

## Making it easy to connect with us

Providing essential contact information on a business card allows others to get in touch with us easily. Water.org uses the design below and provides flexibility to include contact information that is most relevant to your role.\*

We've made it easy for you to order your own Water.org business cards. Here's how.



\*Include only the best ways to reach you, not all possible ways to communicate.

1

## Confirm you are eligible to order business cards.

- You are eligible if you are a new team member, have new contact information or recently ran out of business cards AND you regularly meet with external stakeholders — supporters, donors and prospective partners.

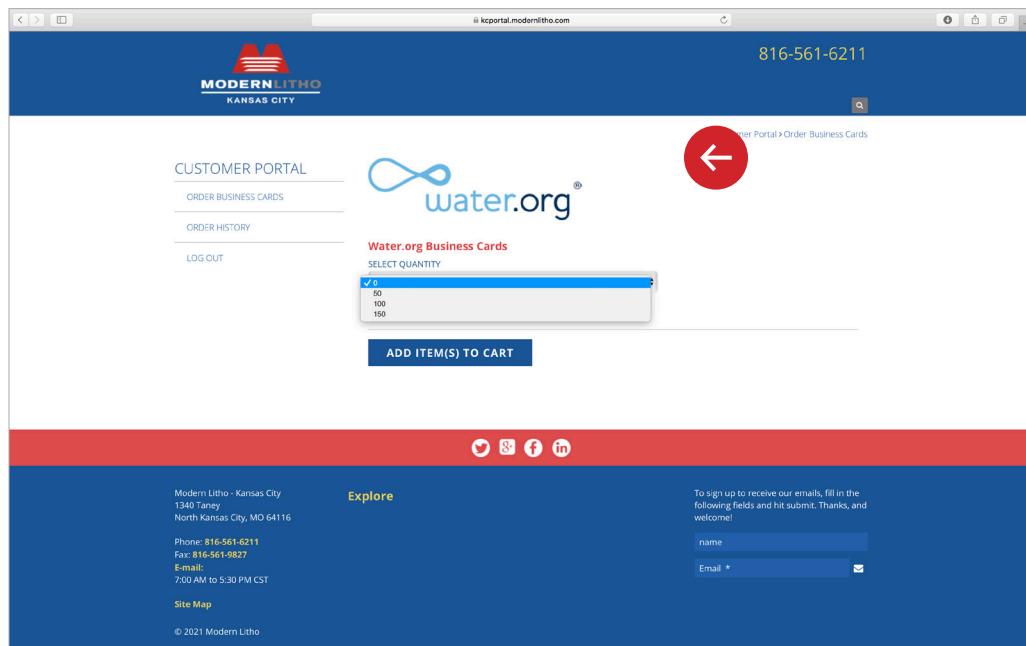
2

Go to [https://kcportal.modernlitho.com/customer\\_portal/login.html?ut=d2a37445-e8e1-4704-a282-d0453f2d84f5](https://kcportal.modernlitho.com/customer_portal/login.html?ut=d2a37445-e8e1-4704-a282-d0453f2d84f5) and select Water.org

3

Select the quantity from the drop-down menu and click Add item(s) to cart.

- You may choose from the following quantities: 50, 100 and 150.



4

## Fill out the information that will be on your business card.

- Your full name and title are required.
- Include the best ways to reach you, not all possible ways to communicate.
- Fill out your contact information, which may include your office phone number, mobile phone number and/or email address.
- Display phone numbers utilizing periods. Use the international prefix to your phone number if required.  
ex: 123.456.7890  
ex: +1 123.456.7890
- Optional Lines 1 and 2 are available if required.
- Once you've added your contact information, click Update Preview.

The screenshot shows a web browser window titled "Previewing 'Water.org Business Cards'". The URL in the address bar is "kcportal.modernitho.com". The page contains a form with the following fields:

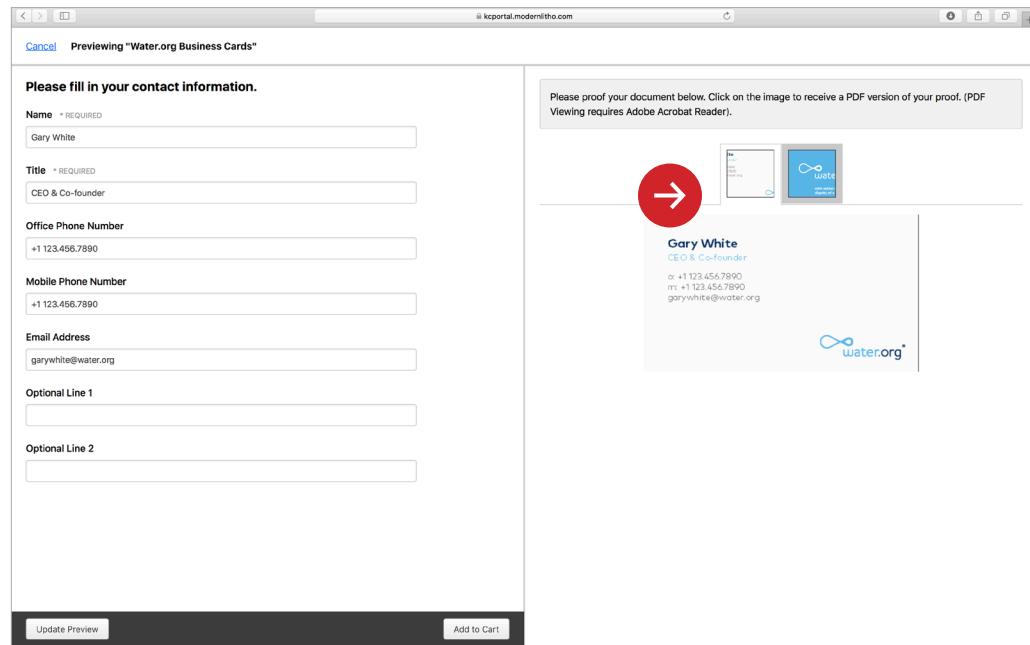
- Name \* REQUIRED
- Title \* REQUIRED
- Office Phone Number
- Mobile Phone Number
- Email Address  
@water.org
- Optional Line 1
- Optional Line 2

A blue banner on the right side of the form area says "No preview is available yet." Below the banner, it says "Fill out the form and click the 'Update Preview' button to generate a preview." At the bottom of the form, there are two buttons: "Update Preview" and "Add to Cart".

## 5

## Preview your business card here.

- Please review the thumbnail or click the image to see a PDF version.
- If you need to change any of the information, please click make changes per the instruction for Step 4 and then click Update Preview.
- If the business card preview looks good to you, click Add to Cart.



6

## Review and submit your business card order.

- Here, you must indicate the shipping information.
- Business cards will be shipped directly to your office.
- Please input your name, select your office from the dropdown menu, input your email address and include any additional shipping information.
- If you work remotely, please select Other from the dropdown menu and input your mailing address in the "Additional Shipping Information" field below.
- Then, click Send.

The screenshot shows a web browser displaying the Modern Litho customer portal at [kcportal.modernlitho.com](http://kcportal.modernlitho.com). The page title is "Customer Portal > Order Business Cards". The header includes the Modern Litho logo and phone number 816-561-6211. On the left, there's a sidebar with links for "CUSTOMER PORTAL", "ORDER BUSINESS CARDS", "ORDER HISTORY", and "LOG OUT". The main content area shows a business card for "water.org" with the title "Water.org Business Cards". It includes fields for Name (Test), Title (Test), Office Phone Number (+1 123.456.7890), Mobile Phone Number (+1 123.456.7890), and Email Address (Test). Below these fields are two buttons: "UPDATE QUANTITIES" and "CONTINUE SHOPPING". A red arrow points to the "UPDATE QUANTITIES" button. A note at the bottom says: "To complete your order, please provide your information in the form below and click on the "Submit" button. A customer service representative will process your request and contact you with additional information." The form fields include NAME, OFFICE (set to "Kansas City (Global Headquarters)"), CITY, STATE, ZIP, PHONE NUMBER, FAX NUMBER, and E-MAIL ADDRESS. There's also a section for ADDITIONAL DETAILS with a text area and a "SEND" button. At the very bottom, there's a red footer bar with social media icons for Twitter, Google+, Facebook, and LinkedIn.

7

## You're done!

- When you send the business card request, the Water.org HR Team confirms the request and our printer will fulfill and ship the order.
- You will receive a confirmation email and then a separate email with tracking information, so you know when your business cards are scheduled to arrive.

## Helpful tips

- If you have any questions or need help with your business card order, contact Laynie Timmons at [ltimmons@water.org](mailto:ltimmons@water.org). **Do not contact Modern Litho.**
- Please note that business card orders are approved through the online ordering system by HR. Requests are reviewed and approved or denied at the close of business every Monday.
- Once approved, it takes approximately 3 days for printing and 1-3 days for shipping, based on the location. If you are in an international office, expect shipping to take 7-10 days. Please plan accordingly when ordering your business cards.