



## Apparel Portal Instructions

Online Ordering URL:

[http://heuss.presencehost.net/customer\\_portal/login.html?ut=ecf5cc20-ae42-4d87-aab5-519d42a2ba77](http://heuss.presencehost.net/customer_portal/login.html?ut=ecf5cc20-ae42-4d87-aab5-519d42a2ba77)

1. Select apparel that you wish to purchase
2. Enter the quantity, size, color, etc.
3. Click "Add to Cart"
4. Repeat for as many items you need
5. Once you are ready to checkout, go to "View Cart" button located under the logo on the top right
6. Please carefully look over your shopping cart to make sure everything is accurate. If you have changes, click Modify after the changes have been made
7. Complete the order form (you must fill out all items in red)
8. Click "Send" button at the bottom of the page to complete your order. Your order will be placed, and you will receive a confirmation email

If at any time, you wish to return to the main page, click Employee Catalog on the left side of the screen. If you have any questions please contact Heuss Printing 515-232-6710, or email [kori@heuss.com](mailto:kori@heuss.com).

