



## Step 1: Order Summary Email

Once you submit your order, you will receive an order summary email. Make a note of the Job # and preliminary estimate.

Dear Julin Chum,

This is an automated message from University Print | Sacramento State.

Your Printing Request Order #16129 has been submitted on 8/5/2021. Please see below for a summary of this order.

Order Summary	
Job #:	16129
Job Name:	Final Presentation Poster
Current Status:	Submitted
Requested Due Date:	8/9/2021
Preliminary Estimate:	\$13.05
Link to Order:	<a href="https://csus.webdeskprint.com/PSP/appNet/PrintOrderPublic/PrintOrderEdit.aspx?OrderId=194Pqv9F0v336HEyvU%2b8nQ%3d%3d">https://csus.webdeskprint.com/PSP/appNet/PrintOrderPublic/PrintOrderEdit.aspx?OrderId=194Pqv9F0v336HEyvU%2b8nQ%3d%3d</a>
Link to Check Status:	<a href="https://csus.webdeskprint.com/PSP/appNet/OrderHistory.aspx">https://csus.webdeskprint.com/PSP/appNet/OrderHistory.aspx</a>

Thank you,

University Print | Sacramento State

## Step 2: Navigate to the Print Shop Pro homepage

Navigate to the Print Shop Pro homepage: [csus.webdeskprint.com](https://csus.webdeskprint.com)

Click on make a payment in the billing box.



- Enter your preliminary estimate for the price
- Enter your first/last name & email
- Enter your job# for the work order #
- Click "Add to Basket"

[HOME](#) » [UNIVERSITY PRINT AND MAIL](#)

### University Print

University Print Credit Card Orders

Price:

\*First Name:

\*Last Name:

\*Email:

WORK ORDER NUMBER:

To pay for this item, click the button below.

[Add to Basket](#)

- On the next page, confirm the information is correct and click Checkout
- Enter your debit/credit card information. Follow the on screen instructions to complete your payment.

# How to Make a Payment Student Orders

[universityprint@csus.edu](mailto:universityprint@csus.edu)

[www.csus.edu/aba/university-print](http://www.csus.edu/aba/university-print)

Print Shop Pro: [csus.webdeskprint.com](https://csus.webdeskprint.com)