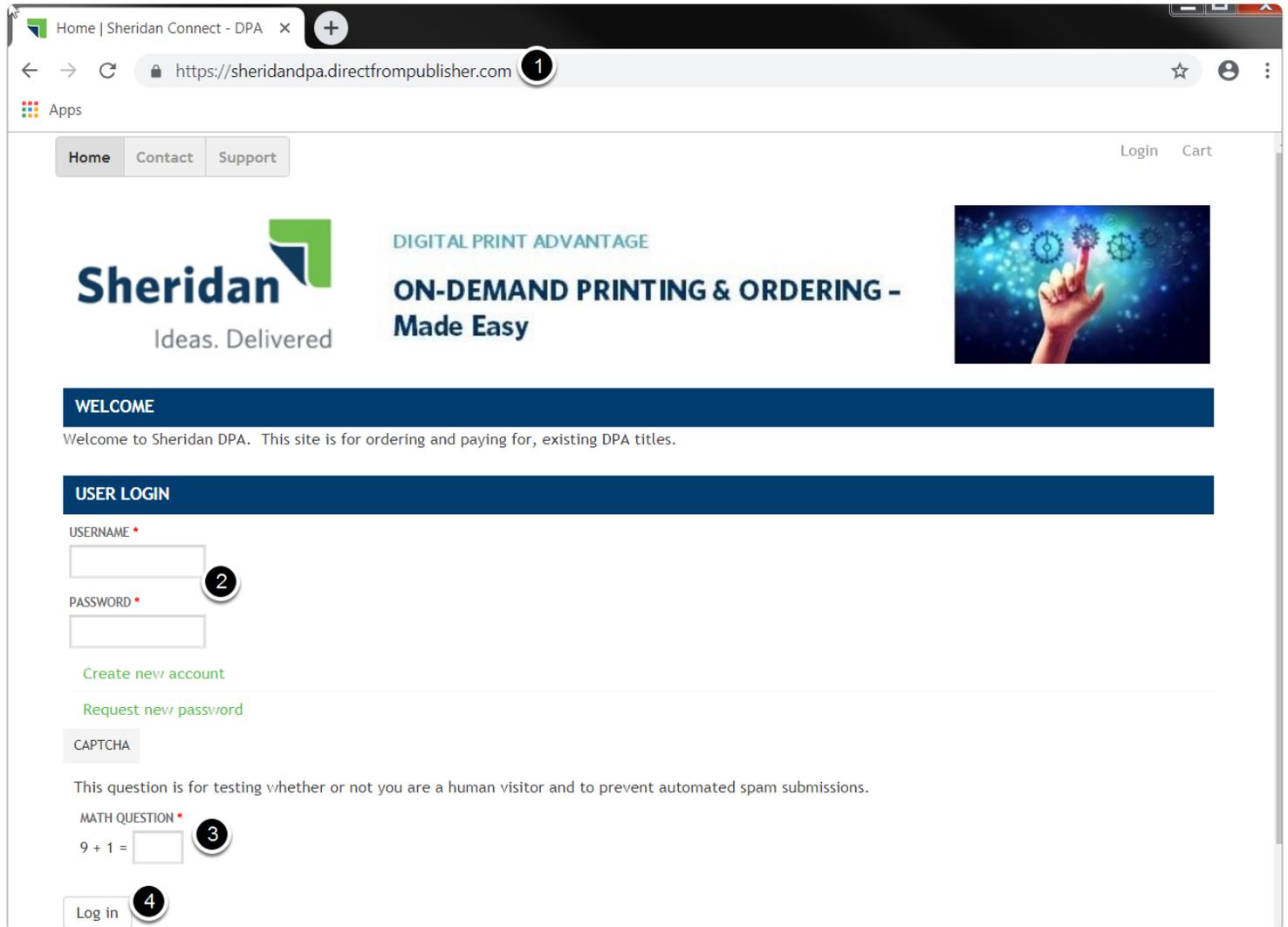


Overall, this new streamlined process will get books in your hands quicker since you will no longer need to wait for production, shipping, handling or sales tax calculations before submitting payment. Instead, these fees will be calculated during the ordering process in real time based on the number of products in your order and the shipping address. During the order placement, you will now pay for the order with a credit card and your order will immediately be sent to production. Once your order is shipped, you will receive an email with tracking information.

This document contains step-by-step instructions to help you place an order.

