LINK
DSG

eOrder Web Application Tutorial

Step 1

Link DSG's eOrder application may be accessed directly by going to **www.linkdsg.com/eorder**, or from the website home page, **www.linkdsg.com**.

From LINK DSG's home page, select **eOrder** from the upper right corner of the window.

Step 2

If you are a first time user and do not yet have a user profile, you will need to create your profile before you can use the eOrder system. To do so, select the **Create new eOrder Profile** link.

If you already have login credentials, please proceed to step 5.

Step 3

Fill in all required information. Double check that you have entered your email address correctly. An email will be sent to you which requires you to validate your account.

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North America: (888) 406-9091
UK: 0844 3240986
More contact information >

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Register for an eOrder Account

Username

E-mail Address *

Password

(at least 7 characters with at least 1 letter and 1 number)

Password *

Confirm Password *

Security Question

Security Question * (Please Select)

Your Answer *

Contact Information

Account Type * (Please Select)

Company Name *

First Name *

Middle Name

Last Name *

Address 1 *

Address 2

City *

State * (Please Select)

Zip Code *

Country * United States
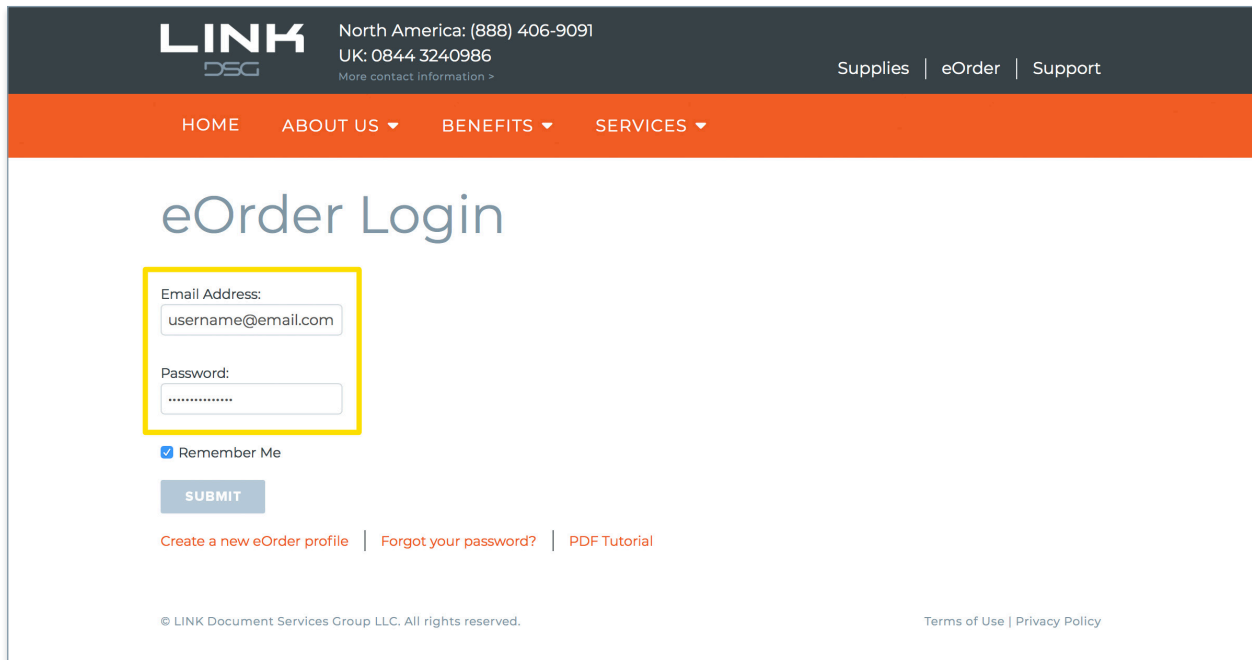
Work Phone *   Ext.

Work Fax

Cell Phone

SUBMIT   CANCEL

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Step 4

When finished filling in all the required information, click **Submit**. Once your account has been validated via email, your account is ready to use.

Step 5

Now that you have your login credentials, you may log in to the LINK DSG eOrder portal.

