

## New SUNY Geneseo Business Card, Letterhead and Envelope Online Ordering System

The following are the steps needed to access and submit orders on the Dupli Online website:

1. Log on to the link <http://www.duplionline.com>
2. Sign on to access the SUNY Geneseo account by entering the following information:  
Account Code: **geneseo**  
UserName: **geneseo**  
Password: **geneseo**
3. After clicking **Sign On**, you will enter the SUNY Geneseo Business Card Ordering System. Please familiarize yourself with the ordering tips on this page. To create an order click on **Create Order** in the upper left hand side of the web page.
4. On the left hand side you will see a drop down list labeled **Category**. Click on the arrow and choose **Business Cards, Letterhead or Envelopes**. Then click **Go**.
5. Different formats are available for you to view. Choose the format that you wish to use and click on **Select**. Note: Some formats are restricted as identified on the left side of the sample.
6. This is where you can create your order. Select the **Quantity** field and choose from one of the pre-selected amounts shown. Then enter the information you would like printed on your order in the fields under **Imprints**. When finished click on **View Proof**.
7. If you wish to make some changes, enter information in the fields on the left and click **View Proof**. If the proof is what you would like to order click **Click Here** for a printable version of this proof, located underneath the sample. Click **Print** to get a copy of your proof and an order reference number for your records.
8. Click **Add to Shopping Cart** to purchase the item.
9. If you wish order more items click **Continue Shopping** and repeat steps 4-8. If you wish to complete your order click **Continue to Checkout**.
10. After reviewing your order, enter your Shipping Address and Order Information in the fields given. Note: In the **Attn** field please type: VISA-recipient's name.
11. Click **Submit Order**. You should receive an email confirmation of your order. Please keep a copy of the confirmation with your record.