

User Guide for Ordering Marketing Materials & Tour Packs

Welcome to the Online Marketing Portal

This guide provides step-by-step instructions on how to access and use the online portal to order marketing materials and tour packs. Each user will receive a unique username and password via email, which is required to log into the portal.

1. Accessing the Portal

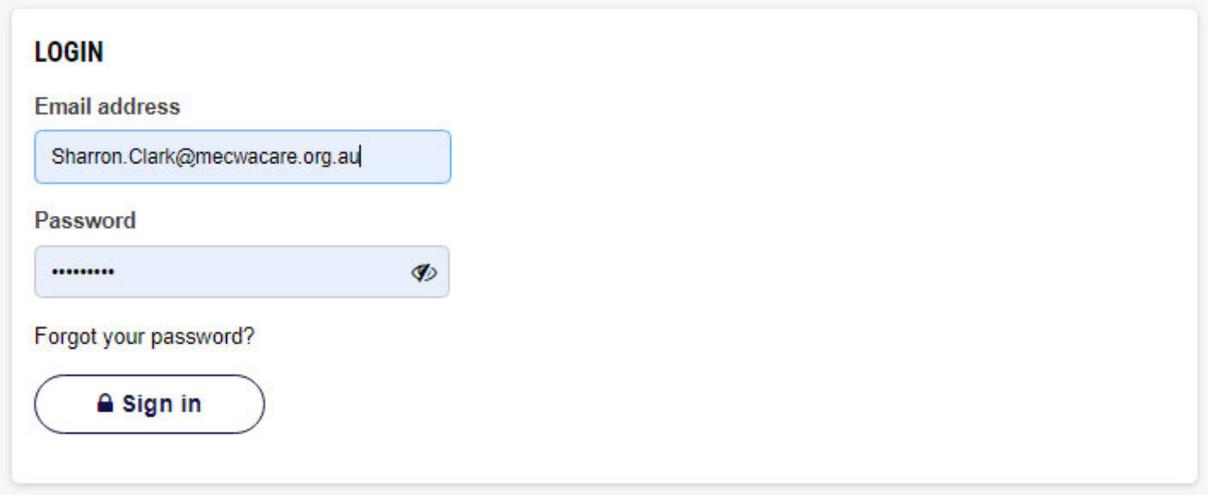
Step 1: Open the Portal Link

- Open your web browser (e.g., Google Chrome, Firefox, etc.).
- Enter <https://mecwacare.busplus.com.au> into the address bar and press **Enter**.

Step 2: Log into the Portal

- Open your email inbox and find the message containing your unique username and password.
- On the portal login page:
 - Enter your **username**.
 - Enter your **password**.
 - Click the **Login** button.

Note: If you forget your password, click the **Forgot Password?** link on the login page and follow the instructions to reset it.



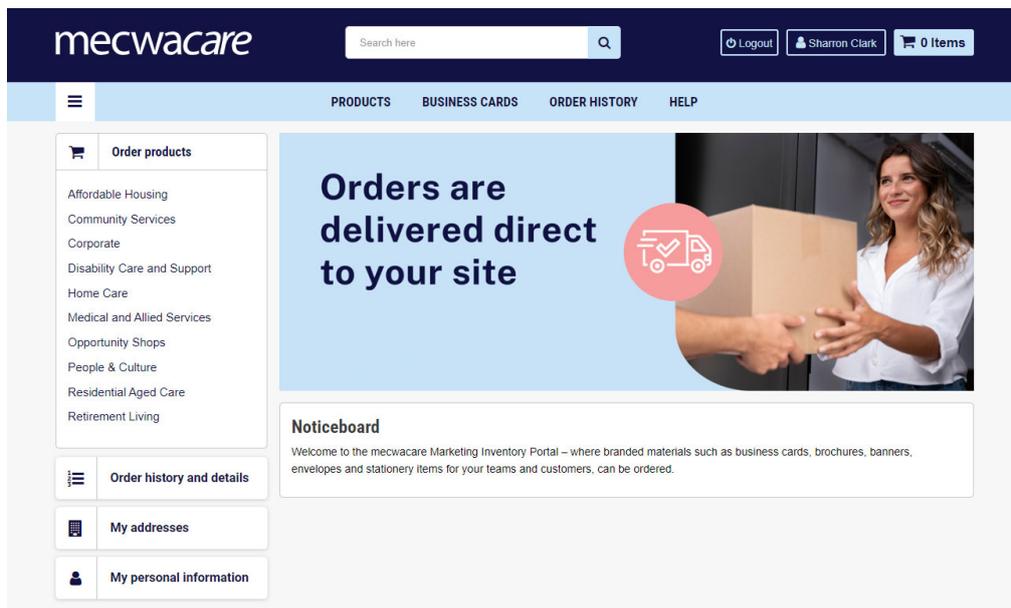
The screenshot shows a login form with the following elements:

