PrintSource
Quick Reference Guide
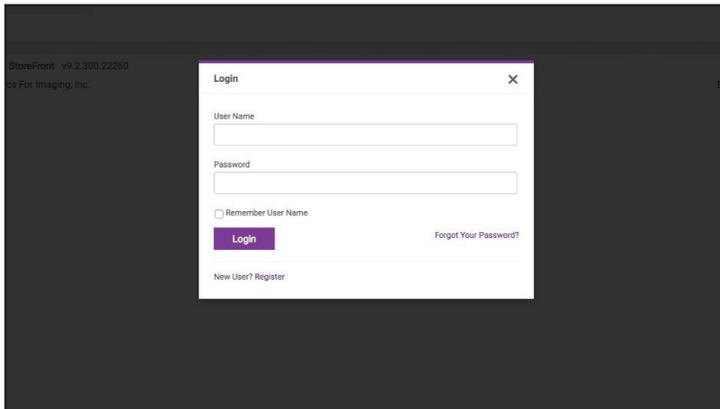
To access the PrintSource storefront, go to: http://dsf.csmgliterature.com.

Enter your username and password.

Click "Login."
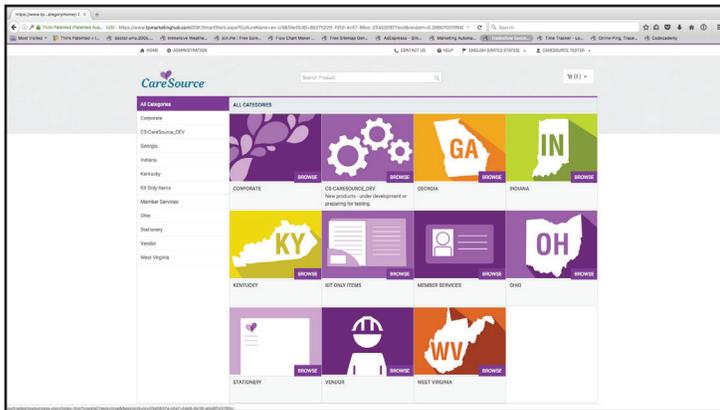
The Home page lists the categories that house the literature available for order on the storefront.

Click "Browse" on any of these categories to access sub-categories or products available for order.
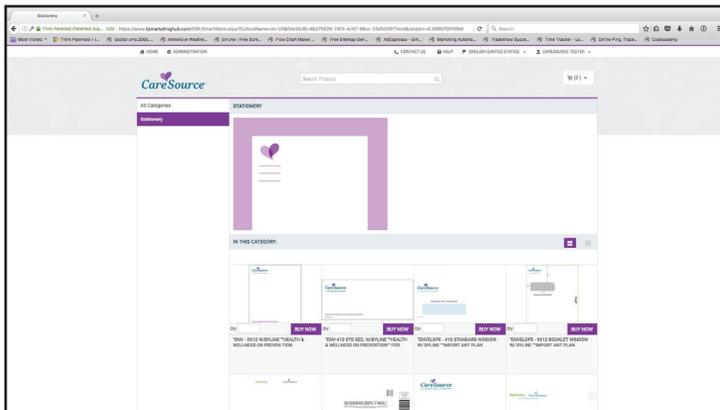
Toggle between the grid view (shown – 🔲) and the list view (▣) by clicking the appropriate icon in the upper right of the product listing.

To order an item, enter the quantity you wish to order (if required) and click "Buy Now."
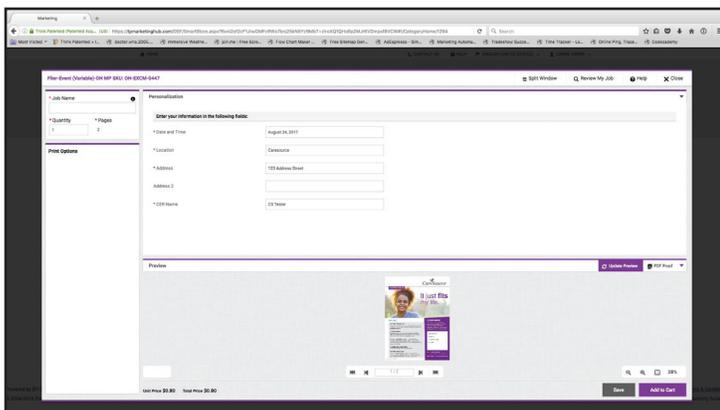
Some products require customization, such as business cards or event fliers. Click "Buy Now" to access the template customization screen.

