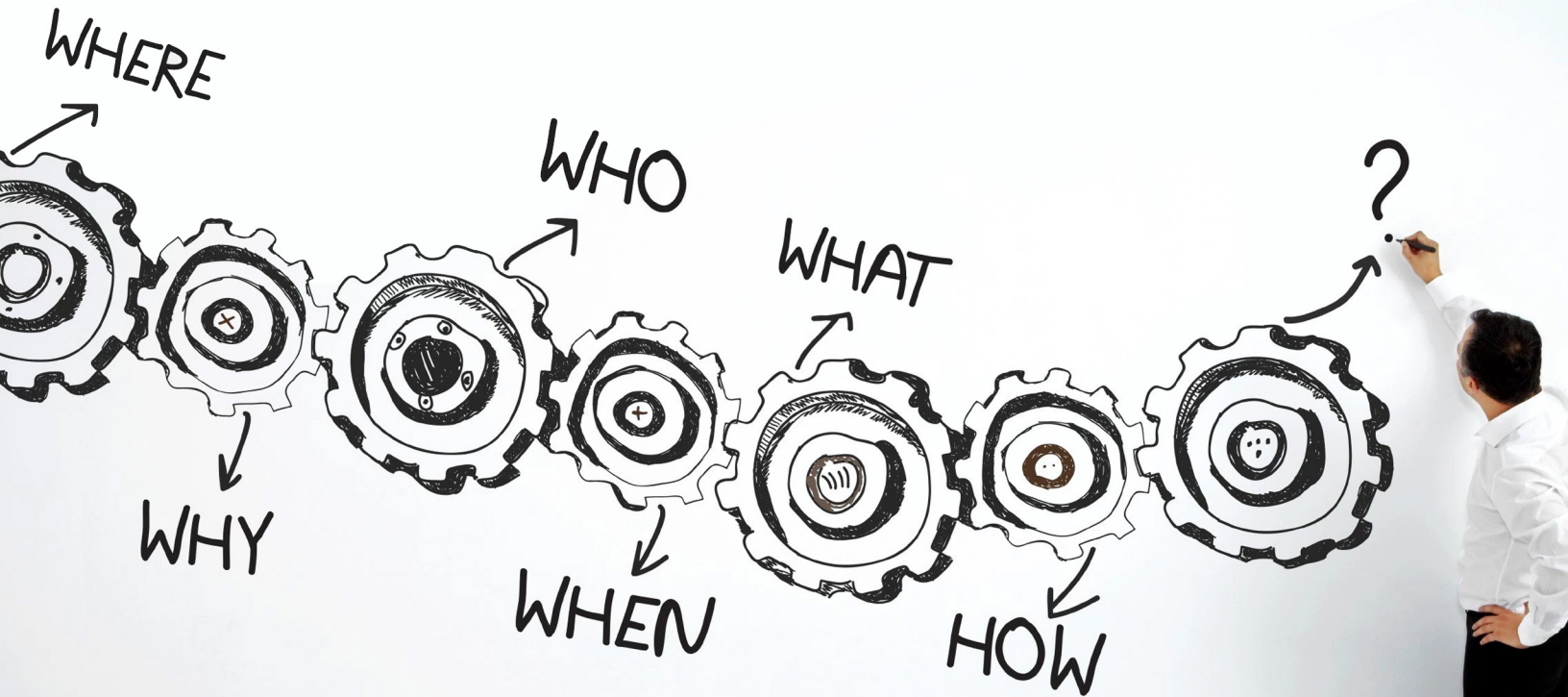




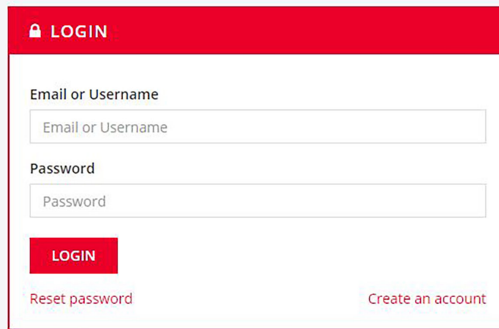
HOW TO GUIDE



**PACIFIC OFFICE
AUTOMATION**
— PROBLEM SOLVED —

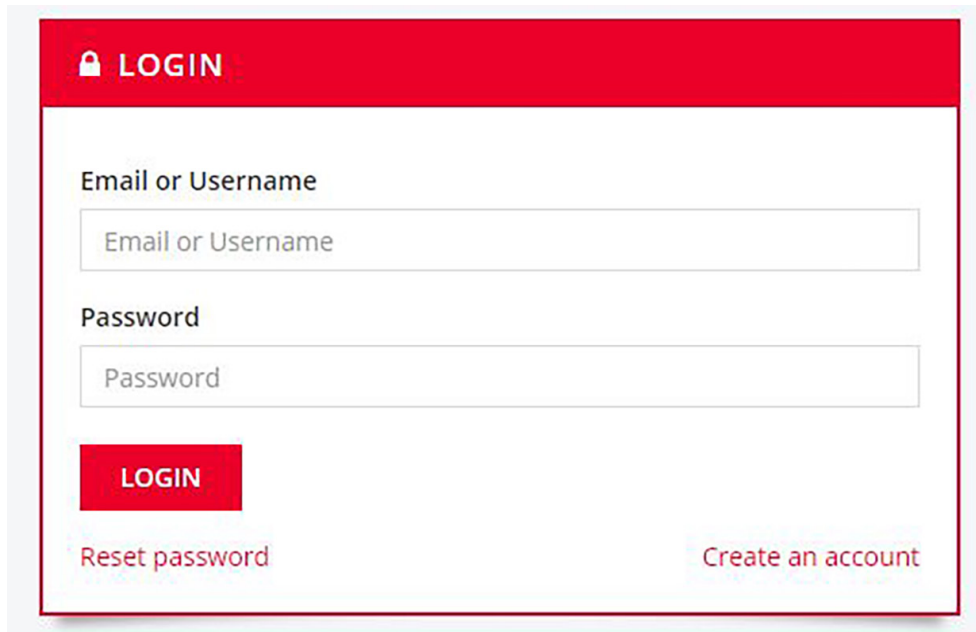
CONNECT HELP DESK WEBSITE:
VIRDP.ZENDESK.COM

14747 Greenbrier Parkway | Beaverton, OR 97006



A screenshot of a login form. At the top is a red header with a white lock icon and the word "LOGIN". Below this are two input fields: "Email or Username" and "Password". A red "LOGIN" button is positioned below the password field. At the bottom of the form are two links: "Reset password" on the left and "Create an account" on the right.

LOGGING IN



A detailed screenshot of the login form, showing the layout and spacing. It features a red header with a white lock icon and the word "LOGIN". Below the header are two input fields: "Email or Username" and "Password". A red "LOGIN" button is positioned below the password field. At the bottom of the form are two links: "Reset password" on the left and "Create an account" on the right.

LOG IN PROBLEMS?

If you are having problems logging in, please contact Branson Brewster or Jim Snipes for help.

Enter in your username and password into the corresponding fields. Once you have logged in, the site will load into the categories and products page so you can start placing your order.

CREATE AN ACCOUNT

First-time user? Click on **Create an account** link at the bottom right corner of the white box. This will take you to the **Create Account** screen.

USERNAME

If the **Username** field is left blank, your email address will be set as your username.

Create an Account


Please fill out the information below and click the "Create Account" button.


General Information

First Name *	Phone *