- LOGIN** header
- Email address** label above a text input field containing "Sharron.Clark@mecwacare.org.au"
- Password** label above a password input field with masked characters and a visibility toggle icon
- Forgot your password?** link
- Sign in** button with a lock icon

2. Navigating the Portal

Step 3: Home Page Overview

- After logging in, you will be directed to the **Home Page**. The main navigation menu will help you access different features of the portal, including:
 - Order Marketing Materials
 - Order Business Cards
 - Order History
 - Support



3. Placing an Order for Marketing Materials

Step 4: Go Order Products

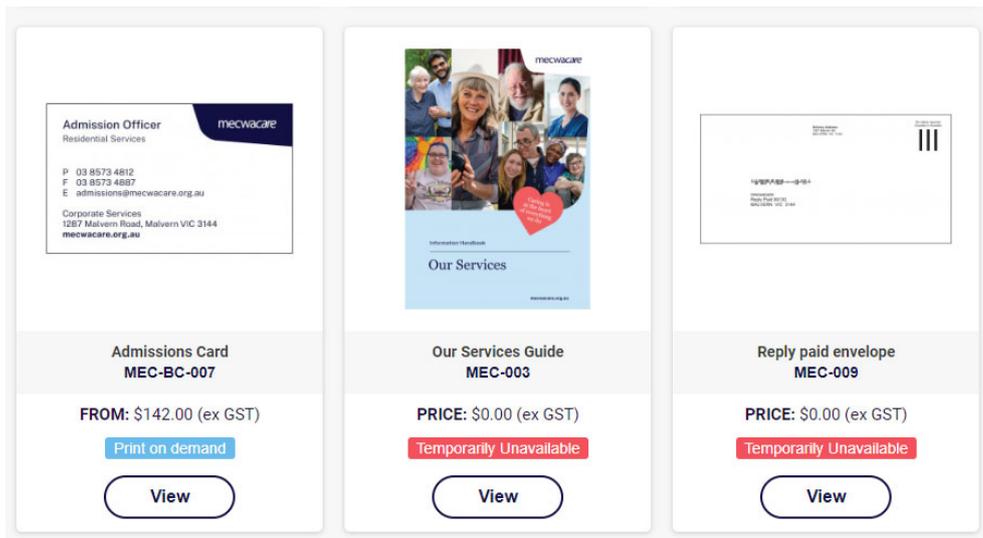
- From the Home Page, go to Order Products and click on Business Area the marketing collateral you wish to order relates to.

Step 5: Select the Desired Materials

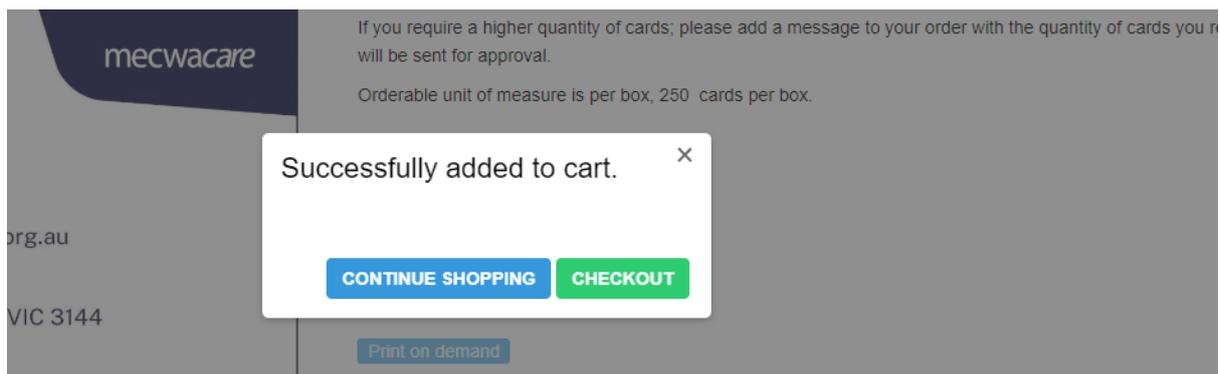
- Browse through the available materials (e.g., brochures, flyers, posters, etc.).

Step 6: Select a Product

- To select an item, click the one the image icon of the desired product.



- From here select **Add to Cart**
- If you wish to download a pdf version of the file, click Download.
- Once you have added the item to the cart you have the option to Continue Shopping (if you need to order additional items) or Checkout



Step 7: Review Your Cart

- Once all items are selected, click on the **Cart** icon at the top of the page to review your order.
- Check the details, including item quantity and specifications.

Step 8: Proceed to Checkout

- If everything looks correct, click the **Checkout** button.

Step 9: Enter Delivery Information

- Enter the delivery address and any other necessary details for shipping.
- Click **Next** to proceed.

Step 10: Review and Confirm

- Review your order summary.
- If everything is accurate, click **Confirm Order**.

