



**Instructions for using the  
Collier County Government Storefront**

**[CollierCounty.PresstigePrinting.com](http://CollierCounty.PresstigePrinting.com)**

**If you have questions, please contact:**

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Visit [colliercounty.prestigeprinting.com](http://colliercounty.prestigeprinting.com) with your preferred internet browser.  
If this is your first visit to the site, you will need to create an account.

The screenshot shows the login page of the Collier County Interactive Ordering Site. The browser's address bar displays "colliercounty.prestigeprinting.com/login". The page features the Collier County logo and navigation links for Home, FTP, and Login. On the left, a sidebar identifies the site as the "Collier County Interactive Ordering Site". The main content area contains a login form with the following elements:

- Input fields for "Email or Username:" and "Password:", each with a red error message: "Email or Username is Required" and "Password is Required" respectively.
- A blue "Login" button.
- A link "Don't have an account? Create an account" which is circled in orange.

To create an account, click the "Create an account" link shown above.

On the Create an Account page you will need to fill in all of the fields marked with an \*.

Your business card will be able to use the information you enter on this screen to fill in some of the fields used on your business card.

The screenshot displays the "Create an Account" page on the Collier County Interactive Ordering Site. The browser's address bar shows "colliercounty.prestigeprinting.com/account". The page includes the Collier County logo, navigation links (Home, FTP, Login), and a search bar. A sidebar on the left provides links to "Administrative Services", "RSS feed", "Site Map", and "Collier County Interactive Ordering Site". The main form, titled "Create an Account", instructs users to "Please fill out the information below and click the 'Create Account' button." The form is divided into three sections:

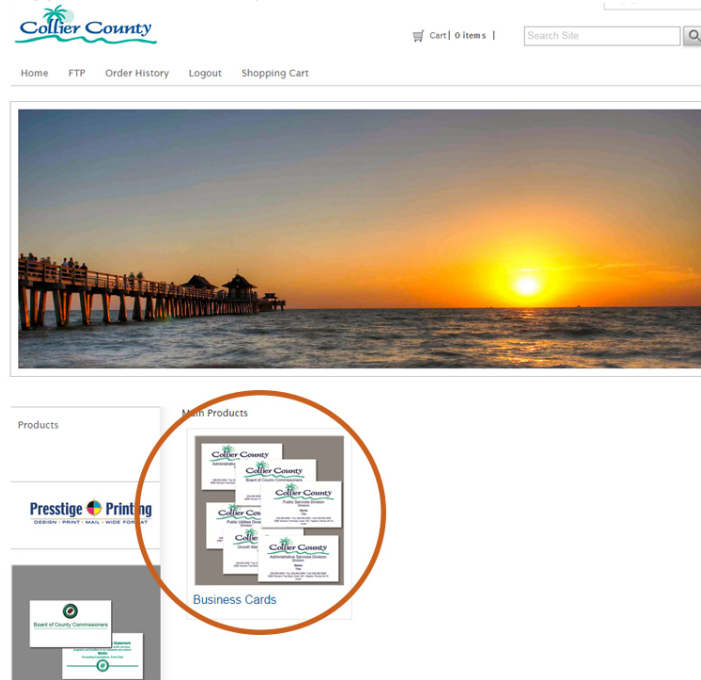
- General Information:** Includes fields for First Name \*, Last Name \*, Title, Email \*, User Name, Phone \*, Fax, Time Zone (set to "(UTC-05:00) Eastern Time (US & Canada)"), Website, and Location (set to "Please Select").
- Address Information:** Includes fields for Business Name, Address Line 1 \*, Address Line 2, Address Line 3, City \*, Country (set to "United States of America"), State or Province, and Zip or Postal Code \*.
- Password:** Includes fields for Password \* and Confirm Password \*.

A blue "Create Account" button is located at the bottom right of the form.

