Job Aid: Registering as a MyPrint end-user

Topic Overview

This job aid is for new MyPrint end-users who have never used the application before. If you were a PRTOnline end-user, your account was created for you as part of the enhancement. Your email address is your user ID and your temporary password is: New!MyPrintLOGin (that’s a zero *not* the letter O).

If you have never used PRTOnline or MyPrint, follow the directions on this job aid to register for the application.

Complete the following fields:

- **First Name** – required - example, Cindy
- **Last Name** -required -example Bray
- **Address Line 1** - required -1500 Jefferson St SE
- **City** -required – example Olympia
- **State** – required – example WA
- **Zip / Postal Code**-required – example 98501
- **Phone Number 1** -required – example 360.359.4790
- **Agency or Organization Code, or enter Guest** -required – example WaTech
- **User Name** – example, cindy.bray@watech.wa.gov
- **Password (with password confirmation)** -required -example 123ABCd#
- **Security Question Selection** - required
- **Security Question Answer** -required
- **Code (provided to screen out robots)** -required
- **Acceptance of Terms and Conditions** -required
Navigation:
https://prtonline.myprintdesk.net/DSF/
Click on “Click here to register”

1. Using a web-browser access myPrint at https://prtonline.myprintdesk.net/DSF/
2. Click on “Click here to register” to get to the registration page.
1. Complete all **Required Fields** (yellow highlighted cells and indicated with an *)

2. Complete additional fields as necessary (white cells)
3. Select a unique user name; most people use their email address for this
4. Select and confirm your Password
5. Select and answer a Security Question
6. Input the Code
7. Agree to the Terms and Conditions
8. Click Continue
9. You will receive an email welcoming you to myPRINT/myFULFILLMENT

10. To complete your registration call the Customer Service Representatives at DES

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