**BUSINESS CARDS – Cards cost: the price for one box (500), printed on front only, is $55.55; the price for two boxes (1000) is $74.90 (printed on front only as well). Paying for the cards:**

* + **You can use a “Funding number” that you can request from your department, or**
  + **You can write in the area for funding code “PAY BY CHECK”. Please make the check payable to: Mount Sinai Hospital – Printing Services and mail it to: Mount Sinai Hospital Printing Services, 5 E 98th Street, MAIL box 1225, New York, NY 10029**

ORDERING ONLINE BUSINESS CARDS

Please note that these on line templates were created by Mount Sinai’s Marketing team and we need to stick as close to these templates as possible. We have the right amount of lines set up and cannot go out of the template. If what you want to print is not listed on this site, you will need to get written consent from [gabriel.bershadscky@mountsinai.org](mailto:gabriel.bershadscky@mountsinai.org) and forward to [william.sheehan@mountsinai.org](mailto:william.sheehan@mountsinai.org) who will then need a printing requisition and a manual copy/email sent for a card that cannot be set up on line.

To order a new business card:

Press “Ctrl” key and Double Click on link: <http://www.four51.com/UI/Logon.aspx?cid=28a77251-2f04-476b-ab1a-a17a1cad83a4>

If that doesn’t work, copy the link and paste your browser.

Please type in this generic username and password:

Username: newuser-mtsinai

Password: mts

After entering double click on logo of choice.

You will be asked to create a new username and password. Please write this down or store it in a safe place.

For the first time ordering a new card:

Choose Template. Repeat order choose card and hit add to order

|  |
| --- |
|  |
|  |

|  |
| --- |
|  |

Hit the Create new prompt



Enter all Information as required and how it should appear on your card.

Select a back if needed & hit save.

Choose view PDF by double clicking

Open PDF & proof read for correctness, if all is good proceed by saving the PDF to your hard drive. This is your proof of what you submitted. If you need to correct your entry go to edit and correct. Then again View PDF and save to hard drive if good.

Choose a Quantity and choose Add to order.



Complete all required fields

1. Funding # (eg: 0104-xxxx-4262) or write PAY BY CHECK (see details in the beginning of this document)
2. Department (eg: Radiology)
3. Select 1 sided or 2 sided
4. Select How many Lots to be printed (this means that if you are entering multiple people, hit the amount of people such as if you are ordering cards for Beider, Darragh and Locicero that means there are 3 lots)

Check Out



Select a Shipping Address & Type in First and Last Name

Select Continue



Review Order & Select Submit



***Print*** confirmation is recommended but not needed.

Keep your #M\_ \_ \_ \_ for your records.