



How to Access your Moo Business Cards

Creating an account

1. You will receive an email from Moo.com with your username and your clickable link that will direct you to Moo.com
2. Click on the directed link located in the email
3. You will be directed to a page that will ask you to type in your username and create a password
4. Log on

Logging in if you already have an account

1. Copy and paste <https://www.moo.com/m4b/account/login> into your browser and hit 'Enter'
2. Type in your email address and password that you have created

Once you've logged into your account:

1. After logging in, you will be taken to a page that will show a photo of your branded business cards
2. Click the button underneath your business cards that says 'Add to cart'
3. Your cart icon in the right-hand corner will show one item has been added to your cart
4. Next, go to your cart by clicking on the car icon in the right-hand corner
5. Once you're in your cart, push the drop-down menu and select the amount of business cards you would like to order
6. Click on the '+Add address' button
7. Type in your address information in the provided boxes, when completed, push the button 'Add address' to submit
8. Click on the drop-down options for 'Shipping method' to choose preferred option
9. Click on the button 'Go to checkout' in the right-hand corner when finished
10. You will be directed to the 'Checkout' page
11. Add your billing information: payment method and shipping address
12. Click the button 'Place order' at the bottom of the page when finished

**Congratulations you've officially ordered your business cards
from Moo!**

