

Ordering Magnet Business Cards

BEFORE YOU START: FIDELIS TEMPLATE

4imprint.com is our new vendor for magnet business cards. The process is easy, and we have put together this guide to help you along the way.

Before going to the website to order your cards, if you are using the Fidelis Agent cards from the Marketing Hub, please set your card up and save it as a JPG to upload to 4imprint.

The three magnet business card templates can be accessed at the end of this PDF. Fill out your information and add a photo, then go to **ilovepdf.com/pdf_to_jpg** to convert the PDF into a jpg format that 4imprint can use.

If you already have a JPG version of your business card, you can skip this section.

CLICK HERE TO ACCESS 4IMPRINT.COM

CARD TEMPLATE LINKS

Clicking on the cards below will take you to the Marketing Hub PDF file.

Magnet Card Option #1



Magnet Card Option #2



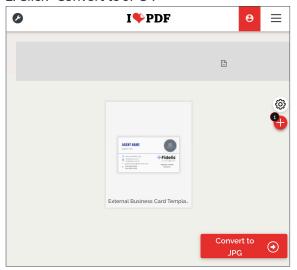
Magnet Card Option #3



1. Go to **ilovepdf.com/pdf_to_jpg** and drop your PDF file into the window.



2. Click "Convert to JPG".



3. The converted file will download automatically to your computer.



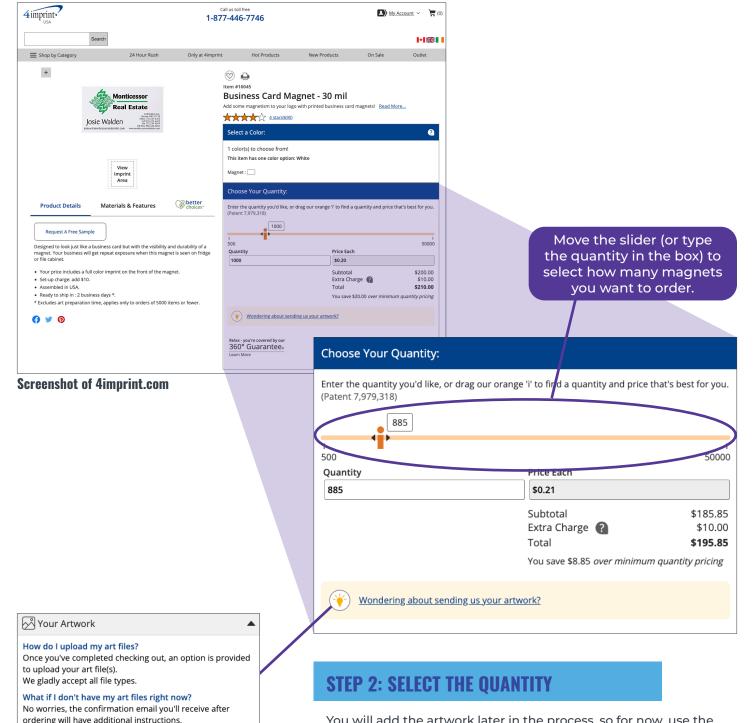


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STEP 1: CLICK THE LINK TO 4IMPRINT.COM

CLICK HERE TO ACCESS 4IMPRINT.COM

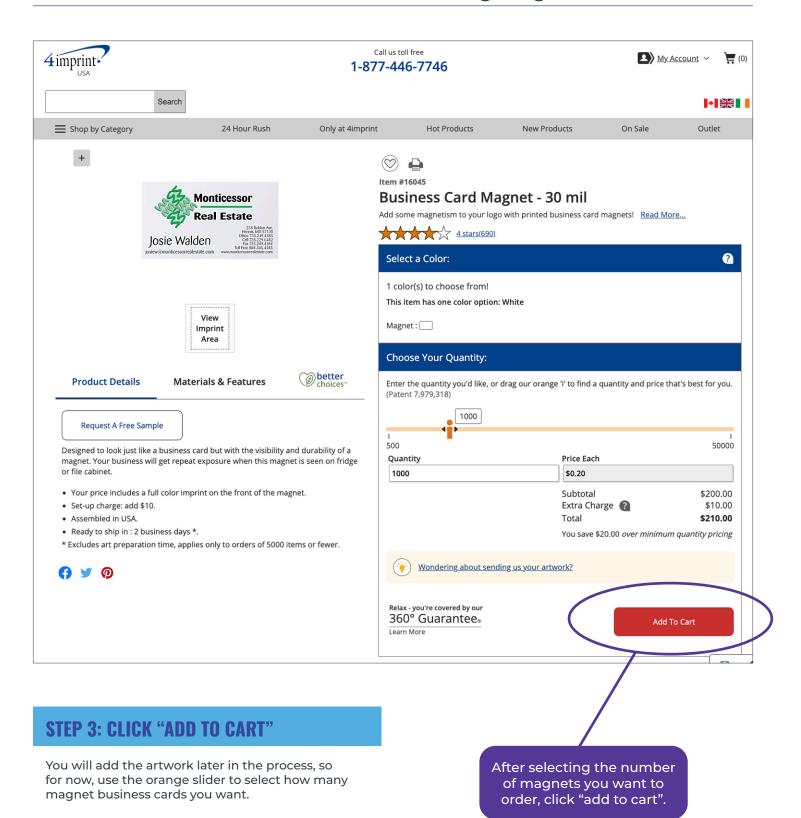
This link will take you to Fidelis's dedicated 4imprint portal, where you can order your magnet business cards.