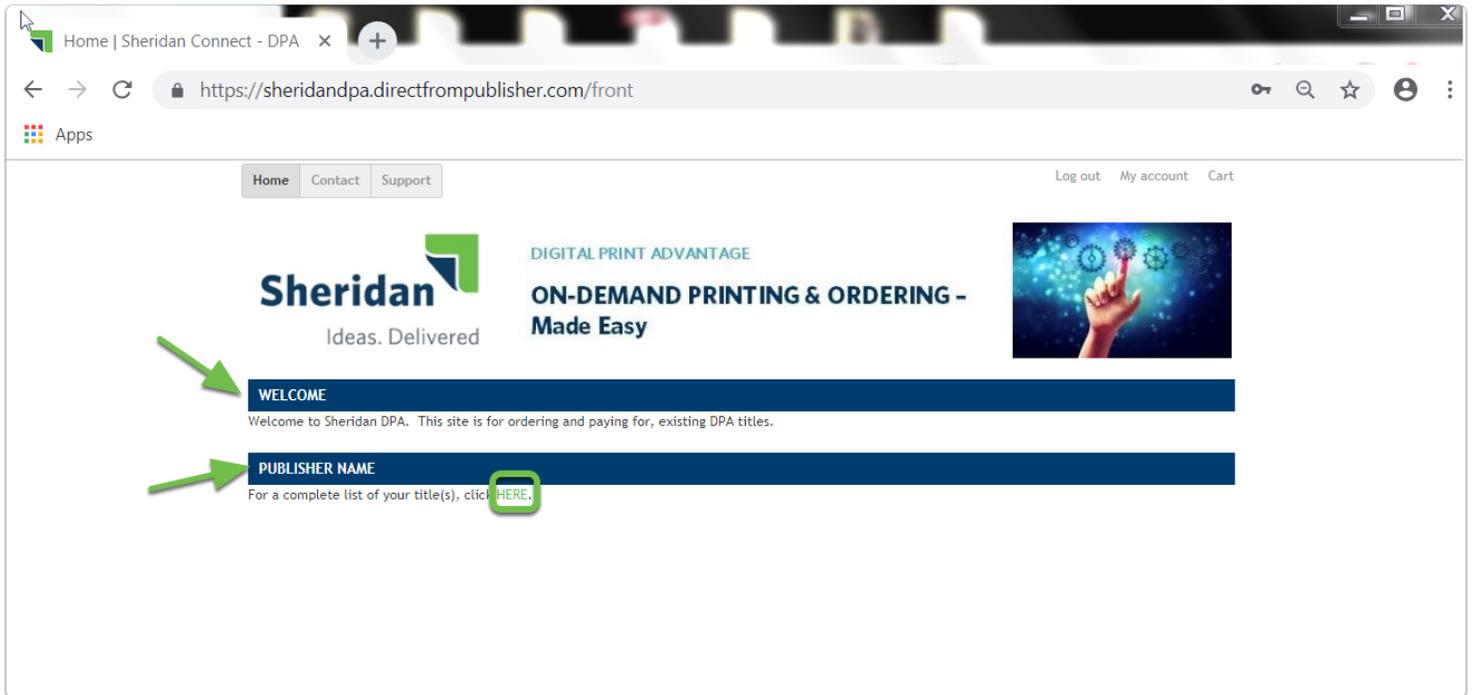
## Login



The screenshot shows a web browser window with the URL <https://sheridandpa.directfrompublisher.com>. The page features a navigation menu with 'Home', 'Contact', and 'Support' on the left, and 'Login' and 'Cart' on the right. The main content area includes the Sheridan logo with the tagline 'Ideas. Delivered', the text 'DIGITAL PRINT ADVANTAGE ON-DEMAND PRINTING & ORDERING - Made Easy', and an image of a hand interacting with gears. Below this is a 'WELCOME' section with the text 'Welcome to Sheridan DPA. This site is for ordering and paying for, existing DPA titles.' The 'USER LOGIN' section contains a 'USERNAME \*' field (callout 2), a 'PASSWORD \*' field, a 'Create new account' link, and a 'Request new password' link. A 'CAPTCHA' section follows, with the text 'This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.' and a 'MATH QUESTION \*' (callout 3) '9 + 1 =' with an input field. At the bottom of the login section is a 'Log in' button (callout 4).

1. Navigate to [sheridandpa.directfrompublisher.com](https://sheridandpa.directfrompublisher.com)
2. Enter username and password.
3. Enter CAPTCHA answer.
4. Select **Log in**.

