



## Hackensack Meridian Health – Jersey Shore University Medical Center 2019 Research Day POSTER ORDER INSTRUCTIONS

**\*\*Orders MUST be submitted by Monday, May 13, 2019 \*\***

1. Use this link to place your order: <https://www.makesigns.com/conference/5426/hackensack-meridian-health-jersey-shore-university-medical-center-2019-research-day>
2. Click **UPLOAD MY POSTER FILE**. Select your file.
3. Choose **PRODUCT** – Select **Paper Scientific Poster** from drop down menu.
4. Choose **PAPER TYPE** – Select **Glossy Paper Scientific Poster** from drop down menu.
5. Choose **SIZE** – Select **48" x 36"** from drop down menu (Note: the drop down menu will only contain sizes that are proportional to the file size you uploaded).
6. **SPECIAL INSTRUCTIONS** – Enter any special instructions you may have pertaining to your order.
7. Click **ADD TO CART**.
8. You may check the **Send me a digital proof before printing** box (below the “check out with PayPal” button) if you would like to receive a proof before your poster is printed.
9. Click **CHECKOUT NOW**.
10. If you already have an account, you may enter your email address/password and click **LOG IN**. If you do not have an account, simply enter your email address and click **CHECKOUT AS GUEST**.
11. SHIPPING: Select either **Send my order to my home/residence/p.o. box/military** or **Send my order to a business/university/hotel/other** and enter the shipping information. Indicate your department in the shipping address.
12. Click **CONTINUE TO ORDER DETAILS**.
13. ORDER: Select **FedEx Ground** as your shipping method. Enter additional Special Instructions you may have; enter contact information; check boxes that apply under “Other Information”.
14. Click **CONTINUE TO PAYMENT**.
15. Select **OTHER OPTIONS**; Select **Purchase Order**; Enter the **PO Number** (from the notification email you received).
16. Click **SUBMIT ORDER**.

Our customer service representatives will process your order as soon as it is received and apply the purchase order on file for payment.