

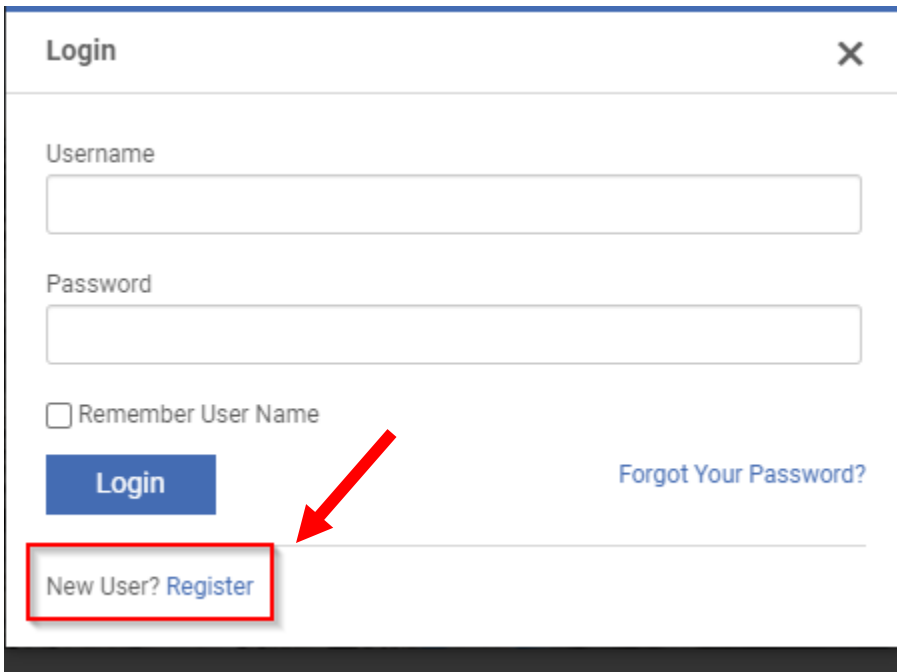
The following instructions will guide you through the process of ordering HR Service Center business cards via PAPublisher.

Step 1: Navigate to PAPublisher at www.papublisher.state.pa.us/DSF/storefront.aspx.

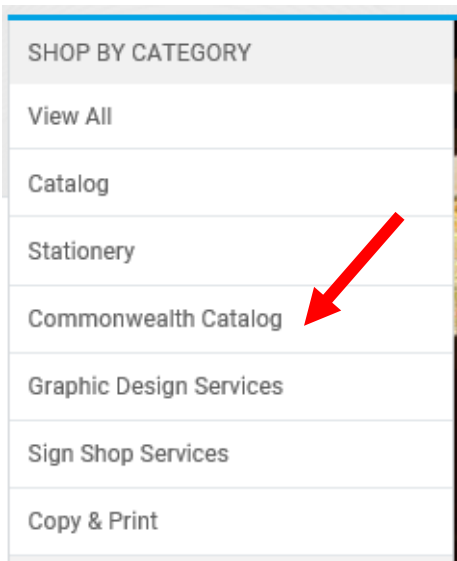
Step 2: Select "Login" in the upper right and enter your credentials.



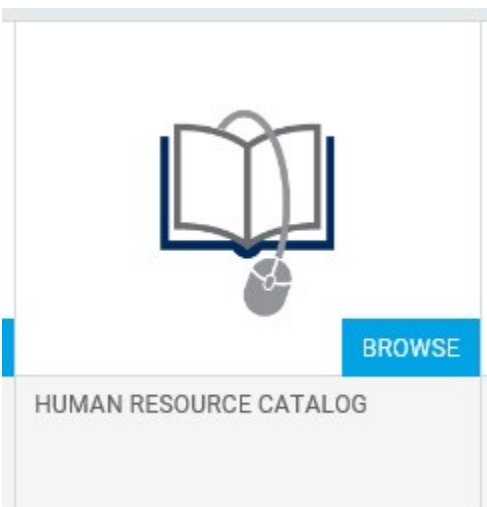
If you do not have an account, click "Login" then "Register" and follow the prompts.



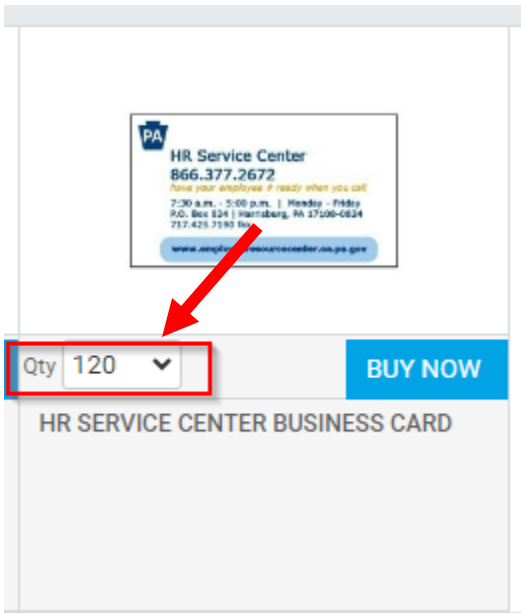
Step 3: On the left, select "Commonwealth Catalog."



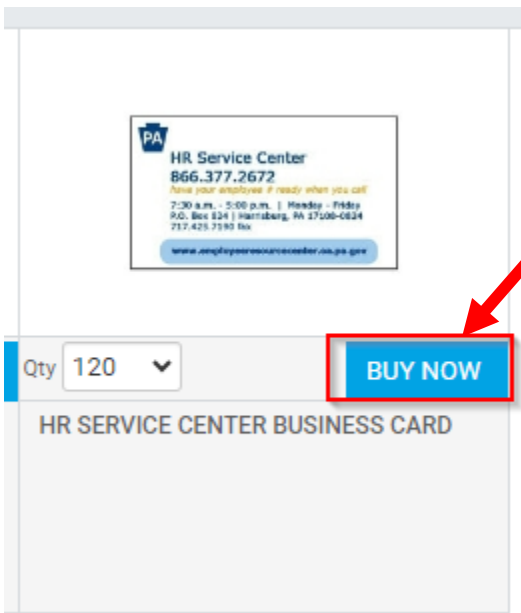
Step 4: Then, scroll down and select "Human Resource Catalog."



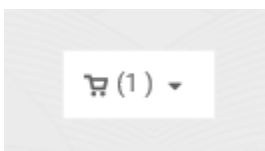
Step 5: Under "HR Service Center Business Card," selected your desired quantity.



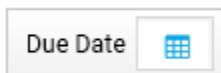
Step 6: Under "HR Service Center Business Card," select "Buy Now."



Step 7: Select the cart icon in the upper right.



Step 8: Select a due date for your order in the upper left.

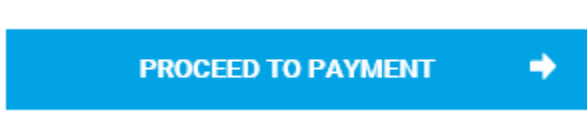


Step 9: Select "Proceed to Checkout" on the right.



Step 10: On the next screen, enter your contact and shipping information.

Step 11: Select "Proceed to Payment" in the lower right.



Step 12: On the next screen, enter the required fields: Fund, Cost Center, Percent, and Budget Period Year.

Step 13: Select "Place My Order" in the lower right.



Questions?

Select the "Contact Us" or "Help" icon at the top of the screen for assistance.