



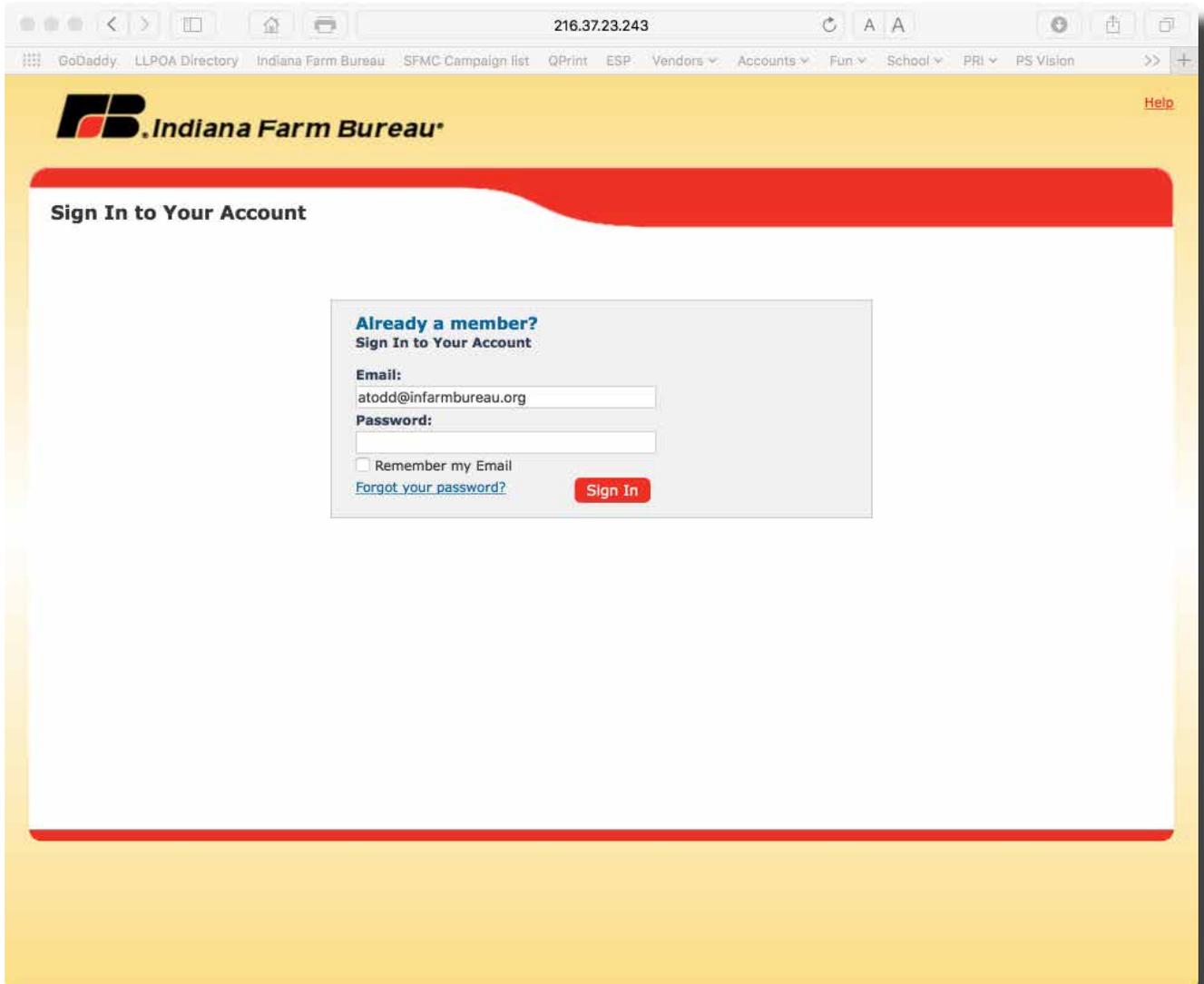
CLIENT STORE USER GUIDE



Indiana Farm Bureau Digital Storefront

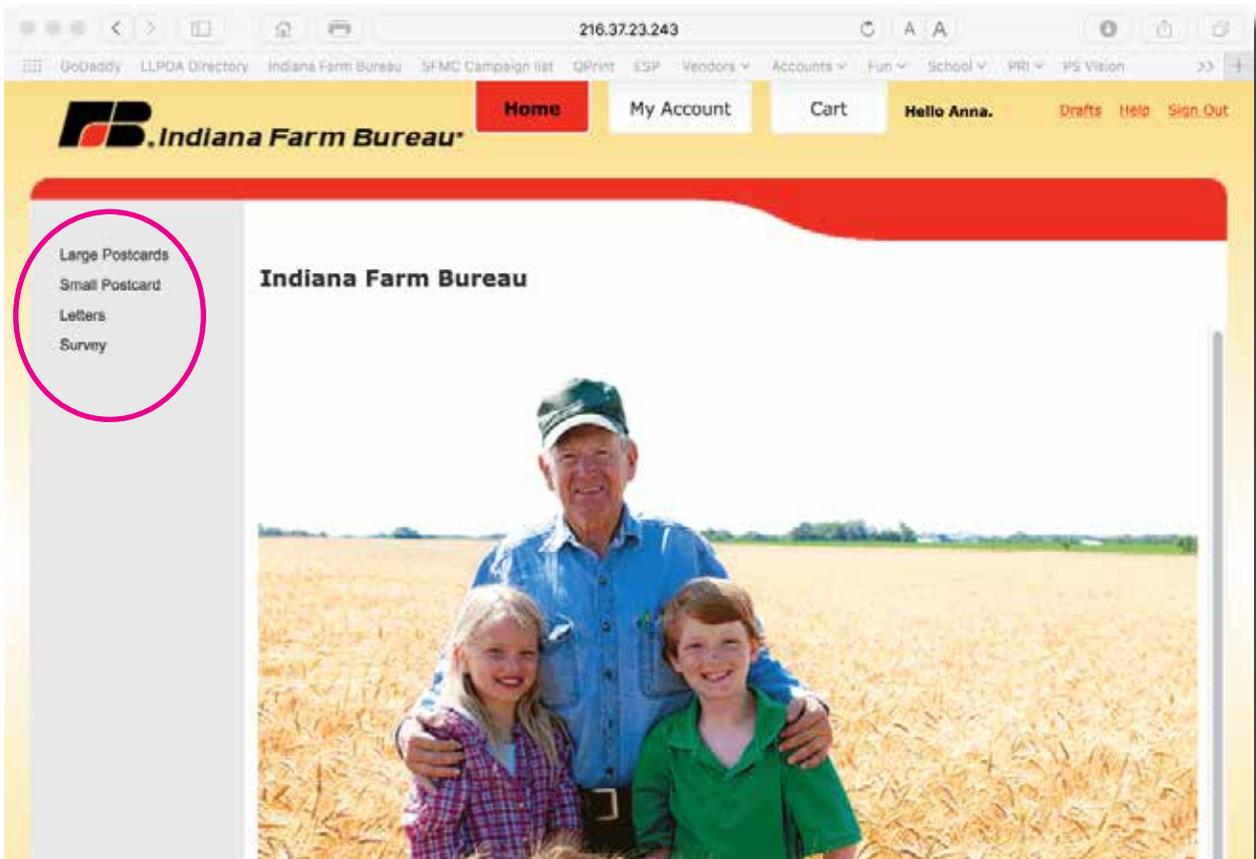
Reach the login page at: <http://ifbmailings.org>

Enter your e-mail address and password to be directed to your company's menu of products.

