The REBAC Print Shop is...

a web site providing easy customizing and ordering of REBAC marketing materials.

Homeowners can paint their walls yellow

Ready for take off?

When you're ready to buy, your ABR® will bring you home.

- Brochures
- Flyers
- Postcards
- Others to come
The ABR® designation is awarded by the Real Estate Buyer’s Agent Council (REBAC), and is the only designation of its type recognized by the National Association of REALTORS®. Established in 1988 and now numbering more than 50,000 members, REBAC is the world's largest organization of real estate professionals specializing in buyer representation. REBAC awards the industry-recognized ABR® designation to REALTORS® after meeting the education and practical requirements.

REBAC is a wholly-owned subsidiary of the National Association of REALTORS®.

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Process

• Login
• Select category and item
• Customize information and images
• Review PDF proof
• Select quantity or upload mailing list
• Add to shopping cart
• Checkout
Login

- Access the login page at: www.printingstorefront.com/rebac

- Only current REBAC members may login.

- Upon login with your REBAC ID #, a REBAC Print Shop account is created with your contact information.

- The password is your REBAC ID # and may be changed after login.

- The *Forgot Your Password* link will only work if you have previously logged into the REBAC Print Shop and your e-mail address is stored in your profile. Otherwise, the password is your REBAC ID #.
Start

Upon a successful login, a screen similar to this is displayed showing the product categories.

The gray bar across the top displays: Start, Shopping Cart, Orders, My Library, and My Profile.
After the first login, review your contact information by selecting **My Profile**.

Select **Change Password** to enter a new password.

Select **Edit Profile** to make changes.

The e-mail address is needed to send order notifications and to reset your password if forgotten.

After an image has been uploaded to your library, it can be selected as the default photo to appear in new items.

Select **Start** to continue.
• Start will display the navigation panel on the left.

• Product Categories will display all available categories as shown above. Categories are represented with yellow folders.

• Price List displays a pricing table of all items.

• Index displays a selectable list of all categories and items.
Shopping Cart

- **Shopping Cart** contains items ready for checkout.
- Select *Update* to apply a quantity change.
- Edit, PDF Preview, Duplicate, Delete, Hold.
- Proceed to Checkout or Continue Shopping.
- Hold moves items to the Hold for Later area which are not included in the checkout.
Orders displays all current and previous orders.

Status:
- Pending
- In Process
- Cancelled/Rejected
- Completed
- Select Details to review order details.
Orders - Details

<table>
<thead>
<tr>
<th>Thumbnail</th>
<th>ID and Product</th>
<th>Description</th>
<th>Status</th>
<th>Comments</th>
<th>Options</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>D-REB-7505CBC4</td>
<td>BR_Tnfold_1</td>
<td>Shipped</td>
<td></td>
<td></td>
<td>$86.00</td>
</tr>
<tr>
<td></td>
<td>BR_Tnfold_1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D-REB-EAAOBC4</td>
<td>AD_Dream Home</td>
<td>Shipped</td>
<td></td>
<td></td>
<td>$55.00</td>
</tr>
<tr>
<td></td>
<td>AD_Dream Home</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Displays individual item status and price.
- Select Details of an item to review item details such as quantity.
- Select Reorder to place a copy of this item in the Shopping Cart.
- UPS tracking number

**Order G-REB-9F34B4F6, created 10/19/2007 1:39 PM**

**Shipping Information:**

<table>
<thead>
<tr>
<th>Shipping Address</th>
<th>First Name:</th>
<th>LastName</th>
<th>Company:</th>
<th>Address 1:</th>
<th>Address 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>123 Main St</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State/Province:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postal Code:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery Method:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tracking #:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>126571840348608438</td>
</tr>
</tbody>
</table>
My Library stores images and mailing lists.

- Upload images.
- Rename images.
- Upload databases/mailing lists in .csv format.

- Hide images and lists no longer used.

- Note: Uploaded images used in an ordered item will be reviewed and/or adjusted for optimum appearance when printed and then will have “_Enhanced” added to their names.
• If the navigation panel is not displayed, select Start.
• Return to this screen by selecting Product Categories.
• Next is an overview of each category.
The brochures category offers bi-fold and tri-fold items explaining the benefits of working with an ABR®.

Items are represented with gray rectangles.
The flyers category offers 7 design themes.

Flyers are 8.5” x 11” 1-sided sheets.
The postcards category offers 15 design themes.
Postcards are offered in 2 sizes

- **Standard size**, 5.5” x 4.25”, require postage of 26¢ each.
- **Jumbo size**, 8.5” x 5.5”, require postage of 41¢ each.

