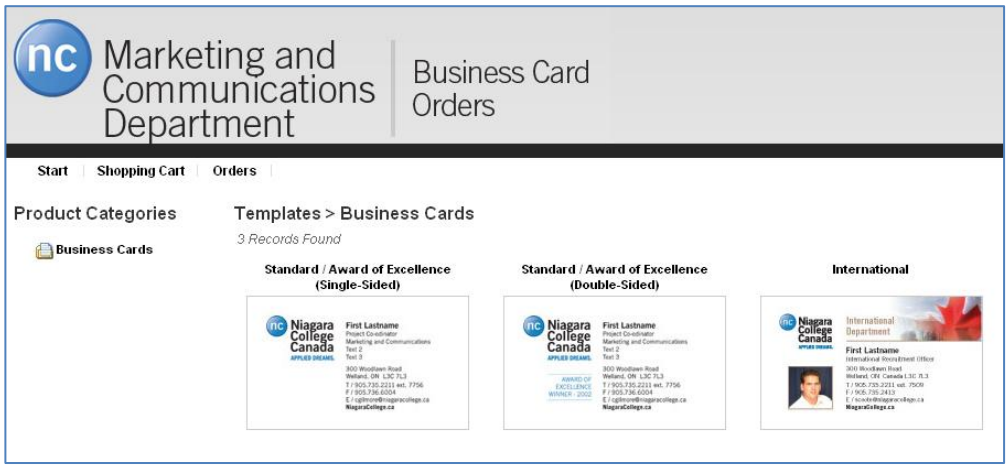
STEP 3: Choose your card template from the available 3 options:

The options that are available are:

Option A: Standard Business Card Template
(Single sided with or without the award of excellence)

Option B: Standard Business Card Template
(Double sided with or without the award of excellence)

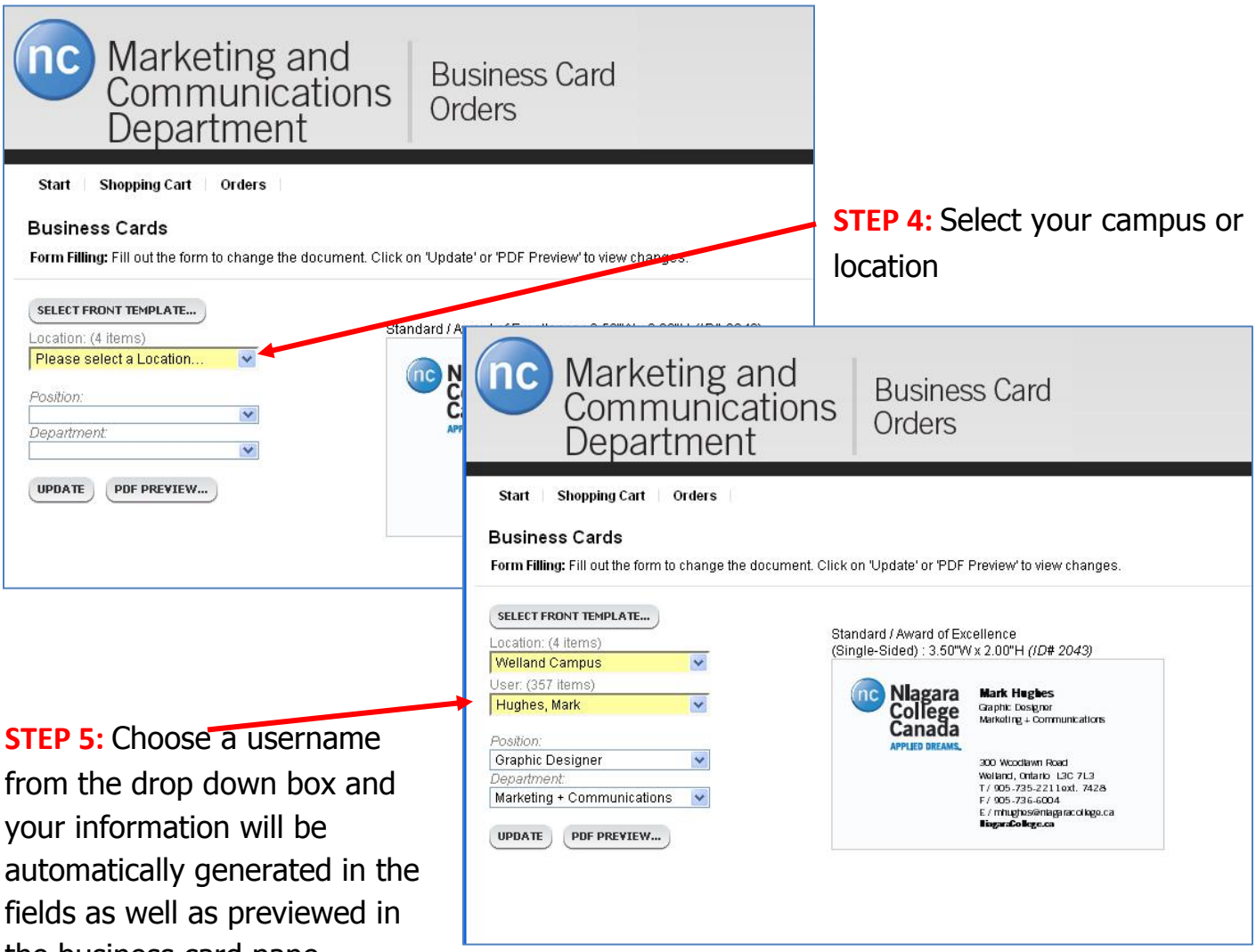
Option C: International Business Card Template