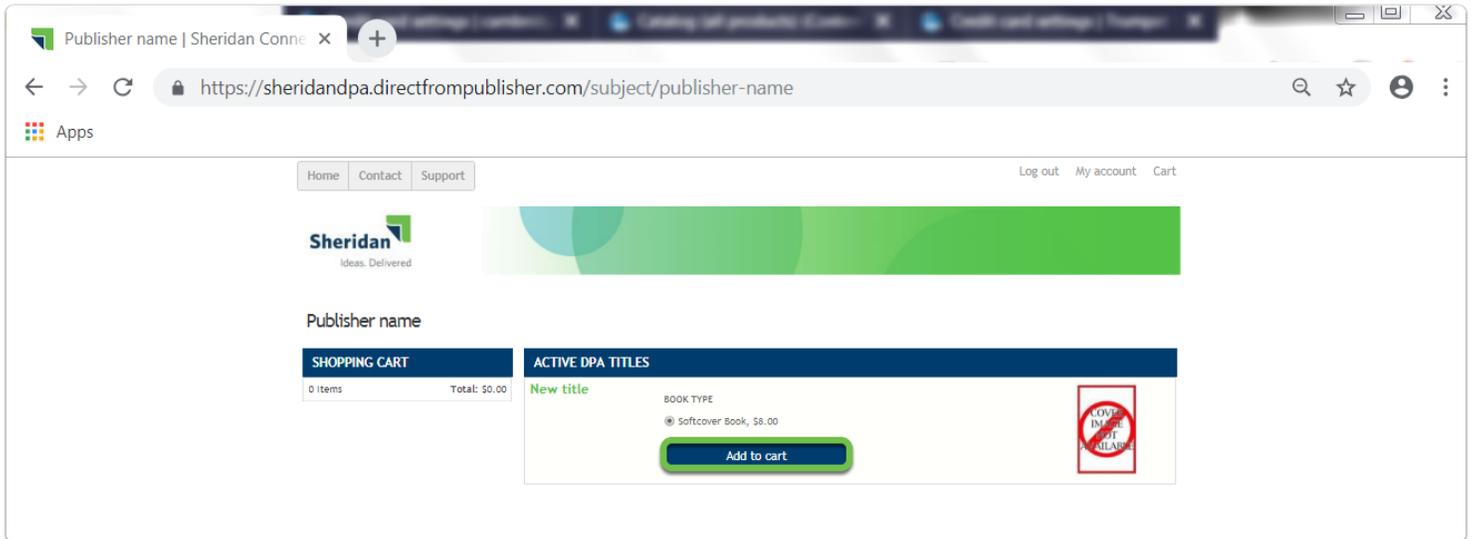
## Access titles



Once you are logged in, you will see a welcome message and your account name.

Click [HERE](#) to access your titles.

