



Ready to Order?

If you are ready to start ordering, head to moo.com/mbs/dashboard and sign in to your MOO Business Account.

Once you sign in* please use the directions below as your guide to navigating the MOO ordering Platform!

*If you're new to your company, or haven't had a log-in created for you quite yet, please reach out directly to your account administrator. They'll be able to set your email up in our system, and you'll receive a noreply@moo.com email asking you to select a password. Then, use the link above to sign in!

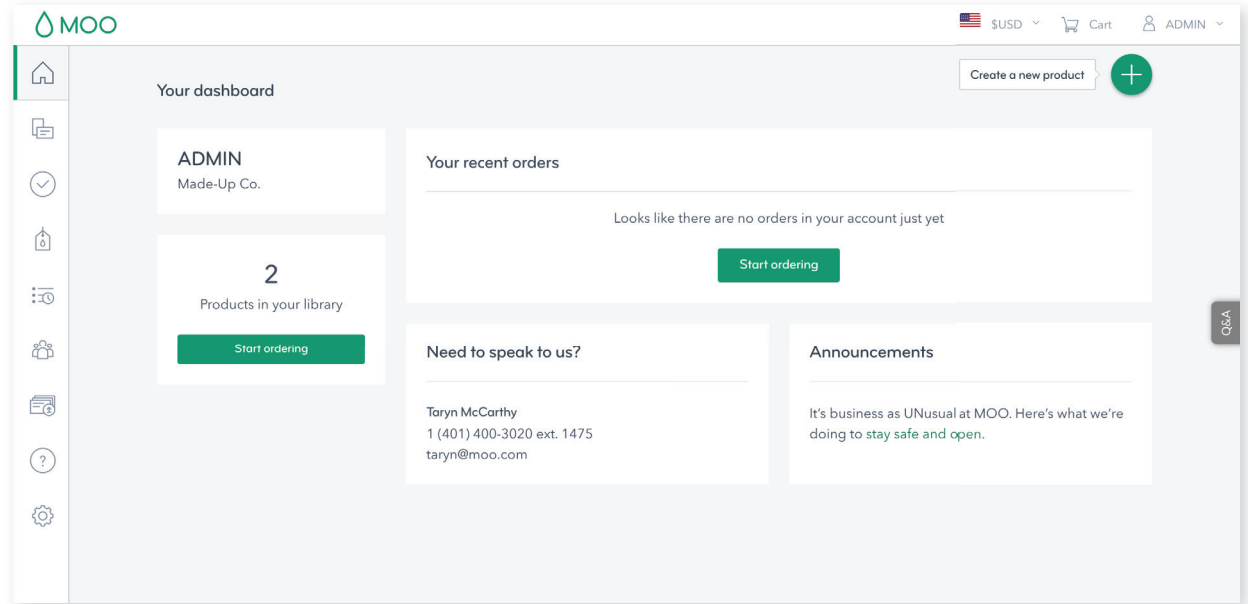


01

YOUR DASHBOARD

After logging in, you will find yourself on your dashboard. Here you can see past orders, any announcements from your admin, and your MOO Account Manager's contact information.

To get started on a new product, please **click the green "+" in the upper right hand corner.**

