

How to Order Through Mimeo PrintX

Get all of your marketing collateral quickly and easily with this convenient online service. Just follow the instructions below to get started.

1 - Log In

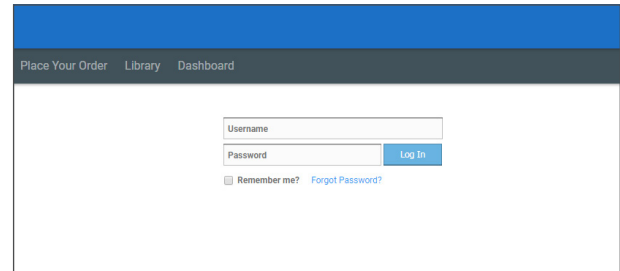
To start ordering, please visit:

<https://order.hubcast.com/Store>

Using the email you registered for PrintX with, or the one you were provided, log in to the platform.

If you forget your password, use the “[Forgot Password](#)” link, on the login page. An email will be sent with a temporary password to log in with.

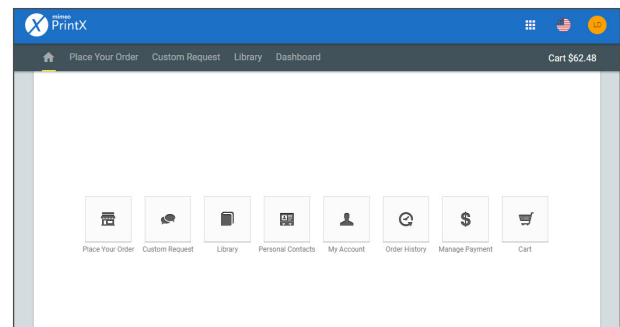
You will then be forced to change your password after using the temporary password.



2 - Home Screen

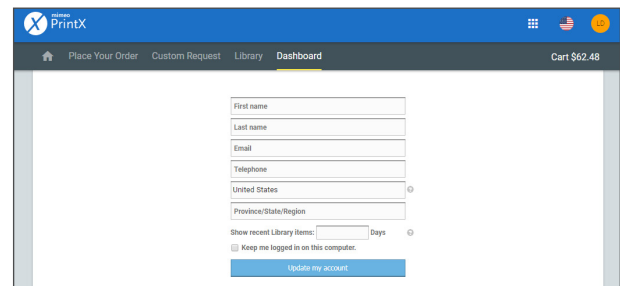
Once logged in, you will see buttons for the [Library](#), [Personal Contacts](#), [My Account](#), [Order History](#), and [Cart](#).

Your [Library](#) contains items to order. [Personal Contacts](#) can be added in advance or during the checkout process



3 - Account Management

You can edit and update your contact information by clicking on [My Account](#).



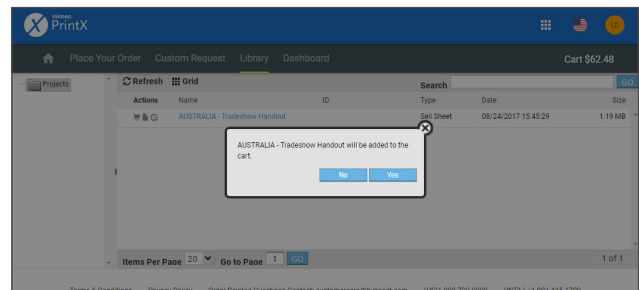


4 - Library

You can search the folders in the left column or enter part of the item name in the [Search Field](#).

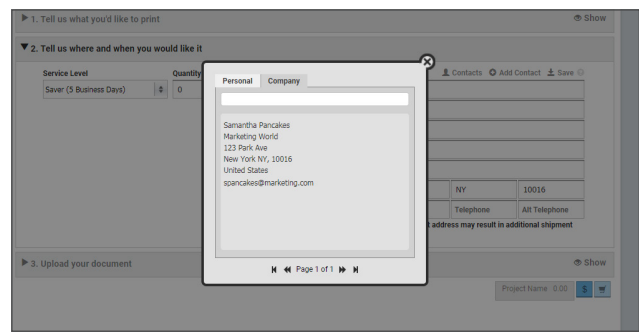
Select the “[Cart](#)” icon, a popup window indicating item will be added to your cart. Select [Yes](#) or [No](#). Enter additional items or select the “[Sheet](#)” icon to view the file.

Select the “[Edit](#)” icon to change quantity and add to cart. Select [Cart \\$](#) in the top right of the menu bar to go to your cart.



5 - Delivery

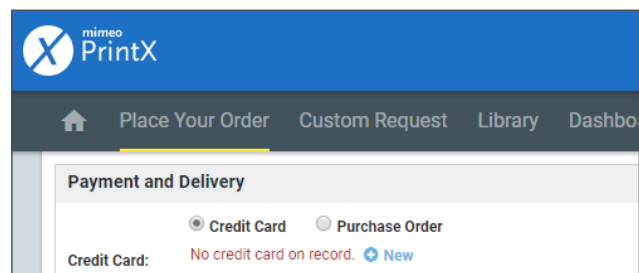
Add a [Ship To Contact](#) and [Address](#). Delivery information will be saved to your Personal Contacts.



6 - Payment Information

Under [Payment and Delivery](#), Select “+ [New](#).” Next to the [Credit Card](#), a popup window will display. Enter credit cards details and select [Save](#).

You still have the option to edit your order, change quantity, or modify the delivery address. Review and select [Check Out](#).



7 - Final Checkout and Receipt

Check the box (X) “[I agree to Print X Terms & Conditions](#)”, or [Edit](#) your order.

After the box is checked, place your order. You will receive both an on-screen and email receipt.