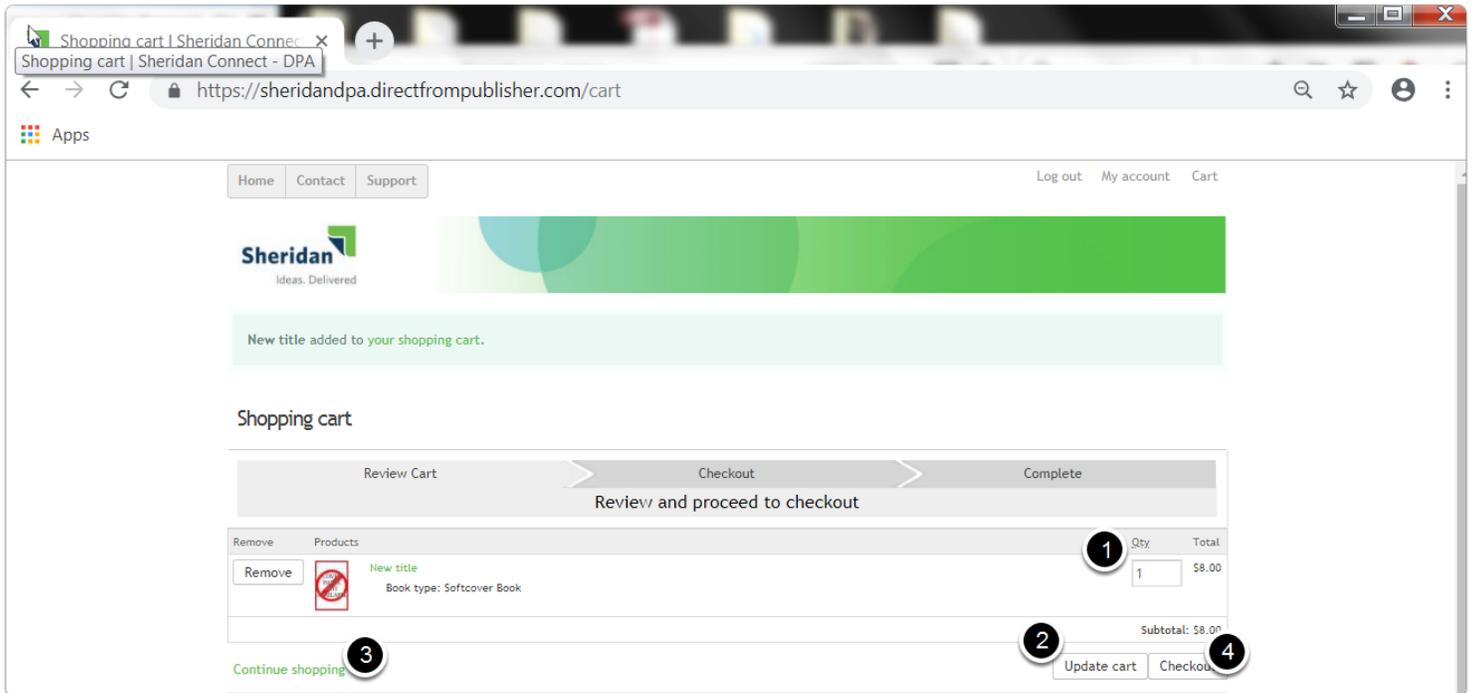
## Add to cart



A list of all active DPA titles will appear. The price for each title was calculated from your interactive DPA price scale based on the title's specifications.

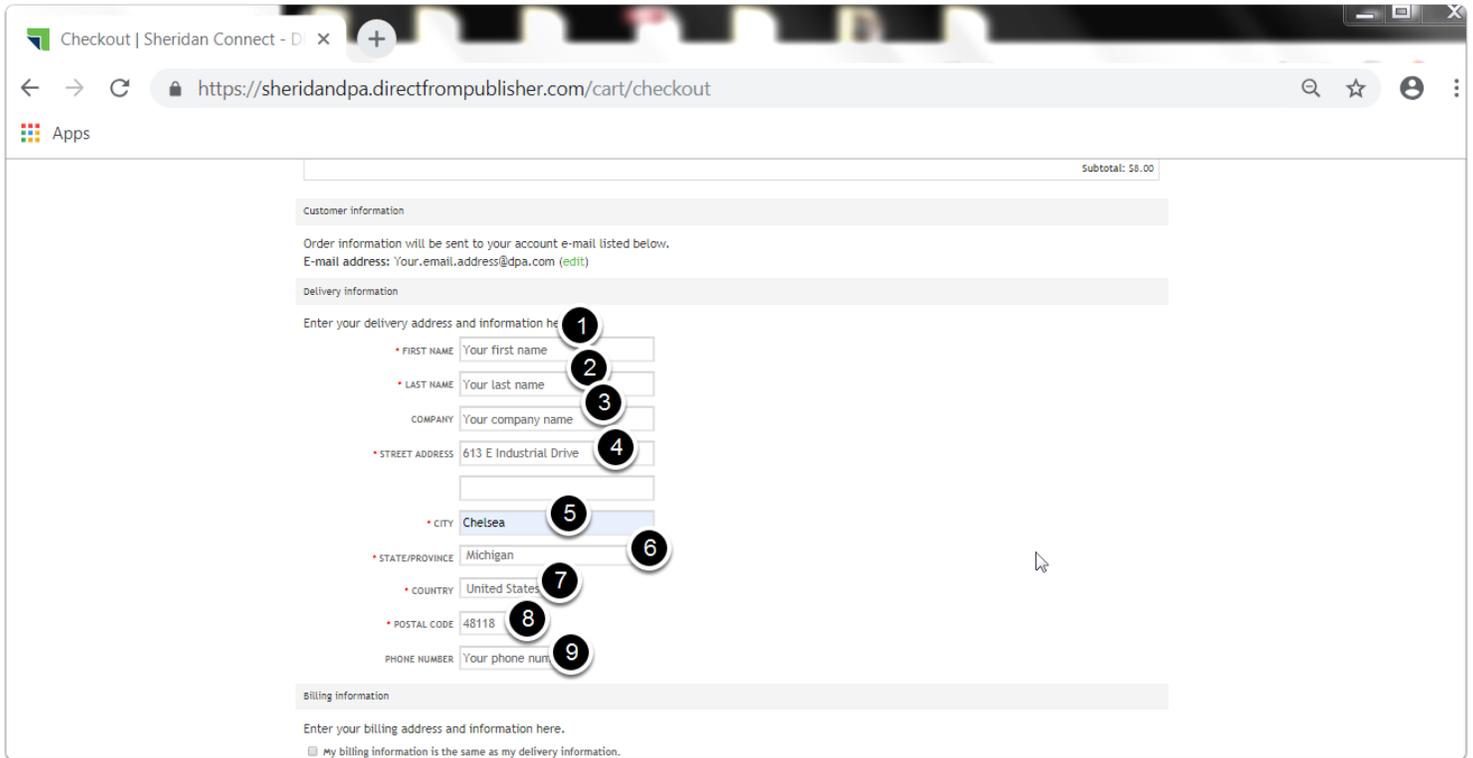
Find the title you would like to order and select **Add to cart**.