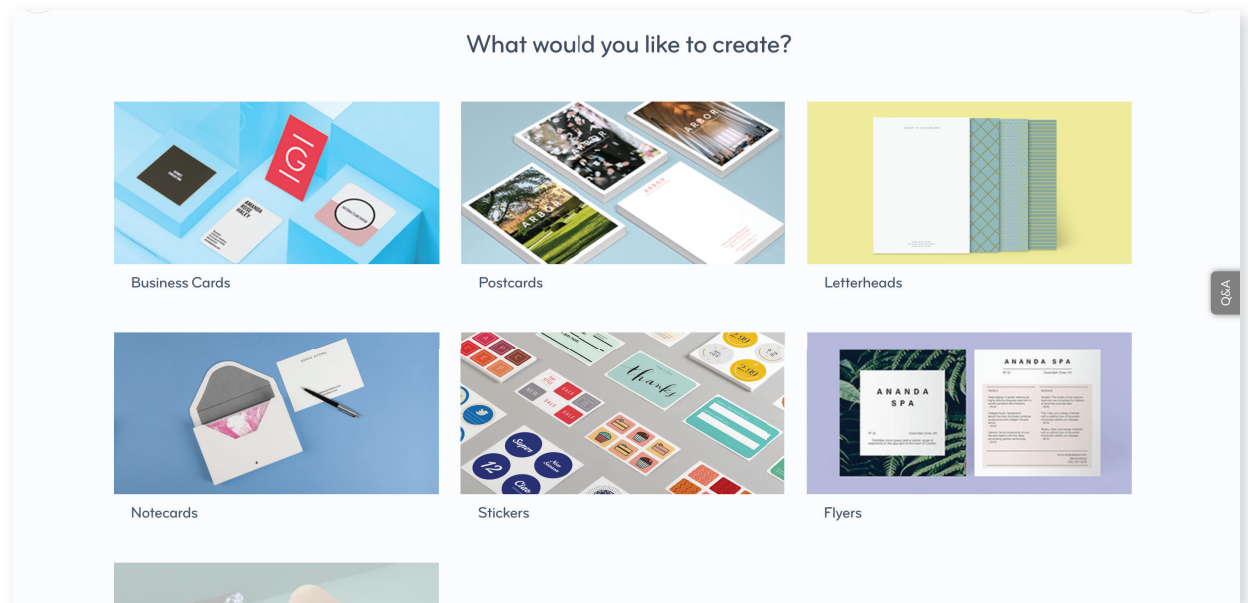


02

SELECT A PRODUCT

Here you will find all the products you have available to you. If a category is highlighted, it means your business has approved designs for that product.

Start by selecting "Business Cards"

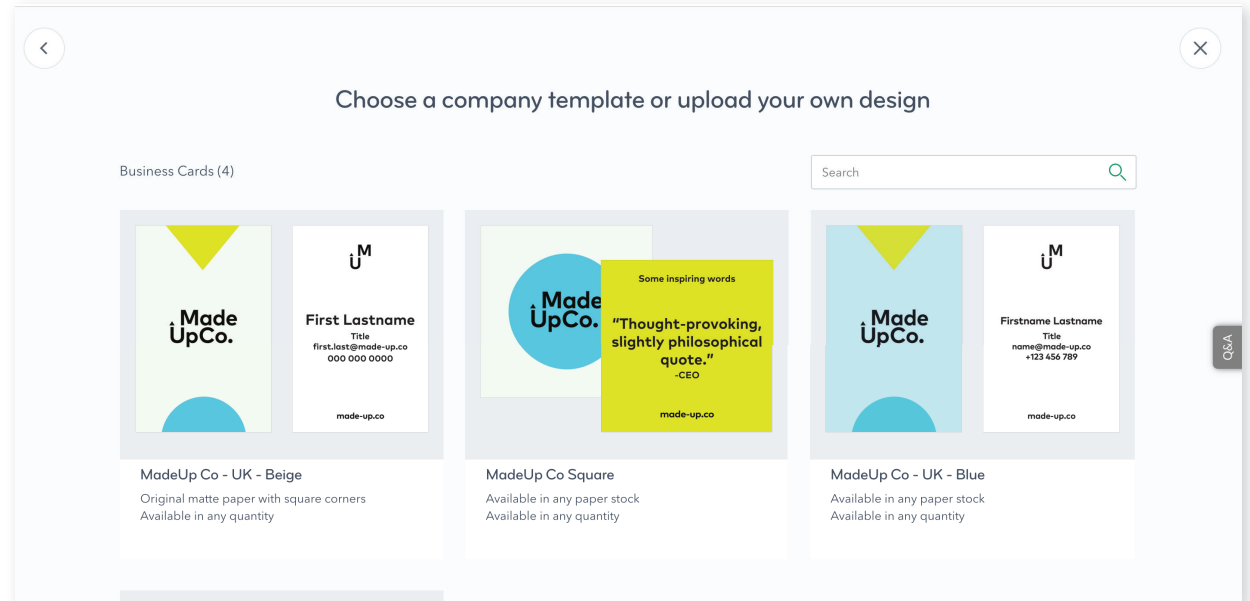


03

SELECT A TEMPLATE

These are your editable templates. **Select the one you need.**

You may see templates with various sizes, layouts and colors. Pick the one that works best for your needs.



