

## Steps to setup and use the Dur-A-Flex online ordering system

- To start out, provide (Eric Nims – enims@hartynet.com) a company logo, company address, and user information for each user you plan to have use the system.
  - Can have only company name and address – please specify.
  - User information needs to consist of at least an email address, first name, and last name.
  - Logo's need to be high resolution (300dpi) and can be .tif, .eps, or .ai
- Once notification of successfully setup go to [www.arga.net](http://www.arga.net)
- Once there, click on the “Dur-A-Flex Online Ordering” button (left side). This will take you to the Dur-A-Flex Online Ordering page.
- In the login dialog box enter the username and password combination provided to you.
- After a successful login, verify the information on the screen is correct.
- If the information is correct click on the “Start Shopping” button in the middle of the screen above the My Information bar..
- For the pieces you want click the corresponding checkboxes.
- Once you've selected the pieces you want click the “Continue with Order” button at the bottom of the page.
- Please wait for the next page to load. At this point the system is preparing your selected files for proof.
- Scroll through the proof/s to make sure they look good. If your satisfied click the “Continue with Order” to proceed.
- This next screen will allow you to delete any set of files you don't need. Here you will also be able to change the shipping information. The system defaults to your information. You can cancel your order at any time by clicking the “Cancel Order” link at the bottom right.
- Now select “Review Order” and you'll get one final chance to see what your ordering and have the ability to make any changes you need.
- If everything is correct select the “Send Order” button. Please be sure to wait. This is preparing your files for printing, gathering information for emails and finishing your order. It could take a couple of minutes depending on your connection speed.
- That's it, you're done.