## Shopping cart



1. Update the quantity if needed.
2. Select **Update cart** once the quantity has been updated.
3. If you would like to add more titles to your order, select **Continue shopping** and follow the same steps.
4. Once all titles are added to your cart, select **Checkout**.

## Checkout



Checkout | Sheridan Connect - D x

https://sheridandpa.directfrompublisher.com/cart/checkout

Apps

subtotal: \$8.00

Customer information

Order information will be sent to your account e-mail listed below.  
E-mail address: Your.email.address@dpa.com (edit)

Delivery information

Enter your delivery address and information here

\* FIRST NAME Your first name 1

\* LAST NAME Your last name 2

COMPANY Your company name 3

\* STREET ADDRESS 613 E Industrial Drive 4

\* CITY Chelsea 5

\* STATE/PROVINCE Michigan 6

\* COUNTRY United States 7

\* POSTAL CODE 48118 8

PHONE NUMBER Your phone num 9

Billing information

Enter your billing address and information here.

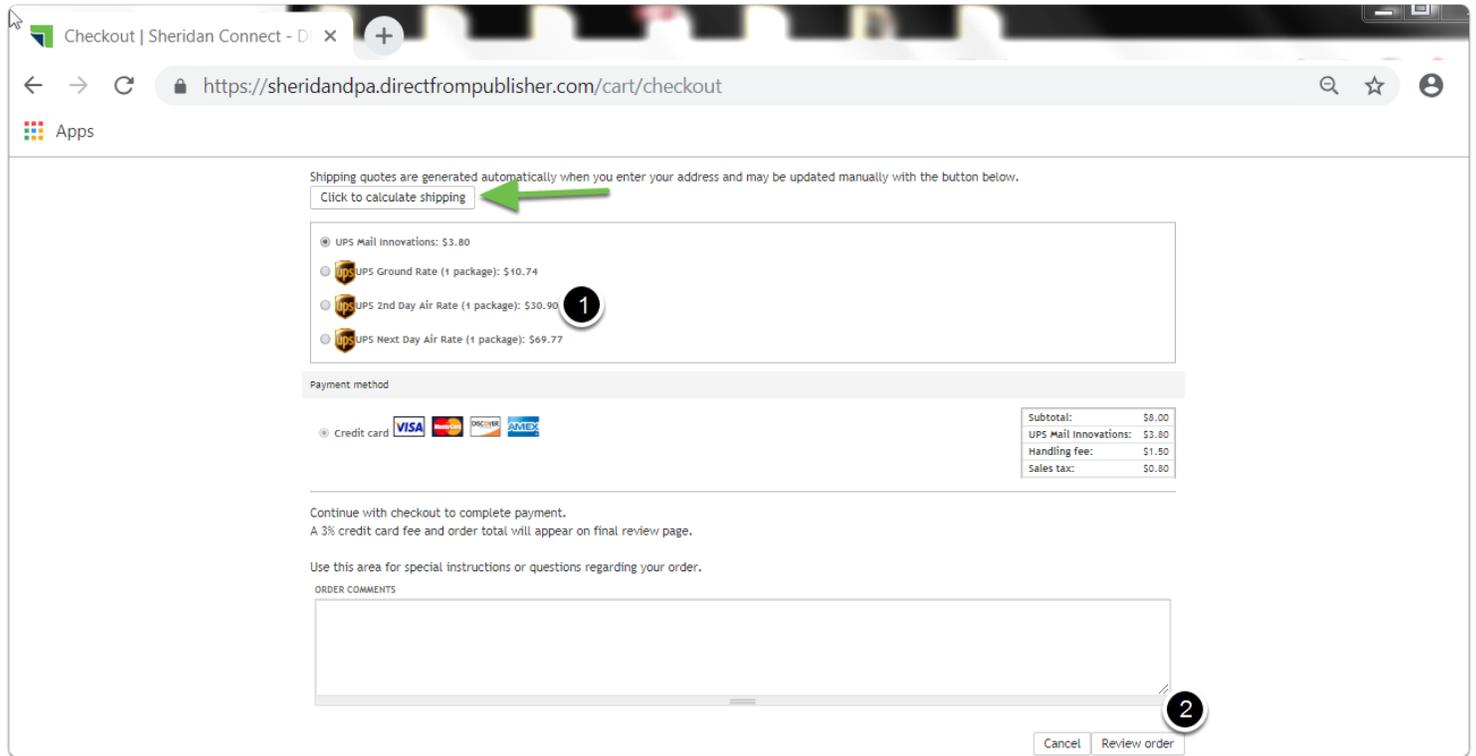
My billing information is the same as my delivery information.

Complete delivery information. Required fields are identified with \*.

1. First name
2. Last name
3. Company name (not required)
4. Street address
5. City
6. State/Province
7. Country
8. Postal Code
9. Phone number (not required)

If your billing information is the same, select **My billing information is the same as my delivery information**. If not, complete your billing information.

