

# ***Digital StoreFront Instructions***

**Office of Publications  
Jackson State University**

***Welcome to Digital StoreFront.*** The Office of Publications is now equipped with an online ordering system, the ***Digital StoreFront***. This system will allow you to send a file, place an order and request a quote. Please follow the instructions listed below for easy access to the ***Digital StoreFront***.

1. Log onto our web site at <http://www.jsums.edu/auxenterprises/publications/>
2. Click the ***Digital StoreFront*** link.
3. Click **Register** and follow instructions to become an official user of the online ordering system.
4. Once registration is completed, type in your registered e-mail address and password and click **login**.
5. Click the **print services** tab and select the service you need.
6. Click **begin**.
7. If required, select paper, ink color(s), etc.
8. Add file, digital or offline. Follow instructions. *If additional comments are necessary, you may utilize the **note** section provided.*
9. When file has been **uploaded**, close window and click **refresh**.
10. Choose a file. You will see where the file was added.
11. Click **view summary**.
12. Fill in **job title** section and **add to cart**.
13. Click **checkout** (select due date, payment method).
14. Click **request quote**.
15. The system assigns you an order number.
16. Click **logout**.
17. An **online quote** will be e-mailed to you once your order has been reviewed by the staff. This quote will be good for 30 days.
18. Failure to respond to e-mail could delay the production of your job.

Please contact the staff at 601-979-2613 if you need assistance.