MSA
The Safety Company

Quick Start Guide to the MSA FedEx Print on Demand

Log onto the system at **www.MSAsafety.com/printondemand**
- o Username: msaguest
- o Password: p@ssword

Start Your Order
1. Click **Upload & Print** to start your order.
2. Click **Upload from your computer** to choose your files.
3. To add multiple files to your print job, click **Set up another document**.

Set Print Options
4. Click **Set Print Options** to indicate how you want the finished document to look by selecting various finishing options. *You can choose options such as renaming your file, single or double sided, collation, stapling, print quantity, and include any special instructions. You can also see your estimated price.*
5. An image of your file will be shown on the Print Options page.
6. Click **Add to Cart** when you have completed downloading files and setting options.

Shopping Cart
7. If you need to make changes click **View/Edit**.
8. When ready to place your order, click **Check Out**.

Shipping & Production Details
9. Select your preferred delivery method *(Standard lead-time is 8 hrs, please specify if needed sooner).*
10. Select the Product Location as well as the Delivery Location.
    a. Pick up at a FedEx location
    b. Ship via FedEx for shipping more than 25 miles with a nominal fee
    c. Local Delivery for free shipping within a 25 mile radius
11. Once you have entered all of the required information, click **Continue**.
12. Choose your payment option.

Confirm Your Order
13. If all information is correct after reviewing, click **Submit Order**.

Thank You
Once you have placed your order, you will receive a confirmation email.

Detailed directions available on the Secure tab of the Asset Library, see bulletin # 5555-504