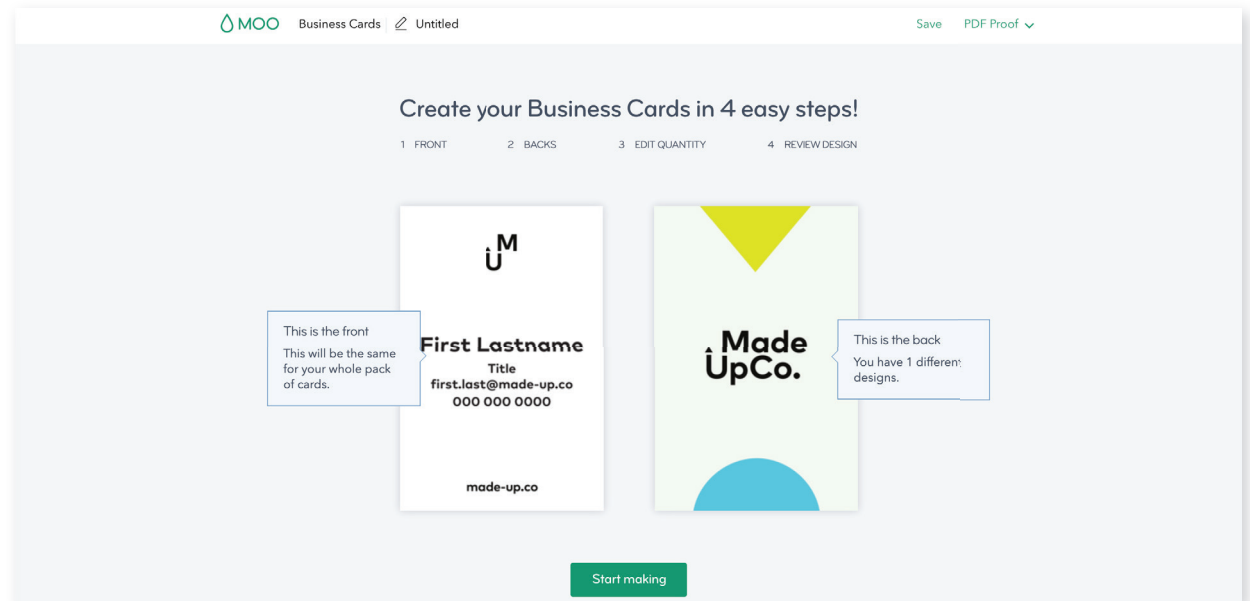
04

START EDITING

Once you've clicked a template, you will see the generic employee details appear as a placeholder

Click "Start Making" to start customizing!

You may also rename your pack for easy finding in the future.



