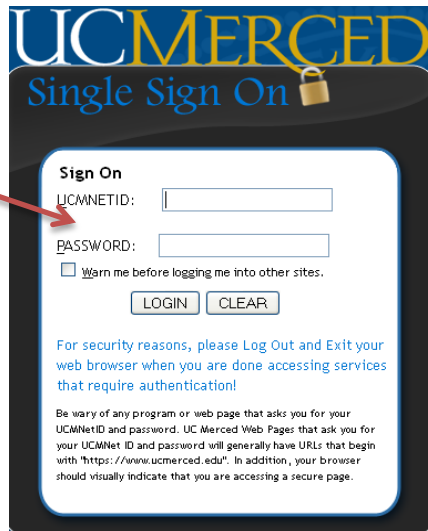


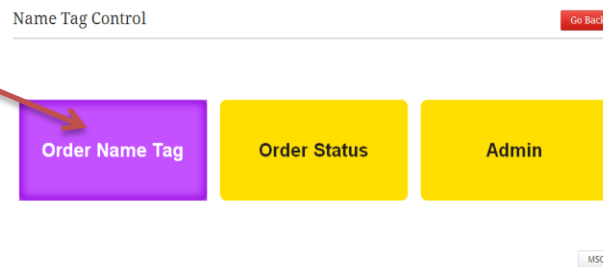
1. Click on name tag icon.



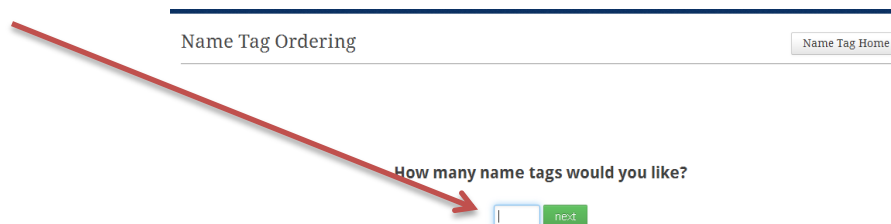
2. Log in



3. Click on **Order Name Tag**.



4. Enter the number of name tag.



5. Enter **FAU** and **the person** who will approve this order e-mail address.

Name Tag Ordering - FAU Number

Name Tag Home Start Over

Your Department FAU #
[In the valid format]

Your Department MSO's E-mail
[or Supervisor's Email]

next

6. Enter your information on the fields.

Name Tag Ordering - Name Tag Content

Name Tag Home Start Over

Name Tag # 1

Line 1
FULL NAME

Line 2 - Copy to all Line 2's
|

Line 3 - Copy to all Line 3's
TITLE

Line 4 - Copy to all Line 4's
DEPARTMENT

Magnet Backing
Yes

Name Tag # 1

UNIVERSITY OF CALIFORNIA - MERCED

FULL NAME

TITLE

DEPARTMENT

Committed to the Success of Every Student!

7. Verify Information.

(If you leave any line empty, the system will want you to confirmed)

8. Confirmed:

Name Tag Ordering - Confirm Order

Name Tag Home Start Over

Order Summary

Number of Name Tag Ordered:	1
Number of Magnetic Backing:	1

Financial

Name Tag Cost - \$7 each - 1 Items:	\$7
Magnetic Cost - \$1 each - 1 Items:	\$1
Total Cost:	\$8

Charged to FAU Number: 111111-5a-11111

Name Tag # 1

Line 1:	see
Line 2:	aa
Line 3:	catcard
Line 4:	ucmerced
Magnetic Backing:	Yes

I have confirmed my order and want to place it!

a. An email will be send to the approver for approval

b. Once the approver approved, the order will then go to Catcard Office for process.