You will be required to enter a **Job Name**. Enter the ***event dat**e* or the ***name on the business card*** here. *(For business card orders, see NOTE to Admins on next page)*

Complete all required fields - marked with an * - and review for accuracy. You will be required to review a proof before adding the item to your Cart.
 • Click the "Update Preview" button to see a low resolution proof.
  • Click the "PDF Proof" button to see a high resolution proof.
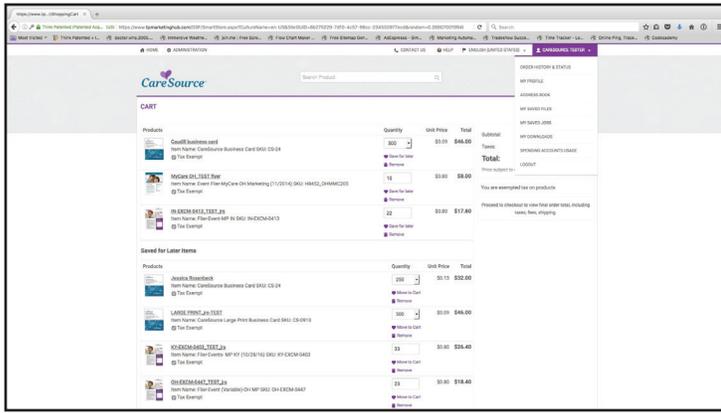
Once items have been added to your Cart, you can either Proceed to Checkout, Remove items, or Save items for later.

Saving items for later will allow you to purchase them later without having to redo the customizations you have applied.

Once you have your Cart ready, click "Proceed to Checkout."
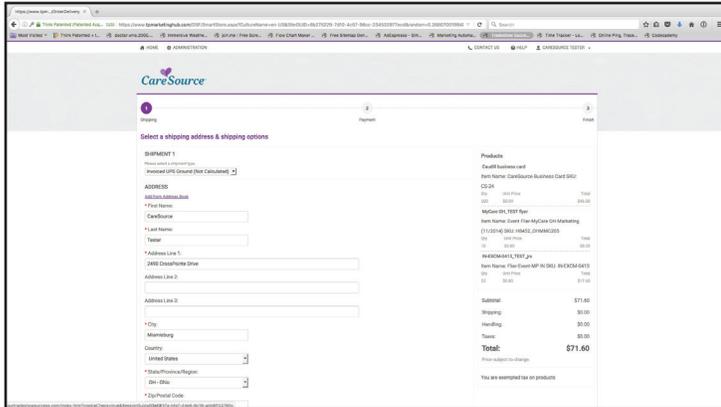
There are three steps to the Checkout process.

Step 1: Shipping

Shipping information will pre-populate with your Profile information. You can change if needed, or you can choose from the pre-defined shipping address choices for your company by clicking, "Add from Address Book."

Once the proper information has been entered, click "Save" then "Proceed to Payment."
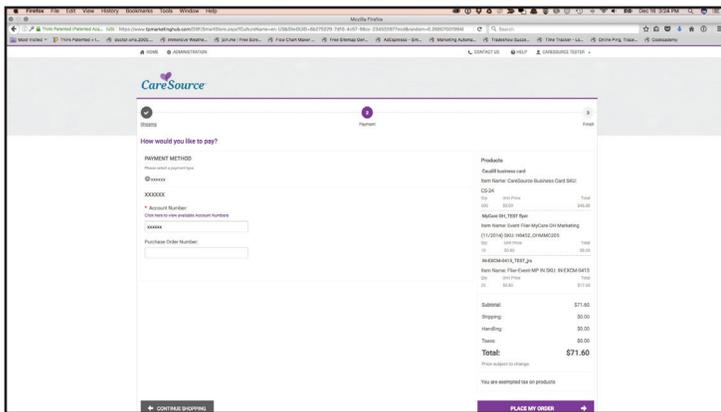
Step 2: Payment

Enter the Cost Center that needs to be billed for your order. If you do not know the Cost Center number, click on the link to access a directory of Cost Centers numbers.

When ready, click "Place My Order."
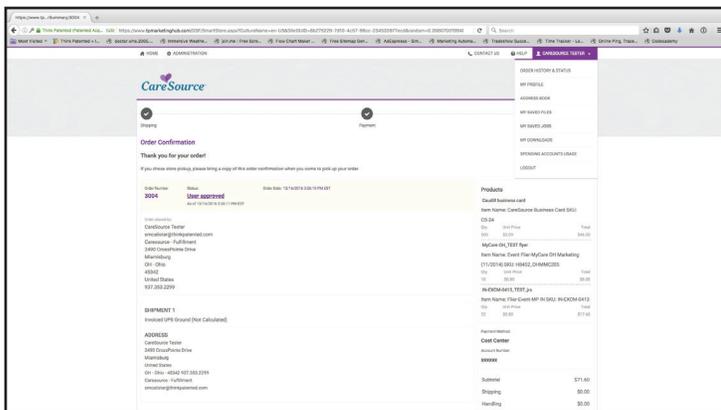
Step 3: Order Confirmation

This page shows you the order exactly as it was submitted. Review the information for accuracy, and if mistakes are detected, contact the CareSource production team (contact information below) for steps necessary to resolve the issue(s).

You will receive email notifications for all orders submitted. Status updates can be viewed by accessing your Order History (see the User menu link – *your name* – in the upper right corner).

For questions, please contact:
productionteam@caresource.com

NOTE to Administrative Assistants:
*Per CareSource requirements, orders for business cards must be placed **per** Cost Center. If one order for multiple Cost Centers is submitted, only the Cost Center selected at Checkout will be billed.*