*Note: Individuals with Award of Excellence status can only be activated with authorization of the Marketing and Communications department. Only those individuals will be able to have the award of excellence printed on their business card. If a member of your area requires this activation, please contact the Marketing and Communications Department at ext 7771.

Option A: Standard Business Card Template

(single sided with or without the Award of Excellence)



STEP 4: Select your campus or location

STEP 5: Choose a username from the drop down box and your information will be automatically generated in the fields as well as previewed in the business card pane.

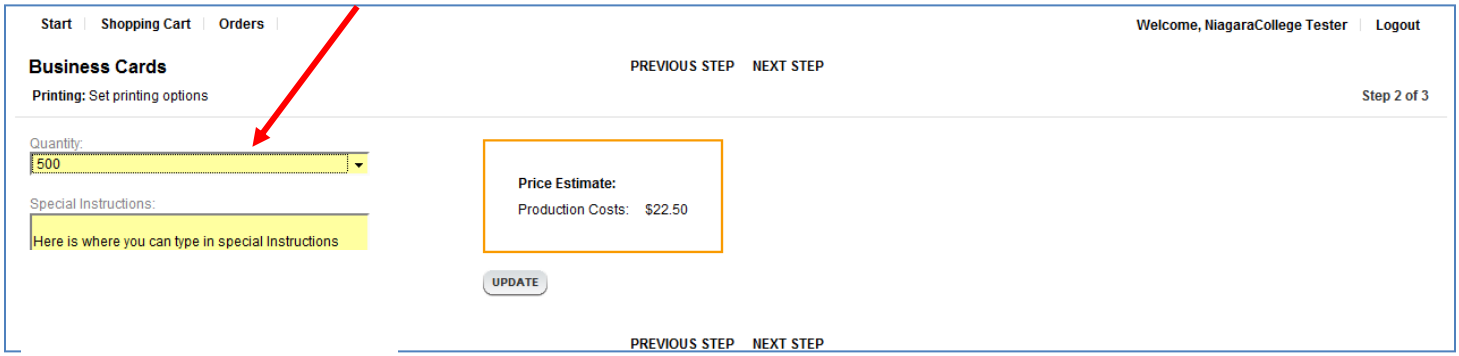
If your information in the database is not accurate, please return to the address book to make any changes you would like. These changes will be saved for all future orders. If you have multiple position and or department titles, separate them by using a semi-colon ";" in the appropriate fields. Generate a higher resolution PDF preview of the final card before proceeding to the **next step** of the process.