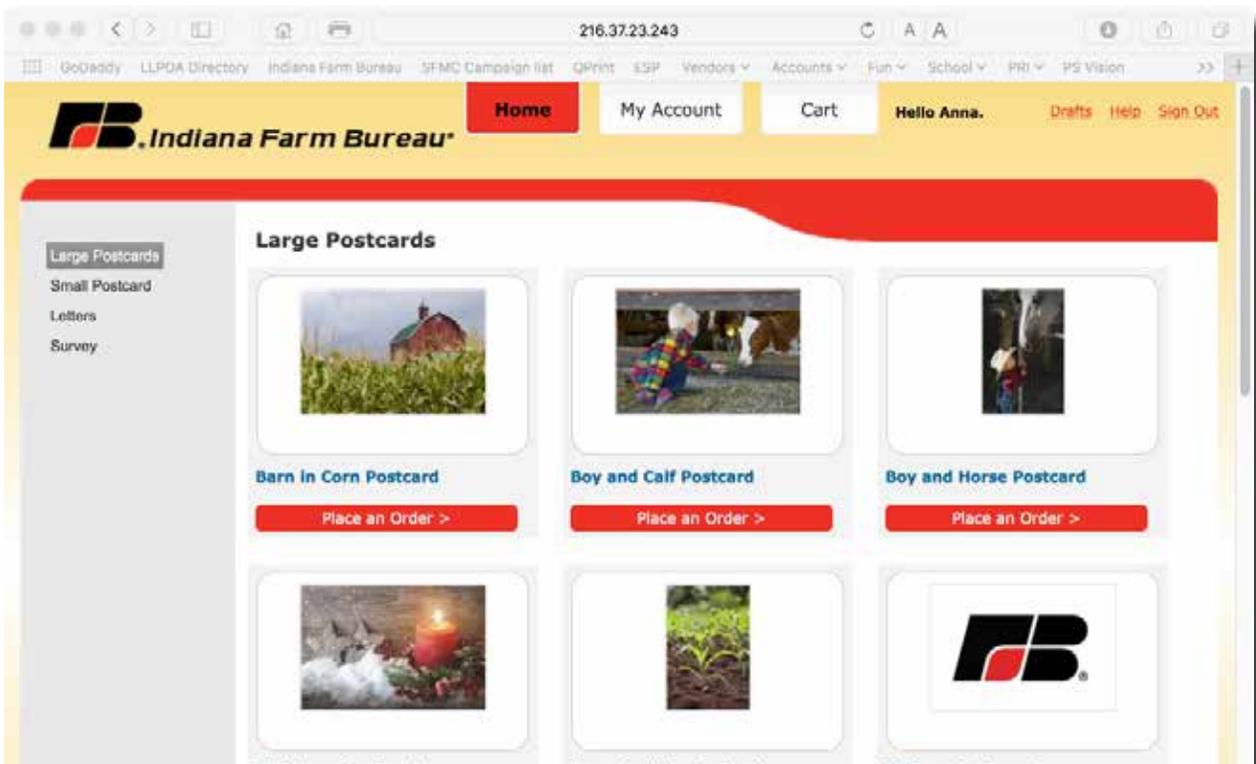


The screenshot shows a web browser window displaying the login page for the Indiana Farm Bureau. The browser's address bar shows the IP address 216.37.23.243. The page features a yellow header with the Indiana Farm Bureau logo and a red navigation bar. Below the navigation bar, the text "Sign In to Your Account" is displayed. A central form box contains the following elements:

