EAST STROUDSBURG UNIVERSITY

BUSINESS CARD ORDERING

- **Go to: https://ESU.EasyCardDesigner.com**

- **Click on a business card template to start your order.**

- **Enter your personal information into the boxes below the image of the card.**

  Click "View Changes" to see an immediate proof.

  Be sure to delete any information that is not needed on your card.

  Click "Card is OK Continue" once your card is filled out correctly.

- **Proof Screen: Please be sure to proof you card very carefully.**

  If card is correct, Click the "Continue" button to proceed to the register screen.

  If card is incorrect, Click the "Modify" button to make corrections.

- **Register your account.**

  Create a user name and password for your account.

  Add a shipping address for your order.

- **Shopping Cart & Order Details**

  Double check all order details are correct.

- **Click the "Request Approval" button once your order details are correct.**

  Your order will now go through an administrator approval process.

  Once your card is approved and submitted to manufacturing, you'll receive an email confirmation. You'll receive another email notification once your cards have shipped out.

- **Orders are sent to Greg Knowlden for final approval.**

If you have any questions regarding company guidelines or the approval process, please contact:

Greg Knowlden: gknowlden@esu.edu • 570-422-3062

If you have any questions regarding the online ordering system:

Please Email: ECDSupport@CardAdmin.com (or) Call us at: 888-429-8372