

# Ordering print credits

## AUTOMATED ORDERING

Make selling hassle free. You can set up your account to automatically load a predetermined amount of credits (minimum 10) when your account balance reaches a certain level.

STEP 1: Click on your name and select **ACCOUNT SETTINGS**.

The screenshot shows a user account menu with the following items: new order, order history, samples, Reports, Dawn Cook, and FAQ. Below these is a dropdown menu with options: change password, account settings (highlighted in black), and logout. An 'Important Message:' box is also visible in the background.

STEP 2: Verify that the billing information is correct then enter the amount of credits you want to automatically order (minimum 10) in the **REORDER AMOUNT** box and then enter the **REORDER LEVEL** to trigger the charge.

**Credits**

Type	Remaining	Price	Reorder Amount	Reorder Level
Print Credit	25	12.00	10	1

STEP 3: Click on **SAVE**

## MANUAL ORDERING

STEP 1: Same as automated ordering (see above)

STEP 2: Click on

STEP 3: In the pop-up box enter the number of print credits and select **ADD**.

The 'Add Credits' dialog box contains the following fields and buttons:
 

- Type: Print Credit (dropdown menu)
- Amount: 25 (input field)
- Buttons: Add, Cancel