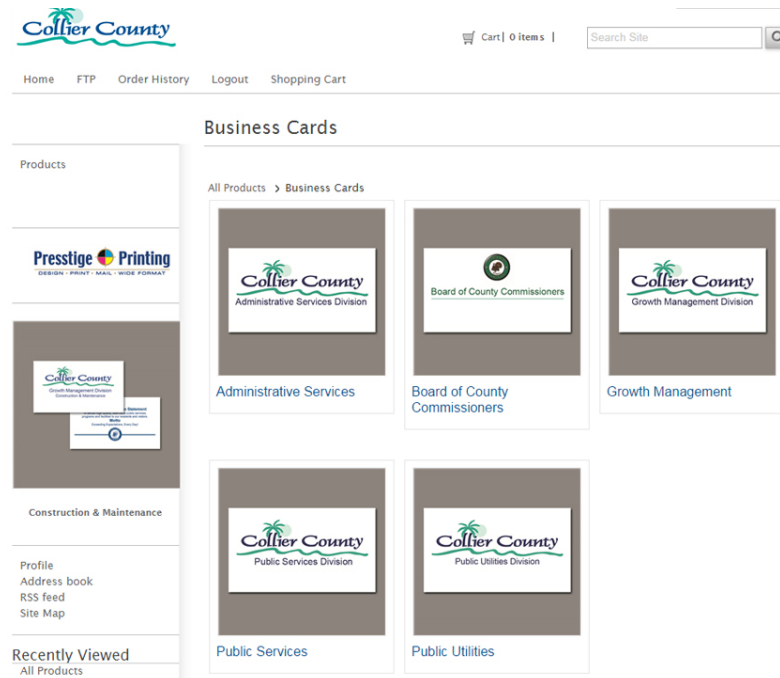
When you've finished completing the Create an Account form, click the Create Account button at the bottom of the screen. Once your account has been approved, you will receive an email letting you know that you can now login to the site and create your business card.

If you didn't choose a username, it will be your email address and the password you've created.

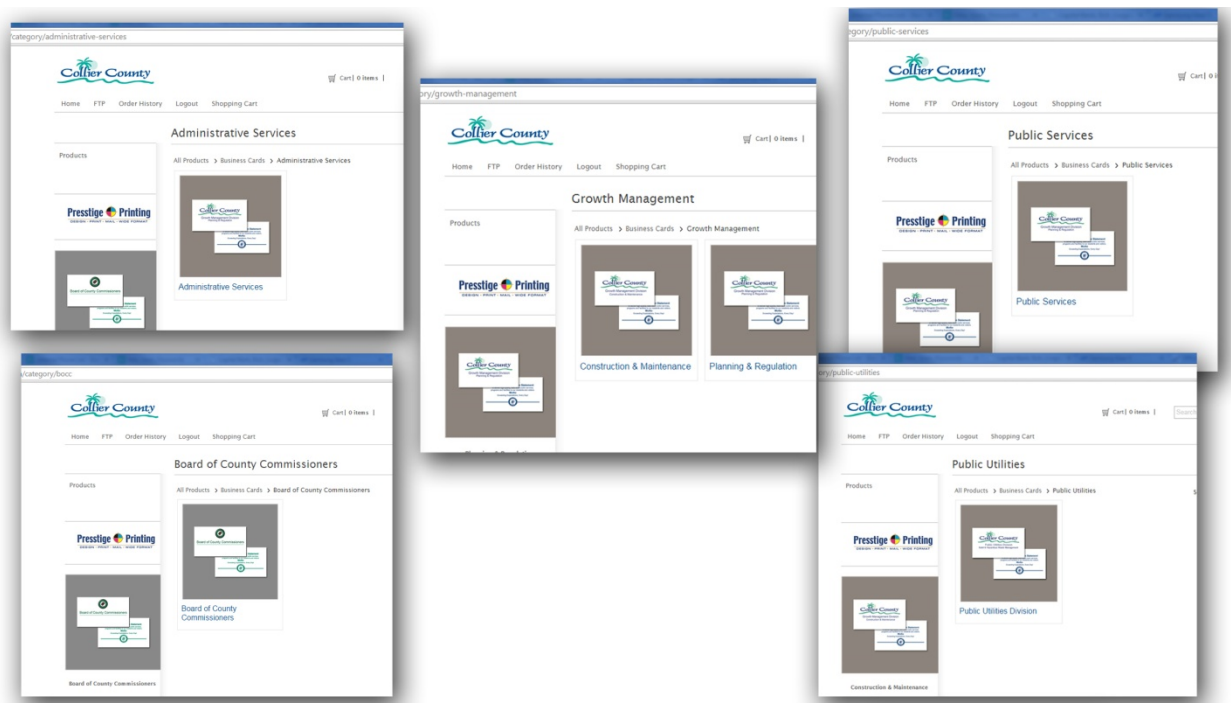
After you've successfully logged onto the site you will see Business Cards.