<input type="text"/>	<input type="text"/>
Middle Name	Cell Phone
<input type="text"/>	<input type="text"/>
Last Name *	Fax
<input type="text"/>	<input type="text"/>
Email *	Time Zones
<input type="text"/>	(UTC-08:00) Pacific Time (US & Canada) ▾
Username	Website
<input type="text"/>	<input type="text"/>
Title	
<input type="text"/>	
Default Location	
Please Select ▾	

Password

Password *	Confirm Password *
<input type="password"/>	<input type="password"/>



Type the code 

* Indicates required fields

CREATE ACCOUNT

GENERAL INFORMATION & PASSWORD

Fill out all of the required fields marked with an asterisks *—*First Name, Last Name, Email, Phone, Password and Confirm Password*—and any optional fields.

Once filled out, click on **Create Account**.

LOGIN

Email or Username

Password

LOGIN

[Reset password](#) [Create an account](#)

MISSING EMAIL

If you do not receive an email to reset your password within 30 minutes, check your spam folder.

To reset your password, click on the **Reset password** link on the bottom left corner of the white box. This will take you to the screen below where you will need to enter your email address. A new password will be generated and sent to the email you've enter.

Welcome Visitor [Create an account](#) [Login](#)

NV Energy Search Site [0 items](#)

[HOME](#)

Password Reset

To reset your password, please enter your email address below and click the "Reset Password" button. A new password will be generated and sent to you via email. Please check your spam folder if the message is not received within 30 minutes.

Email *

RESET PASSWORD

QUICK LINKS

[> Site Map](#)

NV Energy [Site Map](#)


Once you have logged in, you will see all of the available products/categories for you to order from.