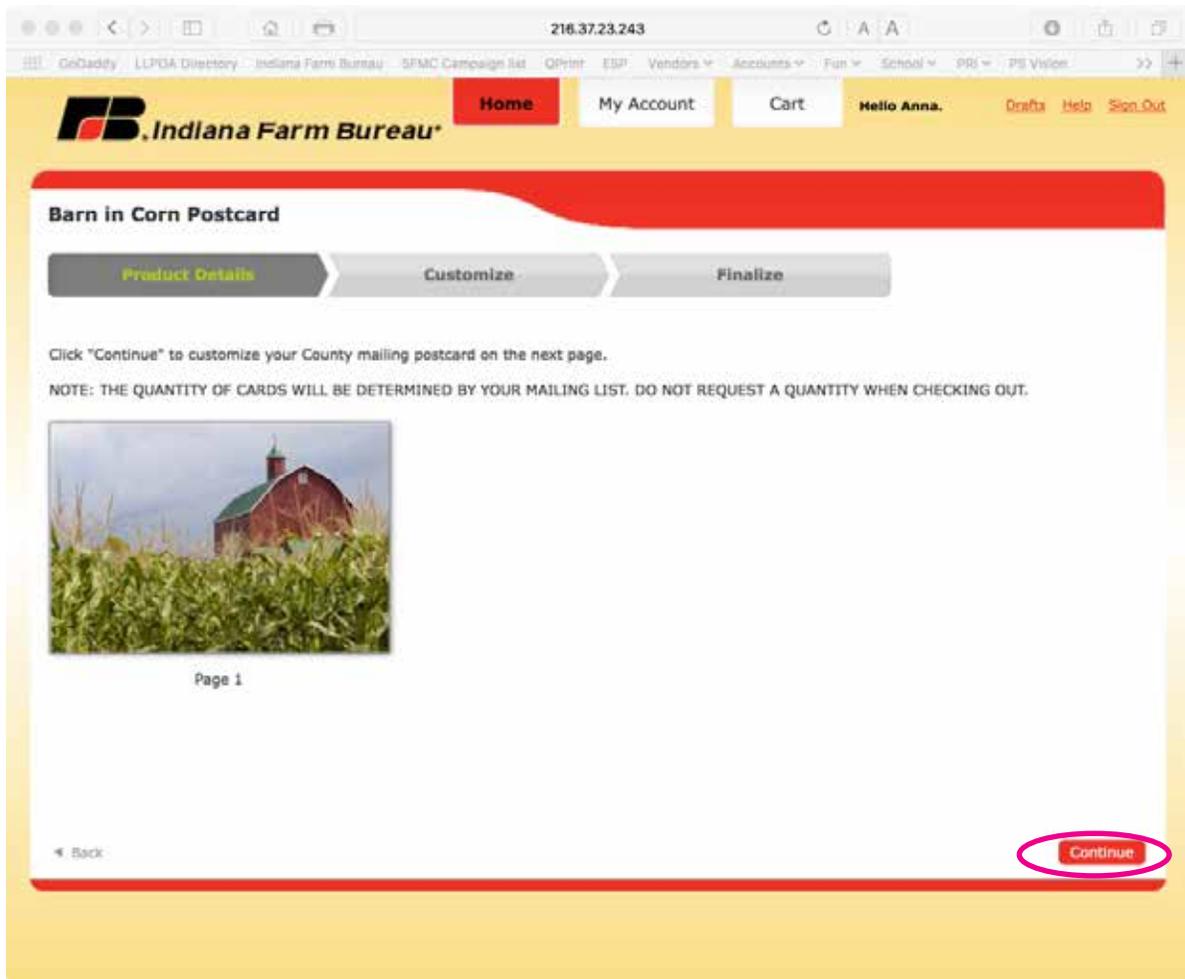
- Already a member?**
- Sign In to Your Account**
- Email:** atodd@infarmbureau.org
- Password:** [Redacted]
- Remember my Email
- [Forgot your password?](#)
- Sign In** button



Your available products can be accessed by clicking the **links** in the left sidebar.



Click on the desired product. You can also scroll over and click the thumbnail to view a larger image of the product.



The Product Detail page provides pricing information. Click **Continue** to customize the product.

Notice the disclaimer regarding the quantity you are ordering. Leave the quantity as "1" when checking out. Your quantity will be determined by your mail list.

Start by choosing your county logo by clicking the blue **icon**.

Barn in Corn Postcard

Product Details **Customize** Finalize

Click the blue icon to choose your Indiana county: *

Please Select Image 

Street*
City*
State* IN
Zip*
Headline

Message Copy

Times New Roman 12 pt Regular Auto

Be sure to include:
Date of Event
Time of Event
Location
RSVP Contact and deadline

Refresh Preview

Page 1

*Indicates a required field

Click on your logo from the pop up screen and click **Select**. The logos are in alphabetical order so you may have to click through several screens from the **Page Menu**.

Selected Image:
No image selected.
Please select an image.

1 2 3 4 5 6 Next

Adams Adams County Farm Bureau	Allen Allen County Farm Bureau	Bartholomew Bartholomew County Farm Bureau	Benton Benton County Farm Bureau
Blackford Blackford County Farm Bureau	Boone Boone County Farm Bureau	Brown Brown County Farm Bureau	Carroll Carroll County Farm Bureau
Cass Cass County Farm Bureau	Clark Clark County Farm Bureau	Clay Clay County Farm Bureau	Clinton Clinton County Farm Bureau
Crawford Crawford County Farm Bureau	Davies Davies County Farm Bureau	Dearborn Dearborn County Farm Bureau	Decatur Decatur County Farm Bureau

Undo
Redo

1 2 3 4 5 6 Next

Select Cancel

Personalize the product by completing the data fields provided.

