

Instructions for Ordering Student Business Cards From Dupli

- 1) Go to: duplionline.com
- 2) In the top right corner click on “Log In”
- 3) Fill in:
 - a. Account Name: rutstu
 - b. User Name: rutstu
 - c. Password: rutstu
 - d. Click on “Sign In”
- 4) Under Home in the left corner click on “Business Cards”
- 5) Click on “Select”
- 6) Students should use the Rutgers logotype for their cards
- 7) Fill in all fields with the information you want on the card
- 8) Proofread your card carefully (you may not get a proof of your card once the order is placed)
- 9) Go to “Check Out”
- 10) Fill in credit card information
- 11) Click on “Submit Order”
- 12) NOTE: If you click on “Save Order” your order will not be submitted to Dupli
- 13) Make sure you receive a confirmation order number