



**Startup Guide
Online Ordering
rural.dcopy.net**



Login & Profile

To login, go to **rural.dcopy.net** or access the link from your **OneLogin** or the **Marketing Website**.

Enter your FULL email address and password.
Your initial password will be 1241
Click **Login** to continue.



Tip: We recommend using Chrome or Firefox for your web browser.

Reset Password

If you have forgotten your password, click on **Reset Password**. You will be asked for your email address, and a temporary password will be sent to you.

History

My Account

Shopping Cart

Saved

Access Settings

Once logged in, you will be brought to the Rural home page. On the top of the page you can access your account. Click on **My Account** to access your contact and login information. You can update your login name and profile information as often as needed.

Change Password

Once you are in settings, click on the **Password Tab** to change your password.

Other Settings Features

- Contact info is pre-populated in **Profile**
- Add a 2nd address in **Locations**

Settings

Profile

Password

Locations

Users



Choose project type

Select a category from the home page to submit a document to print.

DISPLAY: [grid icon]



Tell us about your job

Enter the specifications needed for your print job. For most jobs the specifications are preprogrammed. You will need to choose a quantity from the pull down menu.

Quantity

50

Many jobs will require the customization of agent's information. Click on **customize order** button to get to the customization page.

Customize Order



Downloadable Files

There are files that available for electronic download on the site. The downloads are free or you have the option to order print versions.

Instant Download

Click on the product Asset and it will immediately download to your computer.

Quantity	1
Selection	Package (25) -- 80# Gloss Text (4/4) -- \$15.00
Price	\$15.00
Product Asset	RMIC-3315 Cyber Liability



Mailers/Letters

Mailer orders need to placed separately. Do not order regular marketing products at the same time.

Calculating Costs

Enter the total number of records in your data file into the space here.

Open House Postcard

Part Number: RMIC-3345

Number of Records in your data file

25

Paper Stock

12C25

Finishing

Cut to 4 x 6

Price

\$0.00

Each \$0.00

Product Asset

Open House Postcard Data Template

Additional Instructions

Empty text box for additional instructions.

Customize Order

Template

Download an Excel template to help format your data here.

↑ Click here to customize order

Customize your mailer

On this screen you will be able to upload data and enter your personalized information. Update the preview to proof your entries.

VARIABLE DATA Select File: * Choose File: no file selected	Page Number: Preview Size: 1 Large
AGENT INFORMATION Enter Your Information Below Upload Your Photo * Add Image	I'll take care of all of your farm needs, including DAIRY REVENUE PROTECTION insurance.
Agent Name * Test User	• Dairy RP is an area-based revenue product designed to protect the revenue of milk production on a dairy operation. • It insures against unexpected declines in the quarterly revenue from milk sales. • The expected revenue is based on futures prices for milk and dairy commodities and the amount of covered milk production elected. Covered milk production is insured to the state or pooled production region.
Phone * XXX-XXX-XXXX	RURAL MUTUAL INSURANCE Agent Name Address City, WI Zip Code
email * test@copy.net	Call or email today for a quote. Agent Name XXX-XXX-XXXX email@ruralins.com
Address * 1241 John Q. Hammons Drive	Rural Mutual Insurance is an equal opportunity provider.
City * Madison	
ST * Zip Code *	
Update Preview required	<input type="checkbox"/> Yes, I approve this document.
Update Preview	Cancel Save for Later Finished Editing



Shopping Cart

The Shopping Cart shows a summary of all requested items. You have the option to “Edit” or “Remove” items from your shopping cart at this point.

All orders will be delivered via Speedee Delivery service. If this is a mailer, select the Mail option for shipping.

Shopping Cart

Please be certain to select Mail as the shipping method if your item is being delivered to the Post Office as a mailing.

Shipping Address Rural Mutual Insurance 1241 John Q. Hammoms Drive Madison, WI 53717	Shipping options 02 - Speedee Delivery \$8.99	ORDER SUMMARY 1 product shipping to 1 location Items: \$22.95 Shipping: \$8.99 Total Before Tax: \$31.94 Estimated Tax: \$1.26 Order Total: \$33.20
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Business Card 250 \$22.95

Details
Quantity = 250



Checkout

HOME OFFICE ONLY, enter your cost center. Edit delivery date as needed. Add any special instructions as needed.

Enter credit card info. When complete, select **Pay by Credit Card**.

Additional Information HOME OFFICE ONLY: COST CENTER - AGENTS DISREGARD THIS ENTRY <input type="text" value="150"/>	ORDER SUMMARY 1 product shipping to 1 location Items: \$22.95 Shipping: \$8.99 Total Before Tax: \$31.94 Estimated Tax: \$1.26 Order Total: \$33.20
--	---

Please request a ship date
11/6/2018

Comments or other information about this order (optional)

Payment Method

Pay By Credit Card

Name on Credit Card <input type="text" value="Name on Credit Card"/> Credit Card Number <input type="text" value="Credit Card Number"/> Security Code <input type="text" value="Security Code"/> Expires <input type="text" value="Jan"/> 2018	Billing Address <input type="text" value="Test User, DigiCOPY, 222 E Erie Street, S..."/> <ul style="list-style-type: none"> <input type="radio"/> Test User <input type="radio"/> DigiCOPY <input type="radio"/> 222 E Erie Street <input type="radio"/> Suite 106 <input type="radio"/> Milwaukee, WI 53202 <input type="radio"/> 414-291-4040 <input type="radio"/> test@dcopy.net
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Order History/Reorders

Select **Order History** in the top menu bar. This will display a history of orders you have placed through the online ordering system. Your orders, by default, will be sorted by Order #. You can sort by other specifications by clicking at the top of each column.

Reordering a project is as simple as a mouse click. You can edit your quantities and instructions at that time.



Contact Information

Barbara Eckes - CSR
(P) 414-291-4050
eckes@dcopy.net

Miles Murray - Production Manager
(P) 414-291-4050
milwaukee_erie@dcopy.net

Jon Lee - Store Manager
(P) 414-291-4050
lee@dcopy.net

Wayne Rice - Director of Online Solutions
(P) 414-291-4050
rice@dcopy.net

Main Production Facility

DigiCOPY
222 E. Erie
Milwaukee, WI 53202
milwaukee_erie@dcopy.net
P: 414-291-4050

Hours of Operation
Monday - Thursday 7am-10pm
Friday 7am-7pm
Saturday 9am-6pm
Sunday Noon-6pm