Barn in Corn Postcard

Product Details **Customize** Finalize

Click the blue icon to choose your Indiana county:*

Blackford County Farm Bureau 

Street* 123 Main Street

City* Indianapolis

State* IN

Zip* 46202

Headline HEADLINE

Message Copy

Be sure to include:
Date of Event
Time of Event
Location
RSVP Contact and deadline

Blackford County Farm Bureau
©1999-2000 * Indianapolis, IN 46202
HEADLINE
Be sure to include:
Date of Event
Time of Event
Location
RSVP Contact and deadline

Page 1

Refresh Preview

**Indicates a required field*

You

Message Copy

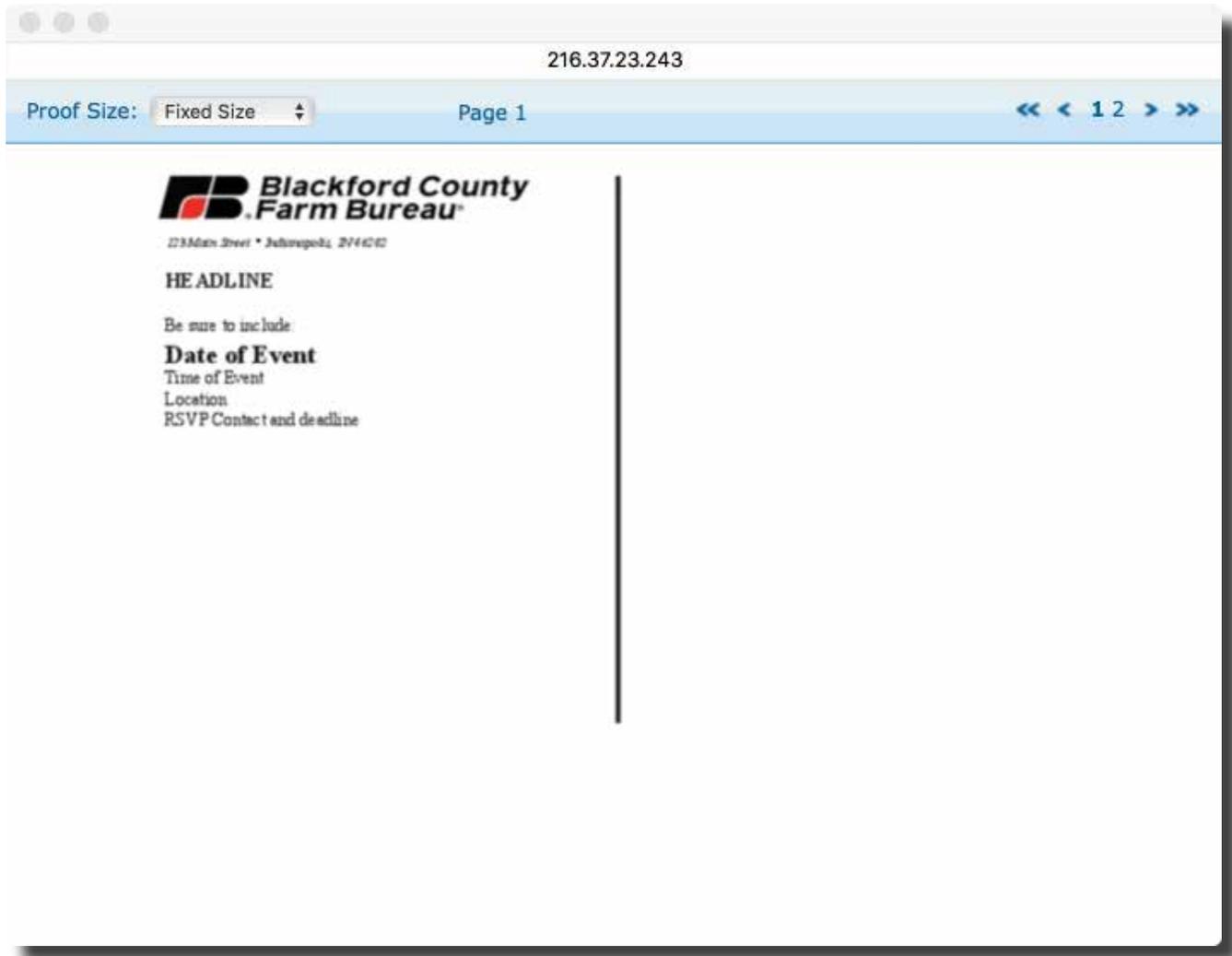
Times New Roman T 18 pt Bold Auto

Be sure to include:
Date of Event
Time of Event
Location
RSVP Contact and deadline

**Indicates a required field*

The **Message Copy** text box allows you to edit your copy by changing the font size, color and position. You can type your message directly in the box or cut and paste from Microsoft Word. Click **Refresh Preview** to have your changes take effect.

