

The following instructions will guide you through creating a NowDocs account and using the self-service options for UW Oshkosh print materials:

1. Request a NowDocs account by emailing adkins@uwosh.edu
2. Include your UWO email address, UWO phone number and postal code (3 or 4-digit code for printing charges)
2. Once your account is create, log in at uwoshkosh.nowdocs.com
3. Click on "Self-Service Products"
4. Select template
5. Determine quantity
6. Click "Customize" to add your information
7. Type your information
8. Click "Preview" to view your item
9. Click "Add to Order"
10. Adjust quantities if necessary, then click "Continue"
11. Ensure recipient information (name, address) is correct
12. Select delivery options
13. Click "Continue"
14. Review order, review receipt, click "Place Order"