

# Online Business Card Ordering

The State Printing and Mail Services' online business card ordering system is now ready for you to place orders for State of Ohio agency, board or commission business and/or pocket cards. Our recent transition to a new contract vendor went smoothly. The updated web-based system now offers easier order entry with a live "proof as you type" representation of your finished product. Any state office that had online ordering available in the past is now able to place orders in the new system.

If your office has not participated in this service before, we can easily add your logo templates to the online system for repeat orders or take your order offline for one-time orders.

Contact Van Hylton for help with placement of your order or to assist in setting up new templates with our vendor. Van can be reached at [van.hylton@das.ohio.gov](mailto:van.hylton@das.ohio.gov) or 614-752-0466.

To access the new system:

- Go to the State Printing & Mail Services Business Cards Web login page at <http://www.composeorder.com/OhioLogin.asp>
- Enter Username
- Password
- "Your Name" in the fields provided

**Please Note:** *Usernames and Passwords have not changed, however the person entering the order should now enter their name in the "Your Name:" field.*

- Select the type of order you would like to place and you will be guided through the rest of the process

It only takes a few minutes for each order. The entire process is intuitive and easy to understand and follow.

**NOTICE:** Make sure you have your 9 digit, alpha/numeric OAKS department billing code available before you begin your order entry process. Orders cannot be completed without this information. If you have questions concerning your OAKS department billing code contact your agency business office.

*\* Business and Pocket card pricing changes will occur due to the new contract, until approved please click [HERE](#) for the FY 19 price schedule.*