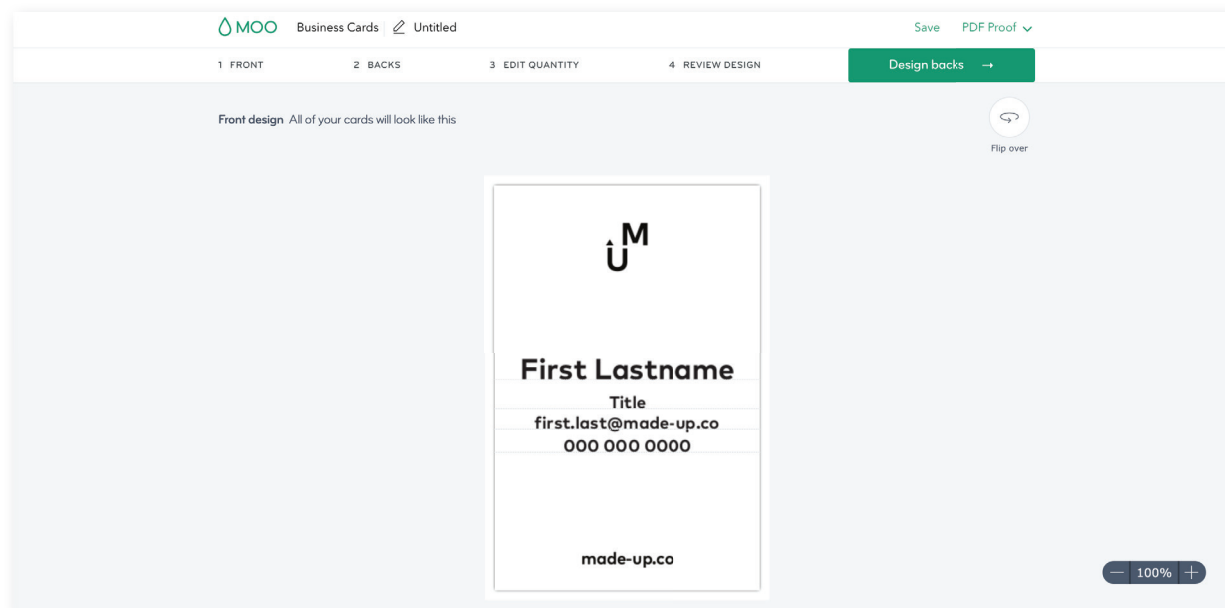
05

ADD YOUR DETAILS

To edit a line of text, **click on the line and start typing!**

If you are not able to click on a line, it means that information has been locked in place.

Once you've typed in your information, flip over your card, or **click "Design Backs"**.



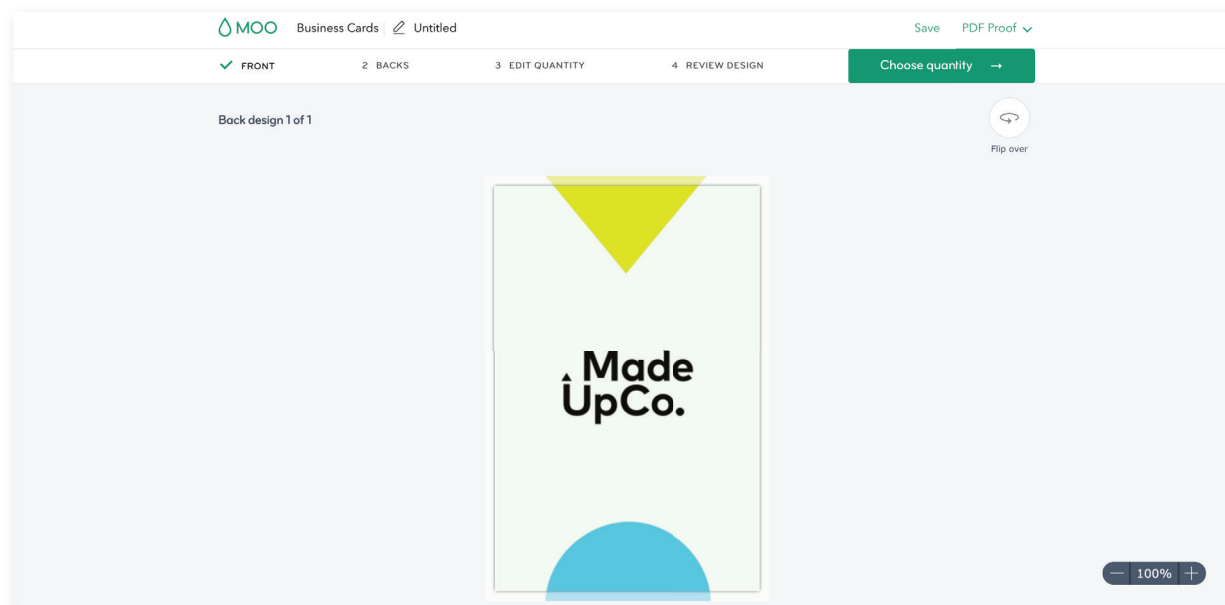
06

REVIEW BACKS

These are the backs of your cards.

Make sure to review these sides as well. There may be additional editable lines, areas to upload an image, or multiple backs to choose from.