Click the Business Cards Link. On the next page, you will select the **Division** that you work for.



After selecting your division, you will then be taken to the next page which may have a few different options, depending on your division. Please select the appropriate product at this point.



After you select the product you'd like to order, the next page will require that you select the Quantity you would like to have printed (either 500 or 1,000).

In the Additional Instructions field, please let us know where you would like to have the cards shipped along with any other necessary information.

After you have chosen the quantity, click the [Customize Order](#) button.

This is where you create your business card by filling in the information on the left hand side (see image below) of the screen. Start at the top and choose your Department. **If you do not select the proper Department or try and change the Department name, your order will not be approved.** If you filled in your contact information when you created your account, some of the fields will auto-populate for you.

Please enter the information below and click "Update Preview". Items marked with an asterisk (\*) are required.

Please select your department

(Select) ▼

Department \*

Name \*

▼

Title

Phone

Fax Number


Cell Phone

Address \*

City, ST Zip \*

Email

Page Number: 1 ▼ Preview Size: Small ▼ Update Preview



\*Update Preview required\*

☐ Yes, I approve this document.

Update Preview

Add to Cart

Cancel

You can change the Preview Size to make it easier to verify your information as it appears on the card.

After you've filled in all of the fields you'd like to use, click the 

Update Preview

 button.

If you are satisfied with the card you've created, check the Yes, I approve this document box and click

Add to Cart

After clicking the Add to Cart button, you will be taken to your **Shopping Cart** page. Verify that you have selected the proper quantity, and at this point you can choose where you'd like to have your cards delivered to.

**Collier County**

Cart | 1 items | \$35.00


Search Site

Home FTP Order History Logout Shopping Cart

### Shopping Cart

**1 Item Shipping To:**  
Growth Management Division  
Transportation Engineering  
2885 South Horseshoe Drive  
Naples, FL 34014

Shipping options: Our Truck \$0.00 ▼

| Item  | Description                      | Quantity | Price   |
|---|----------------------------------|----------|---------|
|  | <b>Public Utilities Division</b> | 500      | \$35.00 |

Job Item Name: Save for Later | Edit | Remove

Ship To:

**Details**

Quantity =500  
Color =4 color, 2 sides  
Paper =80# Cover

**Order Summary**  
1 product shipping to 1 location

|                          |                |
|--------------------------|----------------|
| Item s:                  | \$35.00        |
| Shipping:                | \$0.00         |
| <b>Total Before Tax:</b> | <b>\$35.00</b> |
| <b>Estimated Tax:</b>    | <b>\$0.00</b>  |
| <b>Order Total:</b>      | <b>\$35.00</b> |

[Continue Shopping](#)

[Proceed to Checkout](#)

After entering your Ship To address, click either **Continue Shopping (to order additional cards)**, or **Proceed to Checkout**.

Once you've clicked **Proceed to Checkout** you will have 2 choices, either pay with a P Card/Credit Card, OR pay using a Purchase Order.

To complete your order, you will either click the **Credit Card Payment (blue button)** or **Purchase Order (blue button)**, depending on the method used to pay for the order.

The image displays two screenshots of the Collier County website's checkout process, illustrating the final step of selecting a payment method.

**Top Screenshot:** The checkout page is titled "Checkout" and includes a navigation bar with links: Home, FTP, Order History, Logout, and Shopping Cart. A message states: "Please fill out the following information before completing your order." The "Payment Information" section shows two tabs: "Credit Card Payment" and "Purchase Order". The "Order Summary" on the right lists: 1 Products, 1 Shipping Locations, Items: \$35.00, Shipping: \$0.00, Before Tax: \$35.00, Estimated Tax: \$0.00, and Order Total: \$35.00. The "Purchase Order" button is highlighted with an orange box.

**Bottom Screenshot:** The checkout page is identical to the top one, but the "Credit Card Payment" button in the "Order Summary" is highlighted with an orange box. The "Please request a ship date" field now shows "9/30/2014" instead of "10/2/2014".