Step 6

Once you are logged in, you will be on the main eOrder page. Choose the appropriate service for the type of order you wish to place (e.g., CAD Printing, Small Format Printing, 3D Printing, Wide Format Color Printing, Digital Press Printing, or Archive Only). You may choose multiple services on a single order.
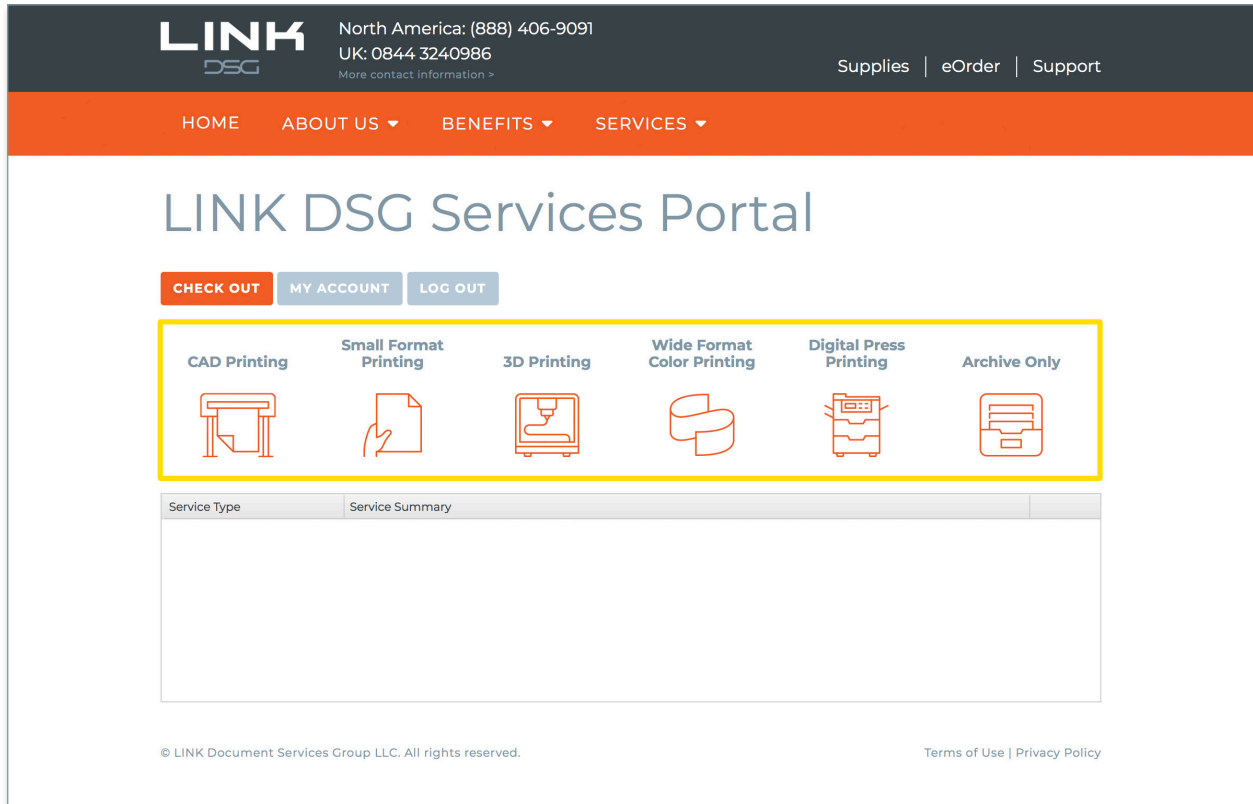
Step 7

For each service chosen, you will be asked to provide basic information about your order, such as how many copies you would like printed. Please complete all the required information for each service, and then click **Next**.

Step 8

After filling in your requirements, you have the option to archive your documents in LINK DSG's Document Management System. If you choose to archive your documents, you may be billed additional archiving charges. Once all necessary information has been entered, click **Next**.