Option B: Standard Business Card Template

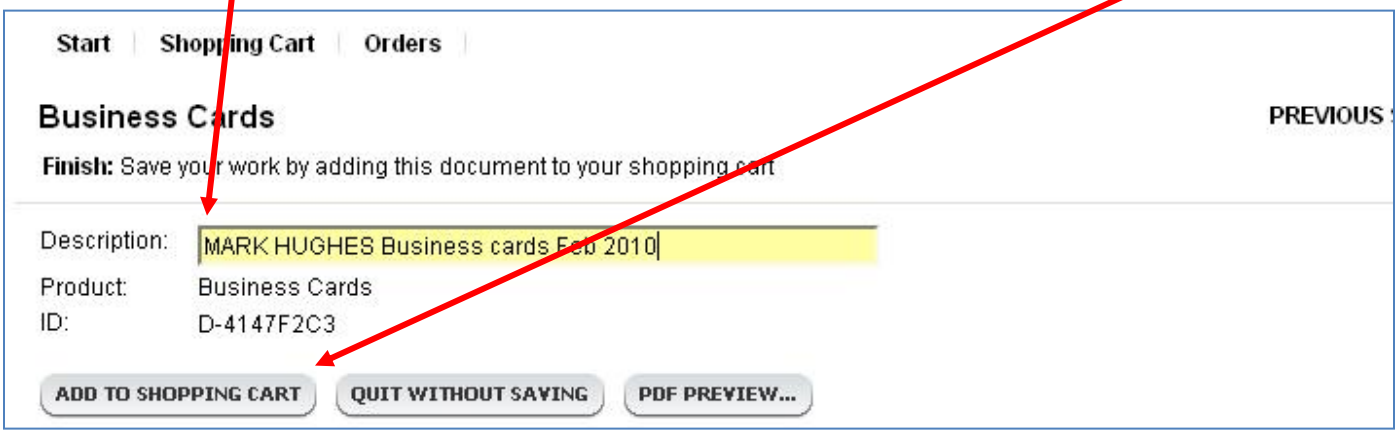
(Double dided with or without the Award of Excellence)

The double sided template allows users the option to print additional information on the back of their card such as their cell phone, office hours, alternate contact details or other important information as required.

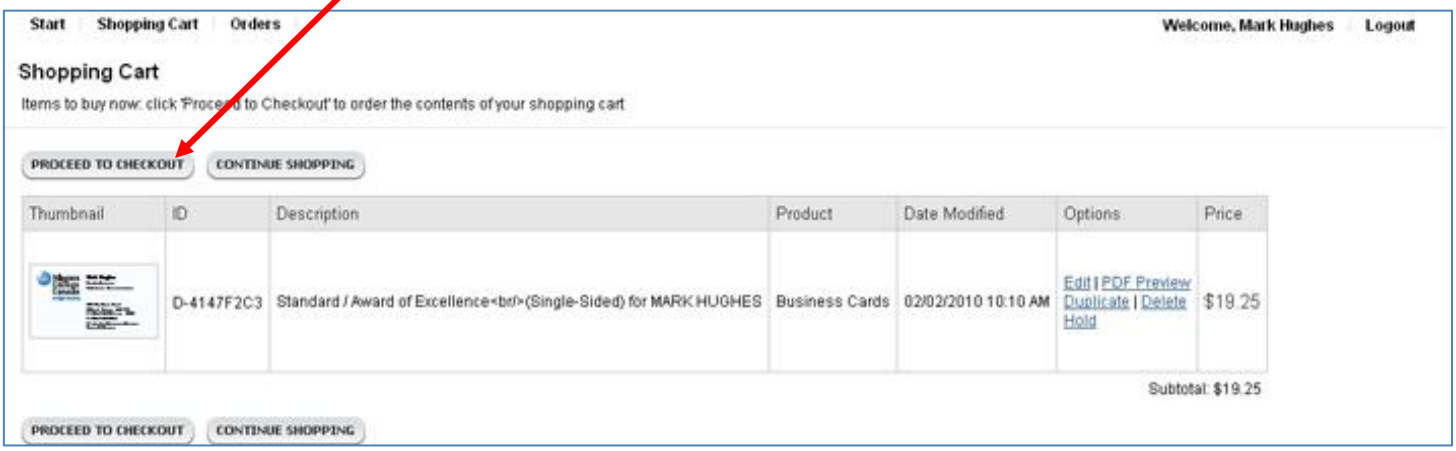
STEP 6: Select the quantity you would like, either, 250, 500, or 1000.