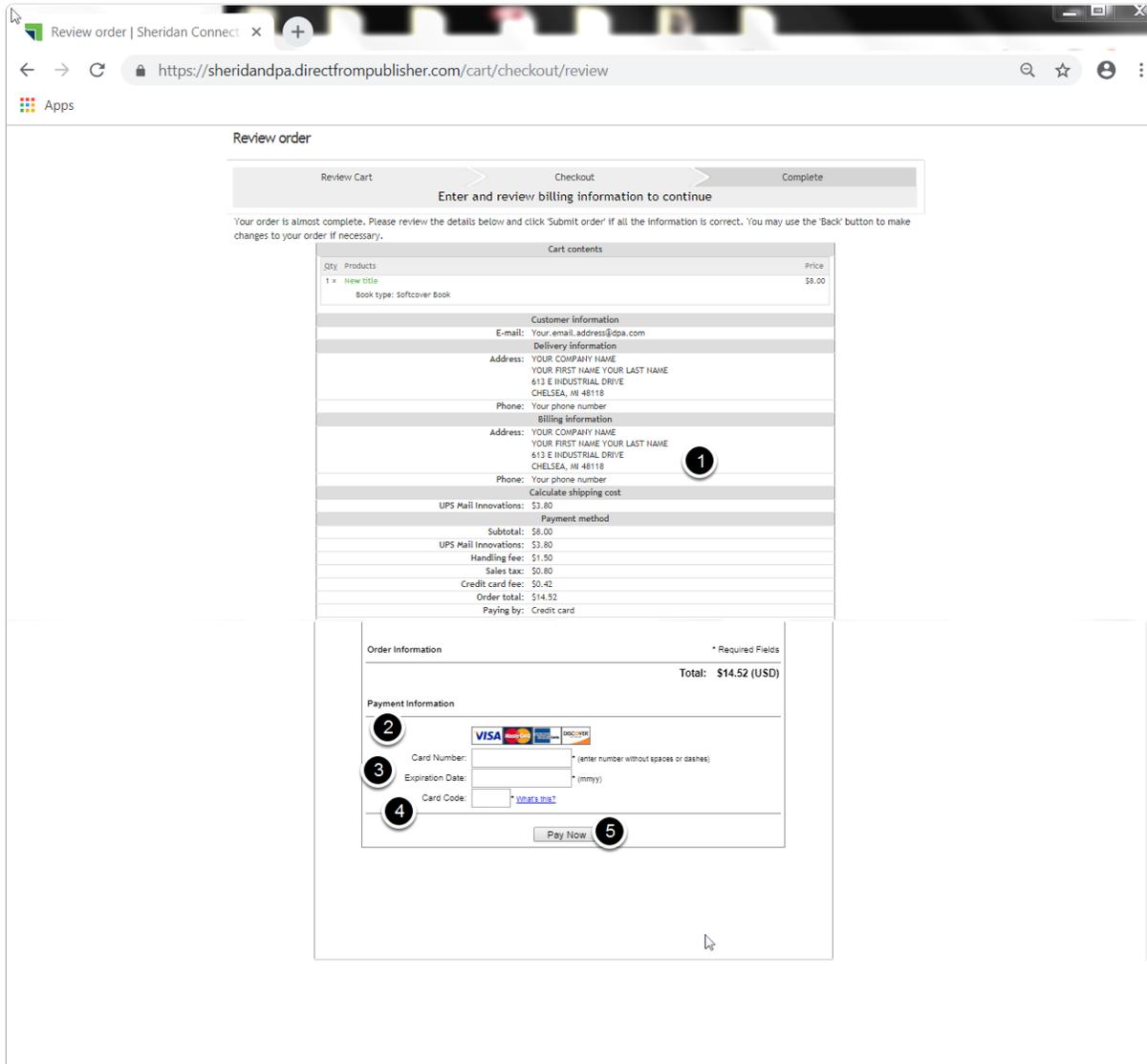
## Shipping method



Available shipping methods and real-time shipping costs will be displayed after the delivery information is added. If the shipping methods are not displayed, select **Click to calculate shipping**. Note: UPS Mail Innovations will appear as a shipping option automatically for orders containing 1-26 units.

1. Select which shipping method you would like for your order.
2. Select **Review order**. A 3% credit card fee and order total will appear on final review page.

## Review order



Review order

Review Cart > Checkout > Complete

Enter and review billing information to continue

Your order is almost complete. Please review the details below and click 'Submit order' if all the information is correct. You may use the 'Back' button to make changes to your order if necessary.

