



SMARTworks User Application / Change Request

SMARTworks™ is an internet-based ordering platform owned by Standard Register.

ACTION REQUESTED

- New User** (Needs a SMARTworks login ID to place orders)
- Change Default Shipping Address** (Where the majority of your orders will be shipped)
- Change Dept. Information** (Where your orders will be billed)

STEP 1 – COMPLETE ALL USER INFORMATION

User Name:	First:	Last:		
Job Title:				
Default Shipping Address:	Street:	Bldg/Rm:		
	City:	State:	Zip:	
Dept. Info	No.	Name:		
Billing Address: <input type="checkbox"/> Same As Above	Street:	Bldg/Rm:		
	City:	State:	Zip:	
Email:		Phone No:	()	-

STEP 2 – SMARTWORKS USAGE INFORMATION

Do you consider most of your print jobs to be simple or complex in nature? A “simple” print job would consist of one document, color printing, and binding (stapling or coil); a “complex” print job would consist of multiple files or sections, tabs, binders, and different paper types: **Simple** **Complex**

Do you have print jobs that are ordered multiple times per year and the copy does not change frequently? **Yes** **No**

Would you like additional SMARTworks training? **Yes** **No**

Please indicate what types of documents or files you typically upload for printing, or would upload if you could:

- | | |
|--|--|
| <input type="checkbox"/> Adobe PDF (.pdf) | <input type="checkbox"/> PostScript (.ps) |
| <input type="checkbox"/> Microsoft Word (.doc) | <input type="checkbox"/> Encapsulated PostScript (.eps) |
| <input type="checkbox"/> Microsoft PowerPoint (.ppt) | <input type="checkbox"/> Tagged Image file (.tif or .tiff) |
| <input type="checkbox"/> Microsoft Excel (.xls) | <input type="checkbox"/> JPEG Image file (.jpg or .jpeg) |
| <input type="checkbox"/> WordPerfect (.wpd) | |
| <input type="checkbox"/> Other (specify): | |

STEP 3 – SAVE AND EMAIL REQUEST

- 3a. **Save** this document and **attach** to the email. Please do not copy and paste.
- 3b. Include the words **SMARTworks Application / Change Request** in the “**Subject**” line of the email.
- 3c. **Email** the request to Standard Register at: clemsonprint@standardregister.com

Note: It may take up to 24 hours to process your request due to system requirements; if you have questions or concerns regarding your request you may call **888-742-7263**.

STEP 4 – USER SET UP & NOTIFICATION (Done by Standard Register Support Team)

- 4a. Set up new user in SMARTworks based on above information
- 4b. Via email, notify user when set up is complete.
IMPORTANT: Attach a copy of this request and CC the following Clemson individual: **Norman Durham** at dnorman@clemsion.edu

STEP 5 – USER ACCESS (Once you have been notified that set up is complete)

- 5a. User will receive an email from the Standard Register Support Team with Access instructions. SMARTworks is a web-based application and can be accessed on your PC (Mac is not supported) at <https://login6.smartworks.com>
- 5b. For additional information, access the SMARTworks Quick Reference Card available on the welcome screen after you’ve logged in.