STEP 7: Assign a name to your order and add the business card to the **Shopping Cart.**

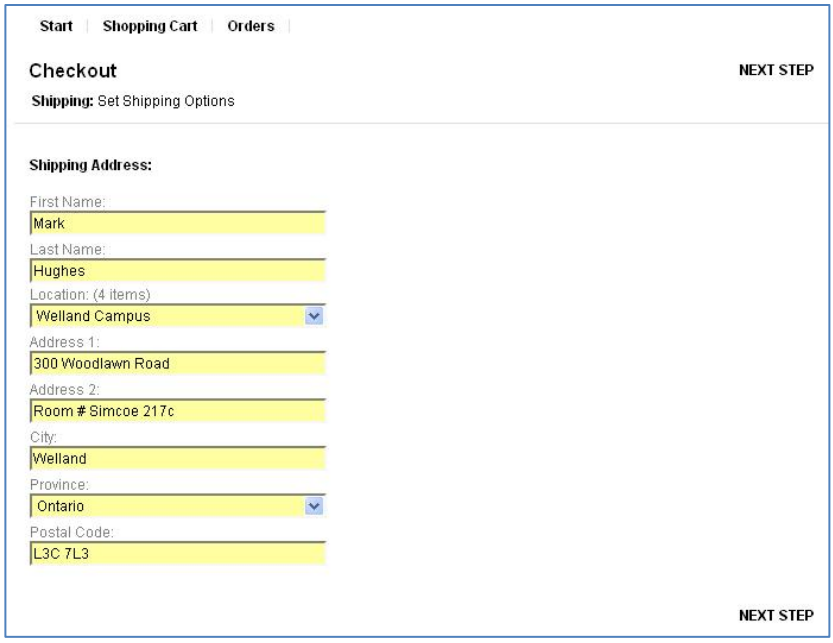


STEP 8: Review, edit, duplicate or delete any cards you have previously set up by clicking on the links to the right. You now also have the option to go back and create another card or proceed to the checkout.

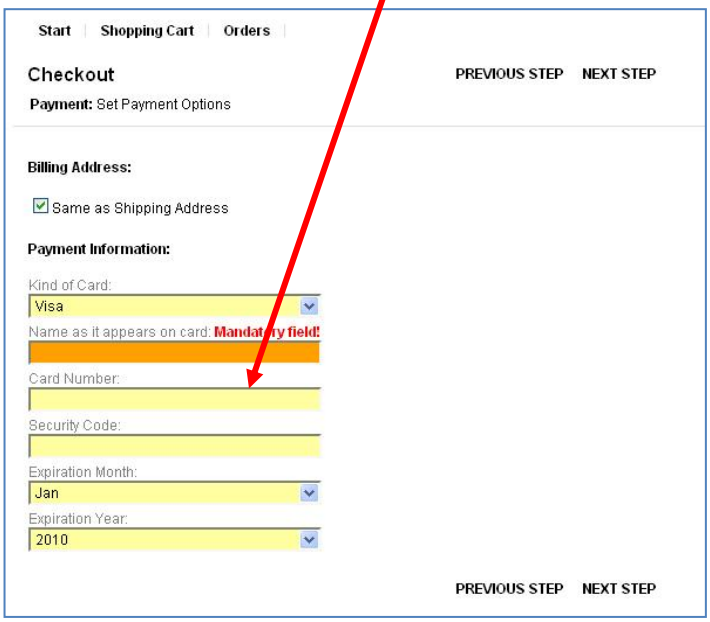


IMPORTANT: It is your responsibility to proofread your business card within this ordering system prior to completing your payment information and finalizing your order. If you require assistance or wish to change your personal information such as alternate name spelling, please contact your administrator who can modify your database entry.

STEP 9: Specify the contact name, location including room number to which your card will be shipped to and proceed to the payment screen.



STEP 10: Enter your VISA credit card information for payment and click on Next Step to see your order confirmation.