Qty	Products	Price
1	New title Book type: Softcover Book	\$8.00

Customer information  
E-mail: Your\_email.address@dpa.com

Delivery information  
Address: YOUR COMPANY NAME  
YOUR FIRST NAME YOUR LAST NAME  
613 E INDUSTRIAL DRIVE  
CHELSEA, MI 48118

Phone: Your phone number

Billing information  
Address: YOUR COMPANY NAME  
YOUR FIRST NAME YOUR LAST NAME  
613 E INDUSTRIAL DRIVE  
CHELSEA, MI 48118

Phone: Your phone number

Calculate shipping cost  
UPS Mail Innovations: \$3.80

Payment method  
Subtotal: \$8.00  
UPS Mail Innovations: \$3.80  
Handling fee: \$1.50  
Sales tax: \$0.80  
Credit card fee: \$0.42  
Order total: \$14.52  
Paying by: Credit card

Order Information \* Required Fields  
Total: \$14.52 (USD)

Payment Information

2 Card Number: (enter number without spaces or dashes)

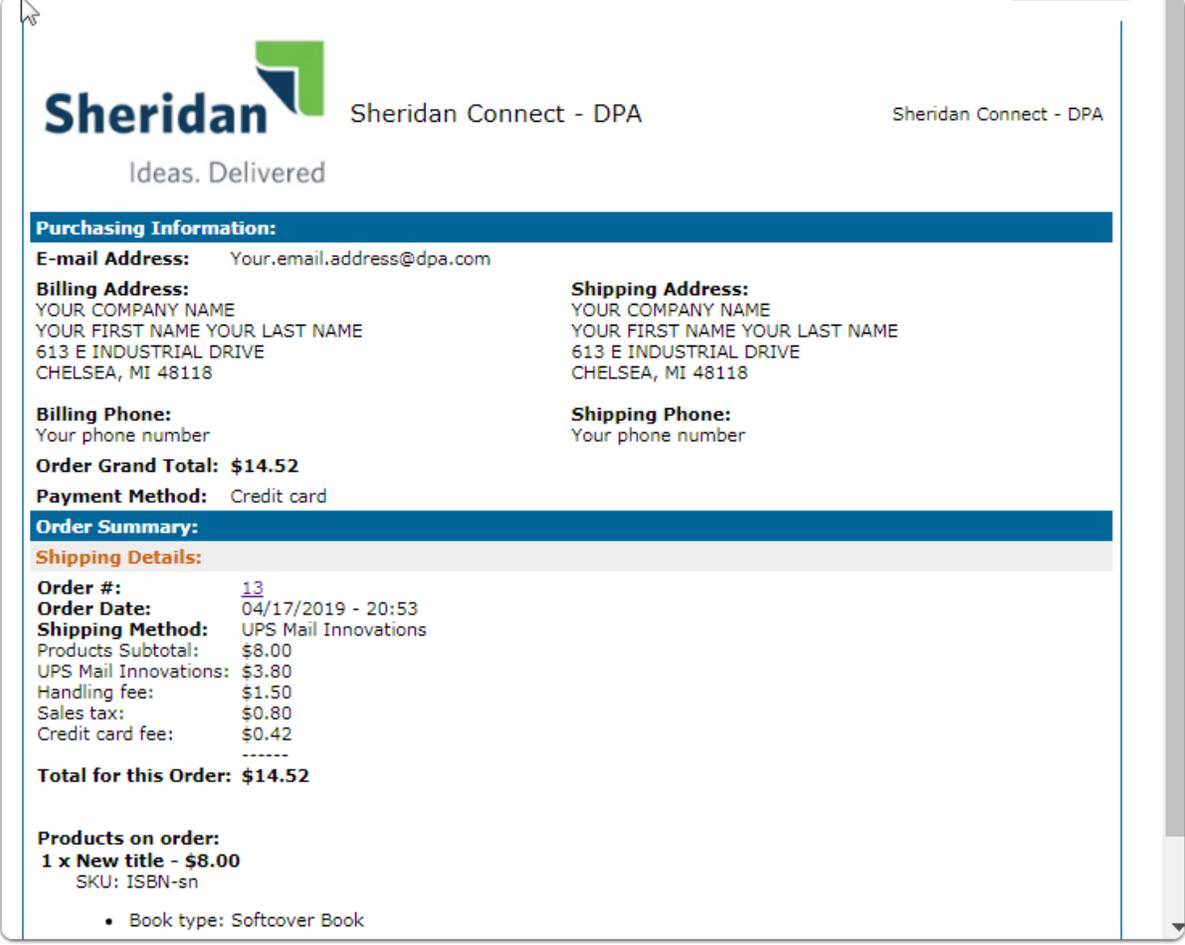
3 Expiration Date: (mm/yy)

4 Card Code: [What's this?](#)

5 Pay Now

1. Review your order details.
2. Enter your **credit card number**.
3. Enter **expiration date**.
4. Enter **Card Code**.
5. Select **Pay Now**.