PRICING CALCULATOR EXAMPLES

PLACE AN ORDER


PRODUCTS/CATEGORIES

Sort by: Default




Envelopes

VIEW ITEMS




Static Forms

VIEW ITEMS




BLACK & WHITE COPIES

VIEW DETAILS




COLOR COPIES

VIEW DETAILS



Posters

VIEW DETAILS



QUICK PRINT

VIEW DETAILS

Pricing Calculator

Quantity Needed:

Number of Originals (count each side on two-sided copies):

Do you want your copies to be one-sided or two-sided?:

Do you want your copies to be collated or uncollated?:

Please select your paper size:

Please select your paper weight and color:

Please select your bindery option (if applicable):

Please select your finishing option (if applicable):

Price \$0.00

File Upload

At least one upload is required

Upload 1: [SELECT](#)

Upload 2: [SELECT](#)

Upload 3: [SELECT](#)

Upload 4: [SELECT](#)

Upload 5: [SELECT](#)

Additional Instructions:

ADD TO CART

Select the product/category by clicking on the icon/photo or the **View Details/View Items** button. If you hover over the photo of the product after clicking on it, a magnifying glass icon and "Click to zoom" will appear so you can open a magnified image of the product. Click on the image again to go back to normal view.

Enter in, and/or select, all pertinent information for the order within the **Pricing Calculator** (example to right) then click **Add to Cart** to add the product. After clicking on **Add to Cart**, you will be redirected to the **Shopping Cart** where you have the option to **Continue Shopping** or **Proceed to Checkout** (screenshot below).

Shopping Cart

Shipping Address

NV Energy
6100 Neil Rd
Reno, NV 89511

Shipping options

Customer Pickup \$0.00


ORDER SUMMARY

1 product shipping to 1 location

Items:	\$0.00
Shipping:	\$0.00
Total Before Tax:	\$0.00
Estimated Tax:	\$0.00
Order Total:	\$0.00

[CONTINUE SHOPPING](#)

[PROCEED TO CHECKOUT](#)

	#98-0275 Service Terminated_NVE	1	\$0.00
-------------------------------------------------------------------------------------	---------------------------------	---	--------

[DUPLICATE](#)
[SAVE FOR LATER](#)
[EDIT](#)
[REMOVE](#)

Details

Quantity Needed = 1

SHOPPING CART ITEMS

[DUPLICATE](#)
[SAVE FOR LATER](#)
[EDIT](#)
[REMOVE](#)

There are four buttons that are located on your item line in your shopping cart that allow you to **Duplicate, Save for Later, Edit, and Remove** the product.

Prior to continuing, make sure to type in your Accounting Stream and any additional comments into the corresponding fields. Once you have finalized your shopping cart, click **Submit** to finish the order and send it in. You will receive a confirmation email with your order details.

Checkout

Please fill out the following information before completing your order.

Accounting Stream: (ex. D111 210 NPC1 A258 70 C408) *

Comments or other information about this order (optional)

Payment Method

Submit

Order Item Summary

(1) Item Shipping To NV Energy

Description	Quantity	Price
#98-0275 Service Terminated_NVE	1	\$0.00

ORDER SUMMARY

1 product shipping to 1 location
Items: \$0.00
Shipping: \$0.00
Total Before Tax: \$0.00
Estimated Tax: \$0.00
Order Total: \$0.00

[EDIT QUANTITIES OR SHIPPING OPTIONS.](#)

SUBMIT



If you would like to add another product, click **Continue Shopping** prior to clicking **Proceed to Checkout** and it will redirect you back to the categories page where you can add more products to your order.

By clicking on **My Account** in the upper menu bar to the right of **History**, you can change your profile and login information.

SETTINGS

Settings

Profile Password Locations

First Name *	Phone
<input type="text"/>	<input type="text"/>
Middle Name	Cell Phone
<input type="text"/>	<input type="text"/>
Last Name *	Fax
<input type="text"/>	<input type="text"/>
Email *	Time Zones
<input type="text"/>	(UTC-08:00) Pacific Time (US & Canada) ▼
Username	Website
<input type="text"/>	<input type="text"/>
Title	Department
<input type="text"/>	<input type="text"/>
Default Location	
Please Select ▼	

* indicates required fields

UPDATE

Fill out any information you would like to have tied to your profile including all of the *required fields. Click **Update** to change your profile.

PASSWORD

Settings

Profile Password Locations

Current Password *	
<input type="text"/>	
New Password *	Confirm Password *
<input type="text"/>	<input type="text"/>

* indicates required fields

UPDATE PASSWORD

Click on the **Password** tab to change your existing password. Make sure to type into every *required field before clicking **Update Password**.