Once you have refreshed the Preview, you can click on the thumbnail preview to view a larger proof if necessary. Note that this is a low resolution proof to check copy only. You can close the proof window and make any changes required before proceeding.



Answer all of the production detail questions here. **LEAVE THE QUANTITY AT "1"**. Your quantity will be determined by the mail list derived from your production details.

Home My Account Cart Hello Anna. Drafts Help Sign Out

Barn in Corn Postcard

Product Details Customize **Finalize**

Quantity: 1 Items

Select your Indiana County: Blackford

Select Membership Type: Primary

Select your Paid Status: Paid

Select Mailing Members: Associate and Voting

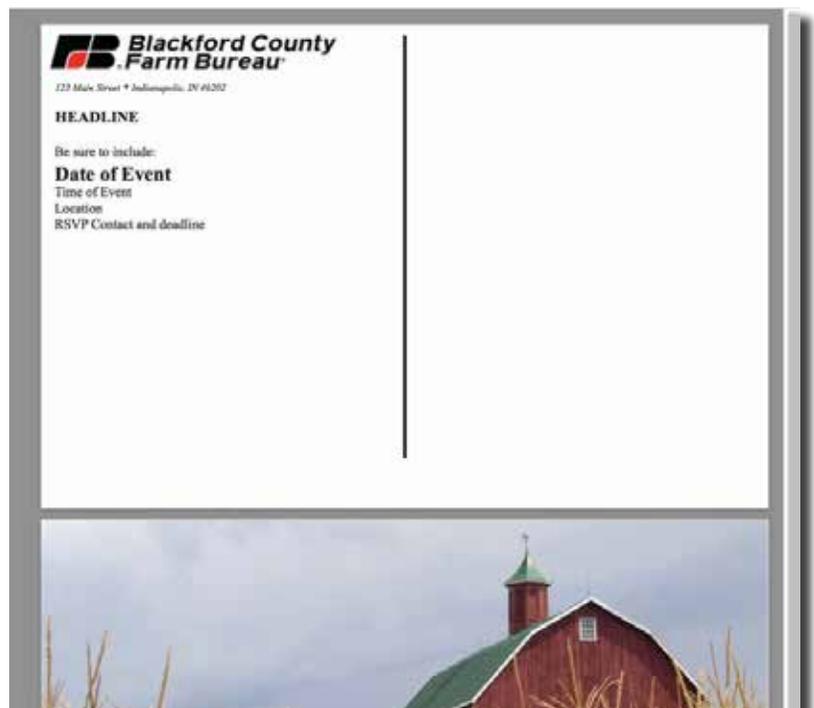
Delivery Requested: Standard 5 day to mail

Send 10 Samples (\$10)

Ordered by: Anna Todd

Special Instructions

You can view a final proof by clicking the green **PROOF** Button. This proof can be saved for approval purposes if necessary. You must approve the proof by clicking the **Proof is approved** box to proceeding to the Cart. Select **Add to Cart** to proceed.



Checkout - Order Summary

Address Details [Payment & Submission](#)

Billing Address

225 S East St, Indianapolis, Indiz [Add...](#)

Selected address

Anna Todd [Edit...](#)
225 S East St
Indianapolis, Indiana 46202
United States

[< Back](#)

[Next >](#)

You will be asked for billing details. This will be pre-populated with the Corporate address. You can leave this as is or edit to your County Address. You can have your County address pre-populate by adjusting your profile in the "My Account" section of the website.