If everything is looking good, **click "Choose Quantity (or paper) " in the upper right hand corner.**

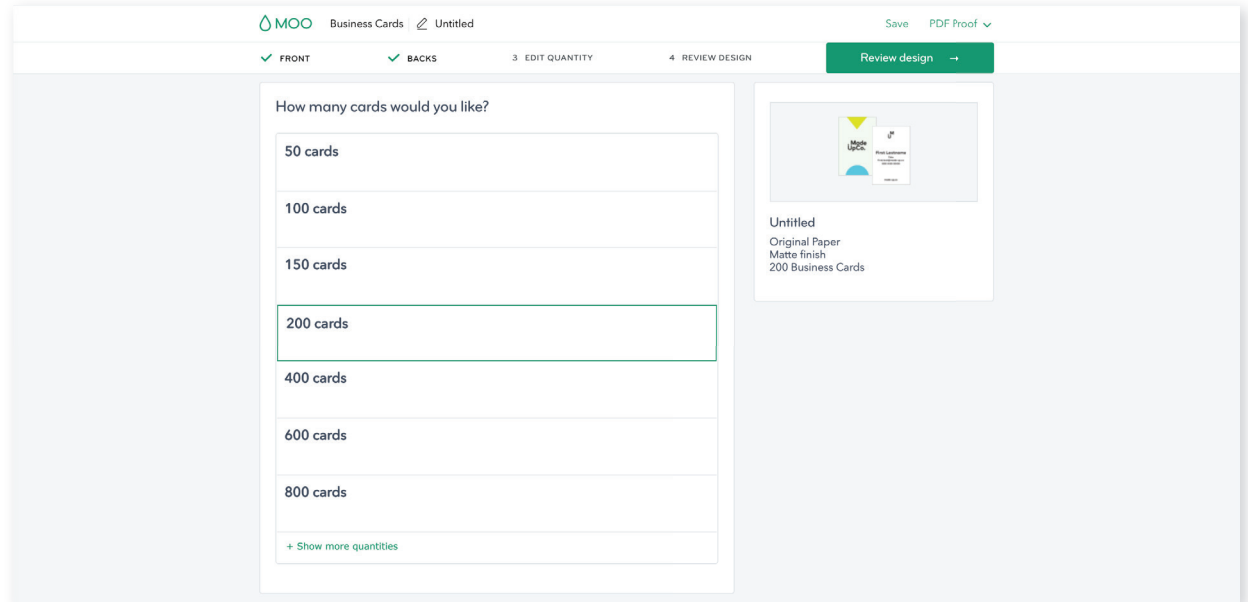


07

CHOOSE YOUR QUANTITY

This screen gives you the option* to choose your paper stock, corners (on some products) and quantity of cards. Once selected, please **click “Review Design”** to get one last look before you place your order.

***If you do not see these options, it means your company has pre-selected the paper stock and/or quantity for your product.**