Step 9

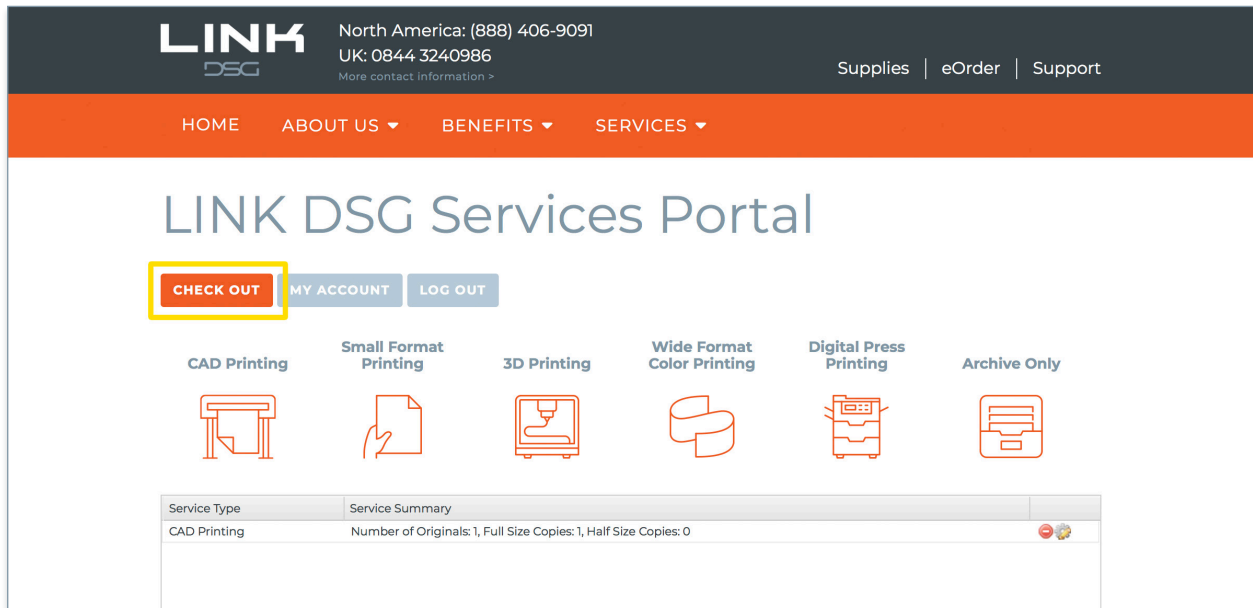For each service you choose you may upload files.

Step 10

When you are finished creating each portion of your order, click on **Add to Cart**. Your files will appear in your shopping cart as shown in the example below.
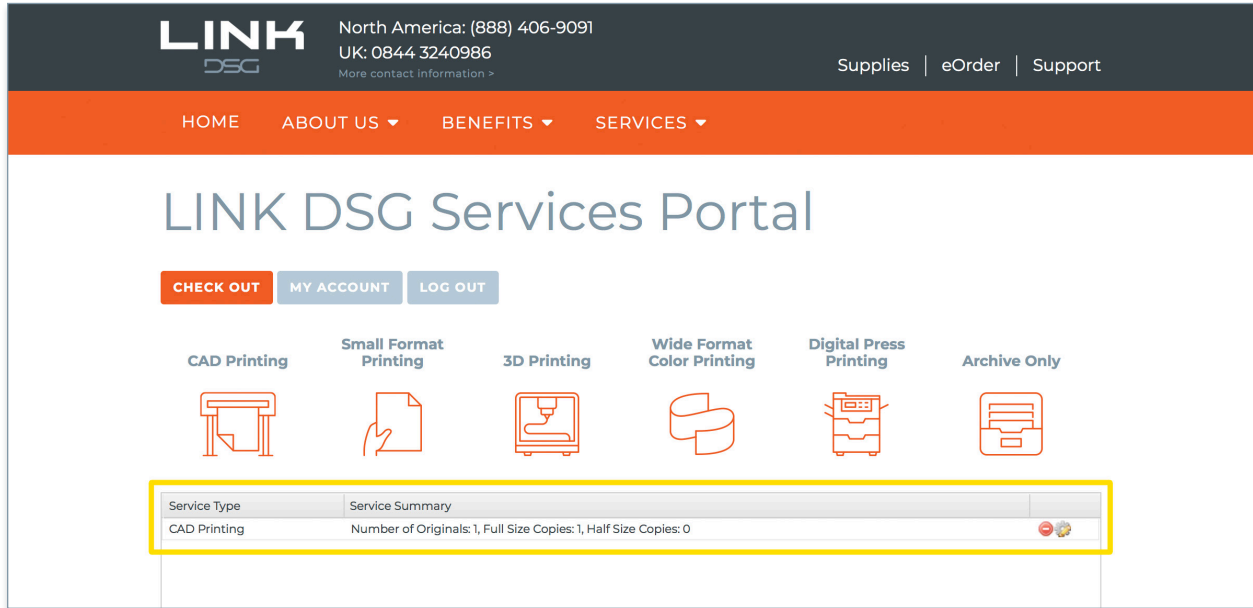
You may add additional services to your order at this time.

Step 11

When you are finished building your entire order, click on **Check Out**.

Step 12

Fill in all the appropriate information about your order, for example, due date and time, project number, your P.O. If you have an estimate for your order please provide the estimate number. Also, specify any notes or special instructions about your order here.

Once all necessary information has been entered, click **Next**.

Step 13

You can attach transmittal information to your order and choose the closest LINK DSG branch to process your order. You can also specify the method of delivery or you may choose to pick up your order.

Once you have verified that all the information you provided is correct, click on **Submit Order**. You have just placed an order electronically using LINK DSG's eOrder.