



Shop for Branded Items

- Go to www.OCSPromos.com.
- Login or register.
- Go to your account area by selecting Welcome in the top right, and select *Account Info* from the left side to **confirm your email and phone number**.
- Browse product categories or search for something specific.
- If you can't find what you are looking for, contact us:
Call: 330.319.7200 or Email: service@OCSPromos.com.



Build Your Product

- Once you choose an item select "Build Product".
- Select a Color and Input a Quantity – note quantity minimums.
- Select Your Imprint type and location.
- Select "Choose Imprint Colors".
- Select "Designate Artwork".
 - Use the logo library (approved marks).
 - Or upload your department logo.
 - Or use the comments area to indicate text to imprint (ex: Celebrating 50 Years).
- Add it to your cart.
- Add another item or Save and Continue.
- Continue and select "Proceed to Payment".



Approval Process

- Review and approve your proof – email from artwork@OCPSpromos.com.
- If you choose art from the logo bank, you will bypass secondary approvals. If you upload new artwork, it will go through a secondary approval with Marketing.
- If required, we'll send your new art to Marketing for review/approval.
- You will be notified if Marketing requests any changes, otherwise, your order will move to production.



Checkout Your Order

- Go to OCPSpromos.com and click on Welcome, Your Name, then choose Manage Quotes to the left of the screen.
- Find your approved quote and select Load Cart – follow the screens to Continue to Payment and choose your payment method.
- Your options are **Purchase Order** and **Credit Card**.
 - **Purchase Order**: Choose this option and input your PO# below. If you do not have your PO# yet, we will hold the order until receipt. Once the PO# is received, we'll move the order to production.
 - **Online Credit Card**: Choose this option if you are paying with a Purchase Card or Credit Card.



Order Ships

- When your order ships, you will receive an email with tracking information and a copy of your receipt.
- Please check your order *immediately* to make sure everything looks good.
- After your order arrives, you will be emailed a feedback survey. Please take a minute to complete this survey to tell us about your experience using OCPSpromos.com.