

Upload print ready art to your account & Order!

Go to <http://onlinebanners.brittenbanners.com/account>

Create a User Name and Password and log into your account

*If only uploading & ordering artwork for 1 banner, you don't need an account!
Simply go directly to Upload Templates to upload your artwork to place into a template.*

Step 1

UPLOAD YOUR ART! When logged in to your account

Choose **Upload Templates** from the top menu,
Choose **Manage Your Images** link at the left of the page.

Choose **I'm ready to upload my image** link

Browse to select your print ready art file from your personal computer and select it.

Check **I Accept the Terms and Conditions** box.

Click on **Upload This Image**.

(Upload may take a while, depending on the file size as well as the internet connection that you are using to upload.)

Your image will **preview** on your Manage Your Images page. *Preview image is very small proof, not actual print file.*

Choose **Upload Image** at the top of the page, to upload more than one art file.

Otherwise, choose **Continue Shopping** to return to the Home Page.

Step 2

PLACE YOUR ORDER! Artwork already uploaded to your account

Choose **Upload Templates** from the top menu,
Choose **Your Image Fills Entire Banner** category.

Choose the template that fits the size you need from the list that matches your banner size. *See templates sizes on our art requirements downloadable pdf.*

Next to Image, there is a drop-down menu.

You will see your art files uploaded listed there.

Choose the art file in your account that you want to order.

Keep Placement Fit, click **Show Me**.

You will see the first image in the preview field. *Preview image is very small proof, not actual print file.*

Choose Next Step to select size. *Jpg or Tif resolution will only allow up to specific size.*

Choose Next Step to select material option.

Choose Next Step to **Review your Banner**.

Click **Buy It** to place the banner into your shopping cart.

Continue Shopping to repeat this process for more items.

Or choose **Check Out** to complete your order with your credit card.

Have a unique banner size? Use the **COMMENTS** box to let us know!

Place your order using the closest size you can. When checking out you can type any messages regarding design changes, revisions to size, or any special notes regarding your order in the **COMMENTS** box at step 2 of the check out process as you are choosing your **Shipping Method** *(Remember that our UPS Ground Shipping is FREE with your order!)*

This note will flag an Online Banner Advisor and we will revise your order as needed, send you a proof of the artwork via email and a revised invoice once you approve it!

Call one of our Banner Advisors to get your UN and PW or if you have any questions at
1.800.522.9416