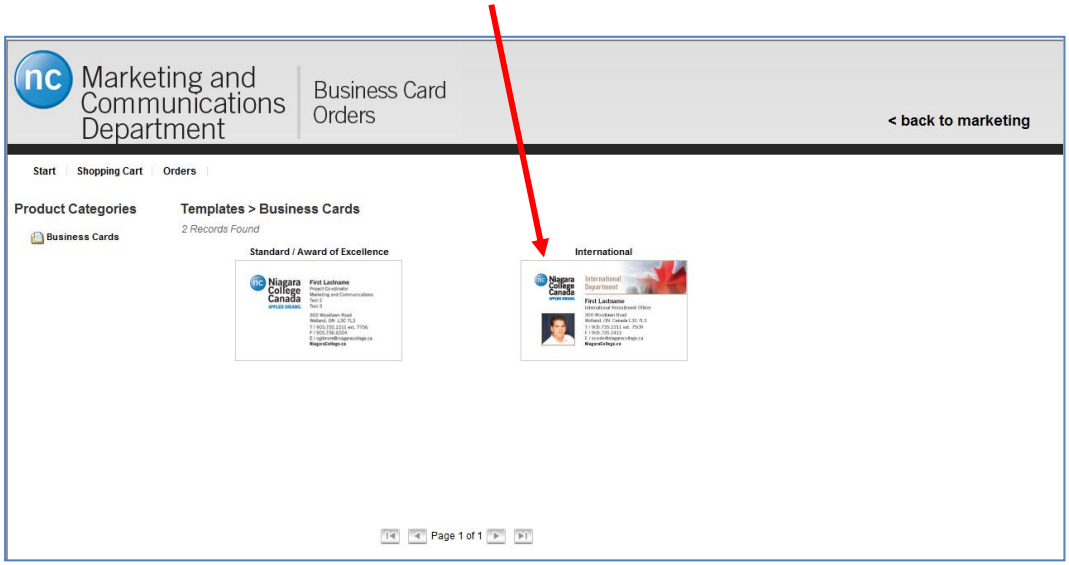
Logout and close your browser.

Your business cards should arrive within 48 hours of completing the electronic order.

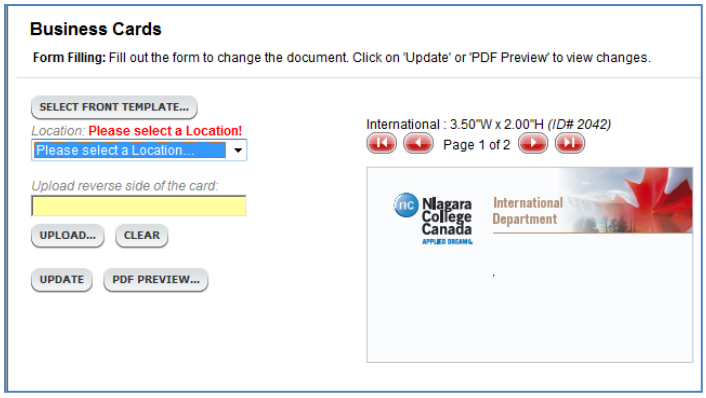
Option C: International Business Cards

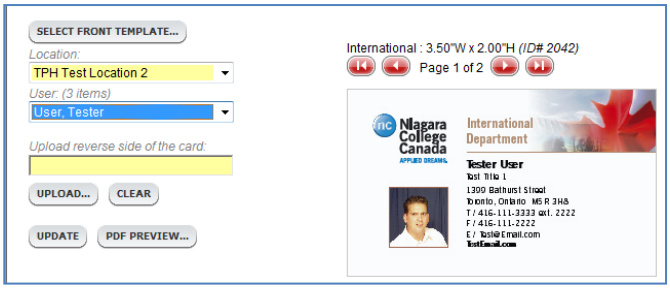
The international card has the same functionality as the standard Templates while having some extra features built in to the template. The international department cards allow you to have a photograph printed on the business card which administrators must upload to the address book system. Once your photo is connected to the database, proceed as follows:

STEP 1: Click on the card thumbnail to start



STEP 2: Choose a location and a staff user name





The information will auto populate as per the users selections starting with the Location then the staff member.

STEP 3: Users with alternate language requirements have the option to upload graphic for the reverse side to their card. An example of this would be a user that requires Chinese language as well as English. *Contact Niagara College Marketing + Communications for Assistance in creating the reverse side of International cards.

STEP 5: follow steps 6-10 on pages 5 and 6 to complete your order.