Please note that with this new EWaY process for ordering customized printed materials, the "CE Docs" link used previously for ordering print is now obsolete.

Introducing a new way for American University to order business cards, letterhead and other printed forms. Just click on the "Custom Print" tab in EWaY and you can add your customized printed materials to the same cart you use to order office products. That’s right—it’s that easy.

**Easy to follow steps**

1. Log into EWaY using your regular User ID and password.

2. Click on the "Custom Print" tab at the top of the screen.

3. Click on the type of printed item you wish to order.
Choose the layout you want and click "View Detail."

Your pricing will display. Click "Customize" to proceed with your order.

Enter the information for your printed item. Click "Continue" when complete.

FINAL APPROVAL. Review your printed document. Choose the quantity. If you approve click "Approve."

Confirm your order before adding it to your Shopping Cart. This item will appear in your Cart along with any office products you are ordering.