Checkout - Order Summary

[Address Details](#) > **Payment & Submission**

Ordered Items

Name	Units	Price (tax incl.)
 Barn in Corn Postcard	Total: 1 Item	-

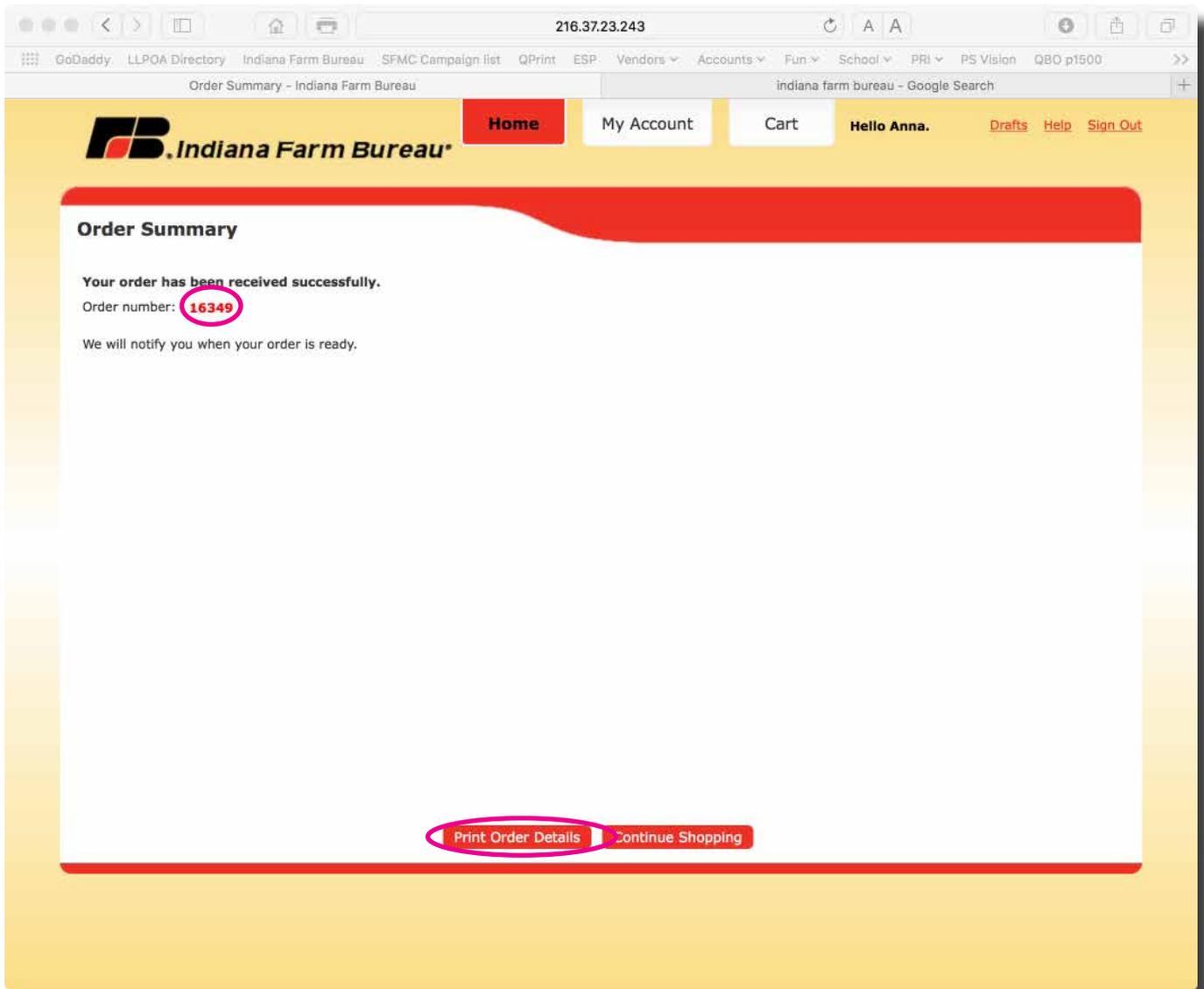
Tax: \$0.00 USD

Total: -

[< Back](#)

[Checkout](#)

Your cart will display the items ready for checkout. You can continue to shop by returning to the Home screen or checkout at this time. No payment is required



Once you are done you will be assigned an **Order Number**. Use this number when contacting Print Resources with any questions pertaining to your order. You can **Print Order Details** for a record of your order. An order confirmation will also be emailed to you.

My Account

This page allows you to view your order history, edit your personal information, and set your default billing and shipping information.

Order History

Review your past or pending orders.

Personal Information

Update your personal details.

Addresses

Manage your addresses.

Recipient Lists

Manage Recipient Lists.

You can click the [My Account](#) tab to review your Order History, Account Information, and manage billing addresses.