## Order complete



**Sheridan** Sheridan Connect - DPA Sheridan Connect - DPA  
Ideas. Delivered

**Purchasing Information:**

<b>E-mail Address:</b> Your.email.address@dpa.com	
<b>Billing Address:</b> YOUR COMPANY NAME YOUR FIRST NAME YOUR LAST NAME 613 E INDUSTRIAL DRIVE CHELSEA, MI 48118	<b>Shipping Address:</b> YOUR COMPANY NAME YOUR FIRST NAME YOUR LAST NAME 613 E INDUSTRIAL DRIVE CHELSEA, MI 48118
<b>Billing Phone:</b> Your phone number	<b>Shipping Phone:</b> Your phone number
<b>Order Grand Total: \$14.52</b>	
<b>Payment Method:</b> Credit card	

**Order Summary:**

**Shipping Details:**

<b>Order #:</b> <a href="#">13</a>	
<b>Order Date:</b> 04/17/2019 - 20:53	
<b>Shipping Method:</b> UPS Mail Innovations	
Products Subtotal: \$8.00	
UPS Mail Innovations: \$3.80	
Handling fee: \$1.50	
Sales tax: \$0.80	
Credit card fee: \$0.42	
-----	
<b>Total for this Order: \$14.52</b>	

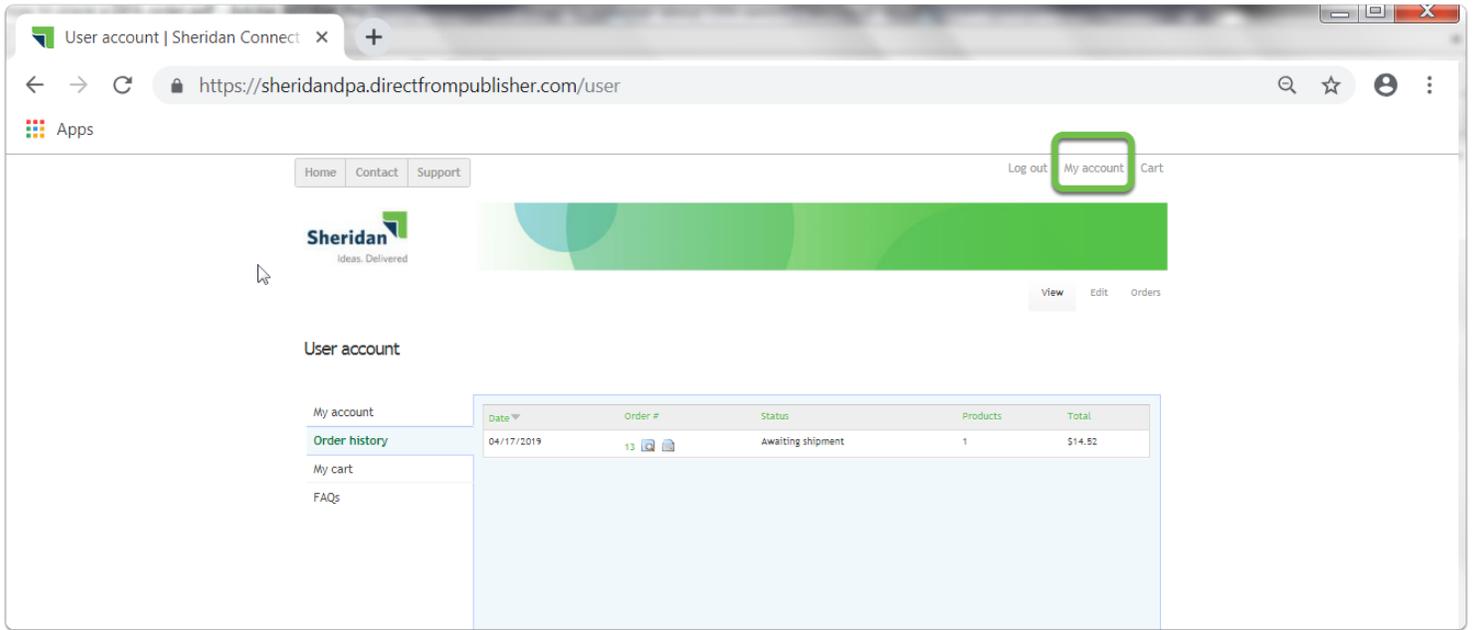
**Products on order:**  
**1 x New title - \$8.00**  
SKU: ISBN-sn

- Book type: Softcover Book

Once the order is placed, it will be sent to production.

Subsequently, an email with the order receipt will be sent to the email address used to log in.

## Order history



Your order history can be accessed by navigating to the **My account** page while logged in.