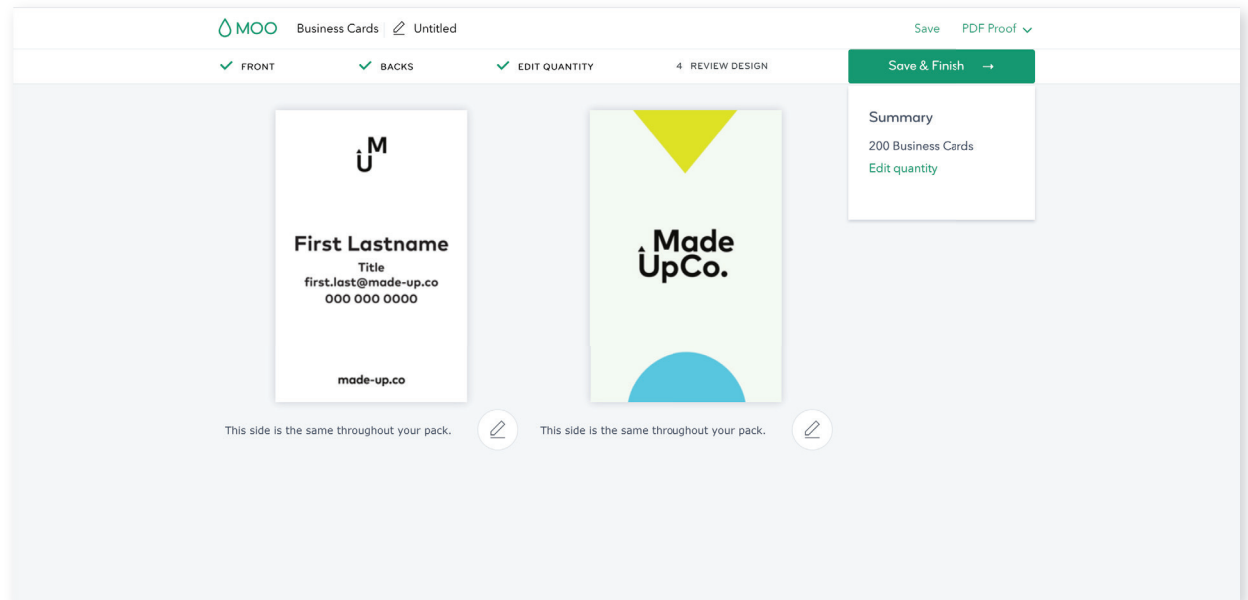


08

REVIEW YOUR PRODUCT

If everything looks good, you can **click the green “Save & Finish” button**.

You will be asked if you'd like to create another product with this template, or return to your saved product. If you are ready to order, **click “Return to my Saved Products”**.



09

ADD TO YOUR CART

Back in your business platform, you are ready to complete your order.

Click **“Add to Cart”** for any product you want to purchase.

When you are ready to check out, **click the shopping cart icon in the upper right hand corner.**



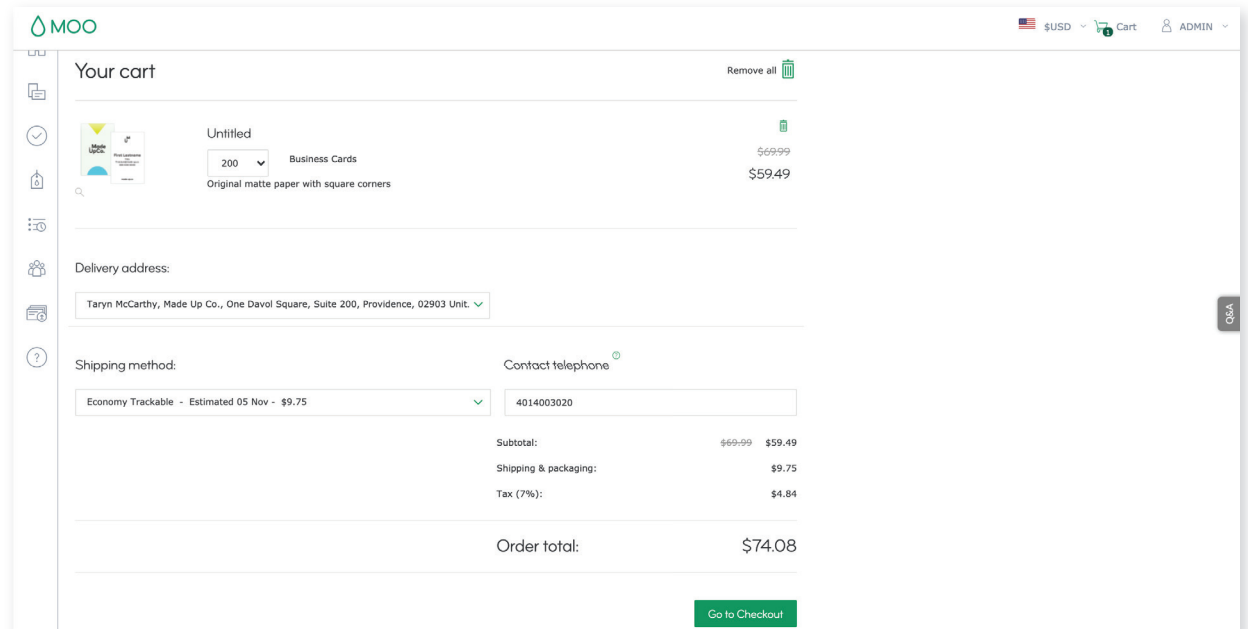
10

PLACE YOUR ORDER

Here, you can enter your shipping location and delivery method. **Click “Go to Checkout” to review your billing address and choose your payment method.***

Be sure to double check your billing information, **especially if you are billing to a company invoice.** Then just place your order!

*If you aren't sure about your company's preferred method, please reach out to your internal account administrator.



Happy Ordering!