- Postcards can be ordered in bulk and shipped to you for addressing and mailing by selecting *Ship to me*.
- When *Mail to my list* is selected a mailing will need to be uploaded and the postcards will be printed and mailed for you.
The text above the items displays the path to the current location. Select any of the locations in the path to go directly to that location.

- Select **Product Categories** to display all the main categories.

- Selecting an item will start the editing steps for the item.
The steps for each item are listed in the Editing Steps area.

Typically: Form Filling, Printing, and Finish.

Select Next Step to proceed.
Data fields are prefilled using My Profile data.

Change the data fields for this item and select Update to submit the changes and display the results on the page.

Note: Changes to the data fields for an item are only used for that item. Changes made in My Profile will apply when new items are started.
Form Filling - Upload Image

- Choose **Upload**... to submit an image from your computer:

- Leave **Add this file to My Library** selected so the image can easily be used again.
Form Filling - Select Image

- Choose Select... to use an image previously uploaded to My Library:

- If the desired image has been previously uploaded, use Select... to access the image from the library rather than uploading the same image again.
Form Filling - Message

- Enter a message, slogan, or other information to appear on the item.
- Select *Update* to view how the information will appear.
- Use returns to force text to start on a new line.
- Symbols: ®™© can be inserted via Copy and Paste into any data field.
Form Filling - PDF Preview

- Select PDF Preview... to open the item in Adobe Acrobat.

- This allows for closer inspection of the type using the magnification tools.


- The PDF Previews enable reviews on a display and are not printable.
• Enter a quantity and select Update to display the cost.

• A price table displays the costs at various quantities.
Accept or change the Description for the item used in your shopping cart. This is useful when ordering different variations of the same item.

Select *Add to Shopping Cart* to save the customized item and display the shopping cart contents.
Select **Continue Shopping** to add additional items.

Select **Proceed to Checkout** to purchase the items in the shopping cart.

**Hold** will place items in a Hold for Later area which are not included when **Proceed to Checkout** is selected.
Checkout - Shipping

- The shipping address is prefilled with *My Profile* data.
- If you change the address, select *Update Delivery Cost Estimates* to display updated rates from UPS.
- Select a delivery method.
Checkout - Payment

- The billing address is prefilled with My Profile data.
- Enter the credit card information and select Next Step for a final review of the order.
Checkout - Place Order

- Review the order and select *Place Order*.
- The *Orders* list will be displayed.
Orders

- The current and previous orders are listed.
- The Status will be updated as the order progresses.

Select Details for more information.

E-mail notifications will be sent when an order is placed and when the items are shipped. The UPS tracking number will be included.

Select Logout if finished.

<table>
<thead>
<tr>
<th>Order</th>
<th>Created</th>
<th>Items</th>
<th>Total Price</th>
<th>Status</th>
<th>Options</th>
</tr>
</thead>
</table>
Mailing Lists - Requirements

• Uploaded lists must be Comma Separated Value (.csv) files.
• If your list is in Microsoft Excel, save a copy of your file to upload by selecting Save As, and change the file type to .csv.
Mailing Lists - Upload

- Items that require a mailing list will include a Data List step.
- Select *Upload and Map Data Fields*...

- Select *Browse*, locate the .csv file, and then select *Submit*. 

- Uploaded lists must be Comma Separated Value (.csv) files.
- If your list is in Microsoft Excel, save a copy of your file by selecting Save As, and change the file type to .csv
- If your list has a FullName field rather than FirstName and LastName fields, map the FullName to the FirstName field and select None for LastName when uploading.
Mailing Lists - Map Fields

- The *Map Data Fields* window is displayed.
- The left column displays fields to be printed on the item. The right column is the data in the .csv file.
- For each field, select the matching field in the data file.
- Select *None* for fields without a match.
- Select *Skip First Row of Data* if it contains field names.
- Select Map Changes when finished.
- *Tip:* If your list has a FullName field, match it to the FirstName field and select None for LastName.
Once a list has been uploaded, the number of records is displayed and a **PDF Preview with Data List** button is available.

Select up to the first 10 records to be included in the PDF Preview.

Review the PDF to verify the addresses display correctly.

Select **Next Step** and proceed like other items.
Improvements

• The REBAC Print Shop is continually evolving to improve the user experience and there may be differences between the current web site and this presentation.

• Comments and suggestions are welcome at REBAC@realtors.org