You will add the artwork later in the process, so for now, use the orange slider to select how many magnet business cards you want.



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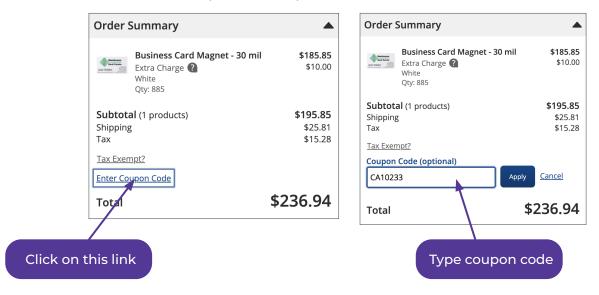




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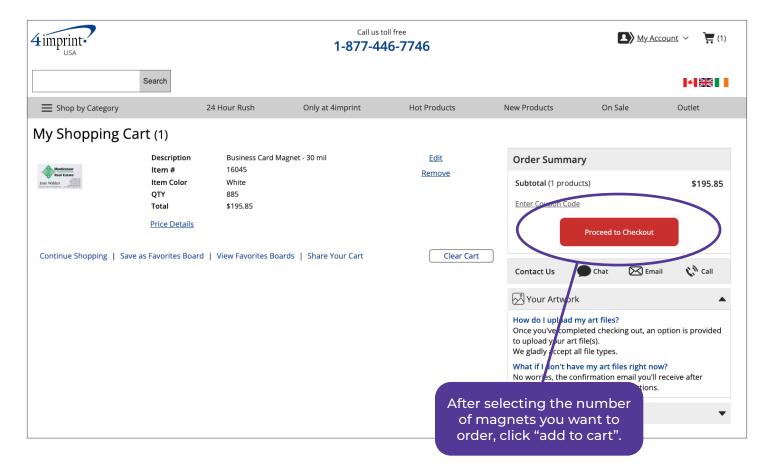
STEP 4: ADD THE FIDELIS COUPON CODE

Click on the link to enter a coupon code and paste in the code: CA10233.



STEP 5: REVIEW YOUR ORDER

After clicking "Add to cart", you will be automatically taken to your order summary page. Verify that the product and quantities are correct, then click "Proceed to Checkout."

