

Missouri State™

PRINTING AND POSTAL SERVICES

Follow these instructions to register for the online ordering system:
Call 837-2322 if you have any questions.

1. Open your internet browser *using Firefox or Chrome only* and go to:
missouristate.edu/printingandpostal/

2. Select the **Submit an online printing order** button.
3. Select the *Log In* link:

Missouri State. **Printing Services Ordering** [Contact Us](#)

Log In



4. Select the **Login Using Your Missouri State Account** button and use your **Bearpass login and password** to log in.
5. Enter all contact information requested* and select the **Update** button at the bottom of the page.
** Enter your **BUILDING AND ROOM NUMBER** for deliveries in the **Site Mail Stop or Area** field. This field IS required.*
6. After you have registered, you must **email printingservices@missouristate.edu** with ALL account numbers you will use to order printed materials. You will receive an email from Printing Services when your registration is complete.