5. Viewing Order History and Tracking

Step 14: Check Order Status

- To check the status of an existing order, go to the **Order History** tab in the main menu.
- Click on any past order to view details and track shipping.

6. Getting Help and Support

Step 15: Accessing Support

- If you encounter any issues or have questions, click the **Support** tab.
- You can find FAQs, submit a help request, or contact customer support.

7. Logging Out

Step 16: Log Out

- When you're finished using the portal, click the **Logout** button located at the top of the page to securely end your session.

1. Placing an order for Business Cards

Step 1: Select Business Cards

- Select Business Cards for the Horizontal menu bar

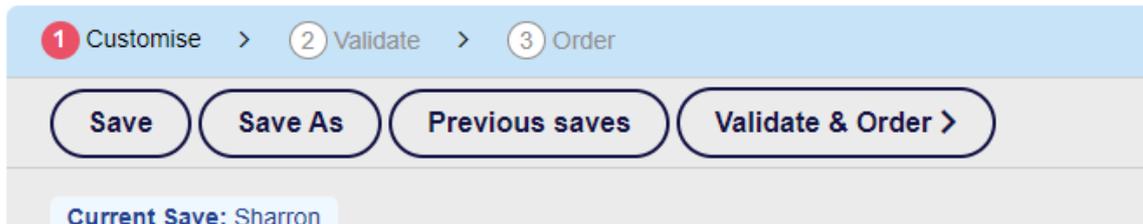
Step 2: Select the Card Type

- Select the type of Business card you wish to order
- If you select employee card or site card, calling card or appointment card you will then be asked to enter additional information.
- Once you have completed the information, select **SAVE**
- Once you have completed have saved the information you can then select **Validate and Order**

Employee Business Card

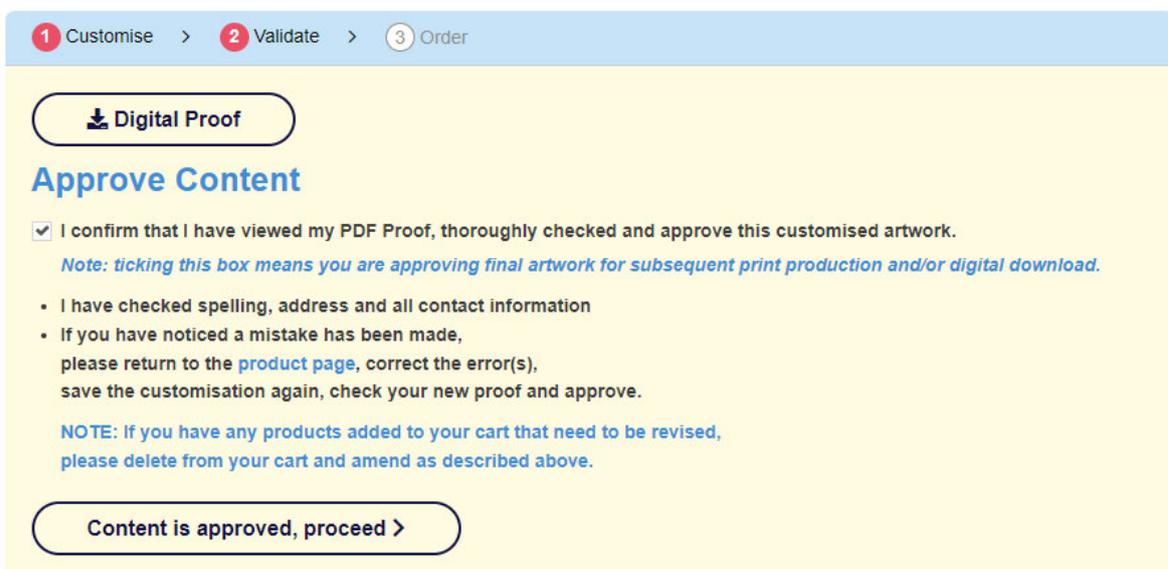
Reference: MEC-BC-001

 [Click here to view weekly print cycle](#)



Step 3: Review and Approve Content

- Review your order by selecting Digital Proof
- If you are happy with the content, check the tick box
- Select, content is approved, proceed.



Step 4: Order Quantity

- Select the quantity you wish to order
- Select Add to Cart and continue to check out or continue shopping

Employee Business Card

Reference: MEC-BC-001

Quantity	Unit Cost (ex GST)	Total Cost (ex GST)
250	\$0.57	\$142.00
500	\$0.31	\$157.00
750	\$0.22	\$168.00
1000	\$0.18	\$178.00

 [Click here to view weekly print cycle](#)

1 Customise > **2** Validate > **3** Order

The **Minimum Per Order Quantity** for this product is **250 Units**

\$142.00 (ex GST).

Quantity

Packs 1 - +

Packs: 1

Units: 250

+ Add to cart

You are now ready to order marketing materials and business cards using the online portal. If you need assistance, feel free to reach out through the Support section. Happy ordering!