

# Missouri State™

## PRINTING AND POSTAL SERVICES

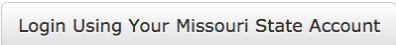
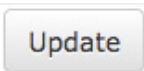
Follow these instructions to register for the online ordering system:  
*Call 837-2322 if you have any questions.*

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

2. Select the  button.

3. Select the *Log In* link:



4. Select the  button and use your **Bearpass login and password** to log in.
5. Enter all contact information requested\* and select the  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.