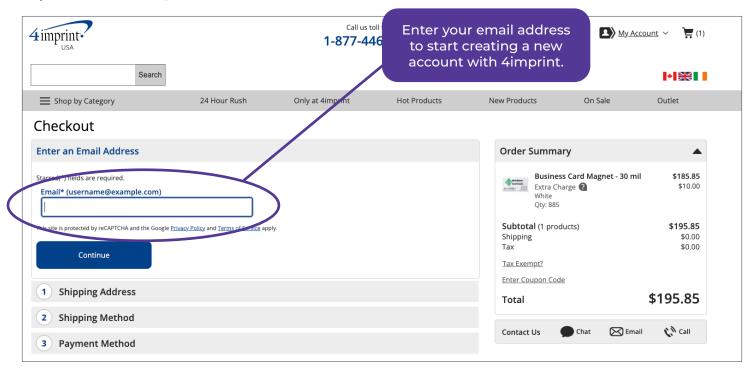




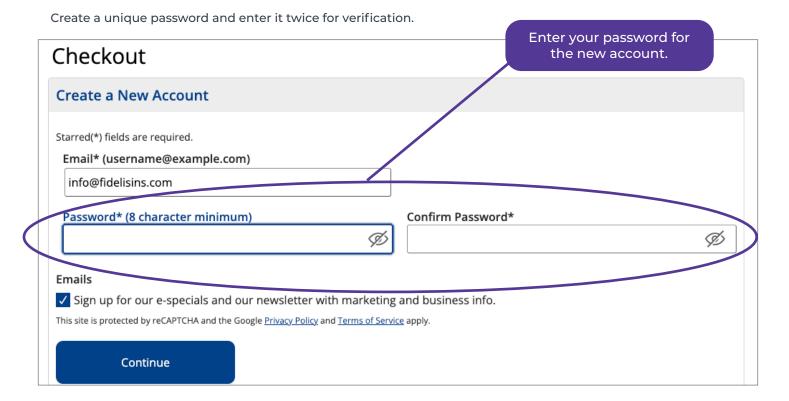
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STEP 6: CREATE A NEW ACCOUNT

After clicking "Add to cart", you will be automatically taken to your order summary page. Verify that the product and quantities are correct, then click "Proceed to Checkout."



STEP 7: CREATE A PASSWORD

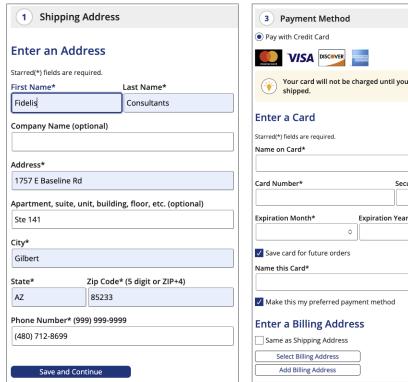




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STEP 8: ENTER YOUR SHIPPING ADDRESS & PAYMENT METHOD

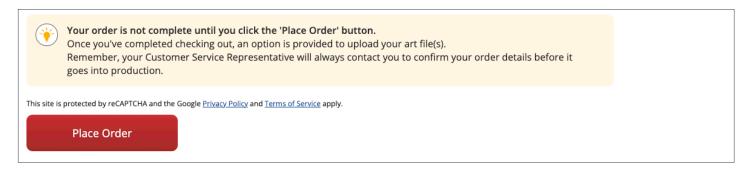
Enter the address you'd like your order to be shipped to as well as your billing information.





STEP 9: CLICK THE "PLACE ORDER" BUTTON

After verifying all your information, be sure to click the "Place Order" button. From there you will be able to upload your magnet business card artwork.

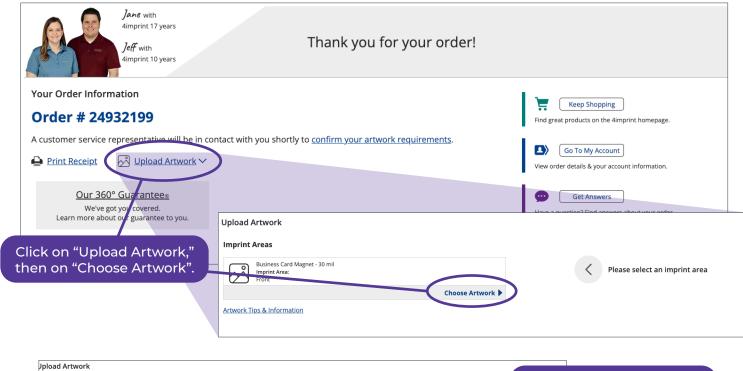




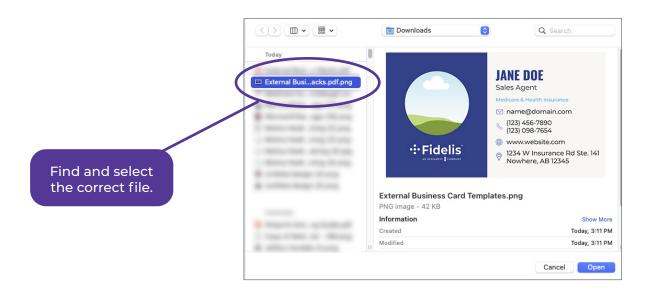
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STEP 10: UPLOAD ARTWORK

After clicking "Place Order," you will receive a confirmation notice where you can upload your artwork. Below the order number, click "Upload Artwork."









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STEP 10 (CONTINUED): UPLOAD ARTWORK

For the list of "Your Artwork," select the correct file, and then click continue. Verify that the file is correct, then click "Finish and Submit Artwork." A confirmation screen will load, and then the process is complete.

