

In the Loop



AGRISOMPO

Using the Online Print Shop



Making the Most of your User Profile

Our **Online Print Shop** is a new, improved way for AgriSompo agents and employees to order printed marketing materials and other paper items.

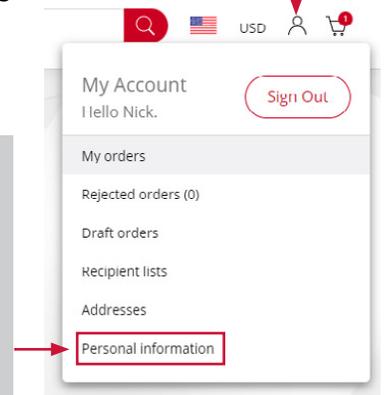
The **User Menu**, accessible from the top right corner of the screen, contains several tools which will enhance your experience with the Print Shop.

Click the "user" icon to open the **User Menu**.

! IMPORTANT TIME SAVING TIP

Click **Personal Information** to edit the fields that will be used to automatically pull your contact information into personalized materials.

- When you order an item that can be personalized, select **Agent Imprint** or **Agent Imprint with Logo**.
- Your name, address, phone number, and email address will automatically pull from the personal information you entered, show up on the preview screen, and will print on the item.
- You will no longer have to enter your information every time you want it added to an item!



For questions or to schedule an appointment, please contact your AgriSompo agent today.

Jan Doe
My Agency
123 Main Street • My Town, ST 12345
+1 555 123 4567
myname@email.com

A Proud Partner of AgriSompo

Imprint type
<input type="radio"/> No Imprint
<input checked="" type="radio"/> Agent Imprint
<input type="radio"/> Agent Imprint with Logo
Agency
<input type="text" value="My Agency"/>
Name
<input type="text" value="Jan Doe"/>
Address
<input type="text" value="123 Main Street"/>
City, State Zip
<input type="text" value="My Town, ST 12345"/>

Using the Online Print Shop



My Orders

Click **My orders** to view the orders you have placed in the Online Print Shop.

Order History

Order ID: View: All orders [Advanced Search](#)

Orders List [Clear search results](#)

Order#	Order Date	Status	
39054	10/21/2024	Shipped	Show receipt

Click the order number to view the items in the order.

Click the shipping status to find a tracking number.

Click the "reorder" icon to place the items from the order in your shopping cart.

Addresses

Click **Addresses** to modify the shipping addresses available to choose at checkout.

Addresses [Create a new address.](#) [Add...](#)

Shipping Address

[Delete an address.](#) [Edit an address.](#)

Joe's House

Joe Farmer
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Sally's House

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