Guide to ordering business cards, letterheads and envelopes

AUBURN
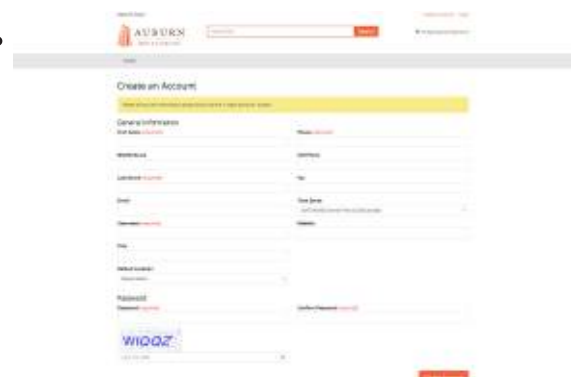MONTGOMERY®

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1. Go to https://shopaum.davisdirect.com.

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2. Click on "Create Account" in the bottom right corner.
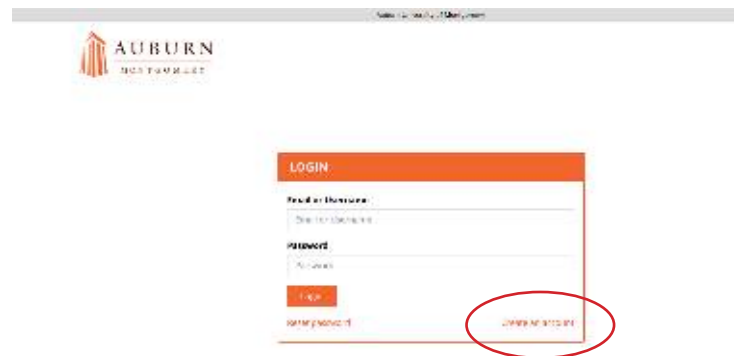
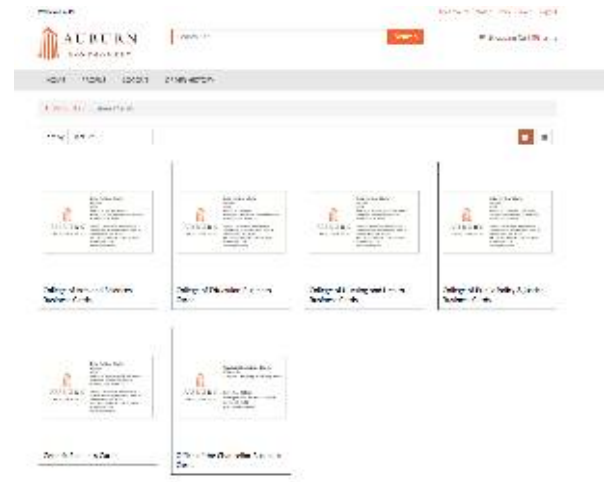**3. Create a username and password.**

Your account will then be approved by SCAM and you will be able to use the portal.
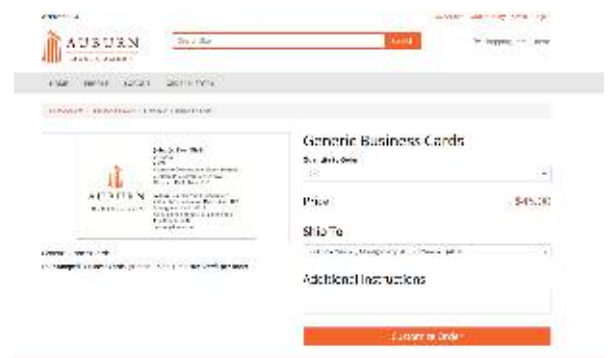
4. Once you log in you will see the product catalog. Select which product you would like to customize.


5. Select which College or Department you would like to customize. (For Department select "Generic."


6. Select your desired quantity and delivery address. All orders from AUM main campus should be delivered to the mailroom.

7. Customize your product and click "update preview." Once you are sure the information is correct, click the box next to "Approval Required." Then click "Add to Cart."
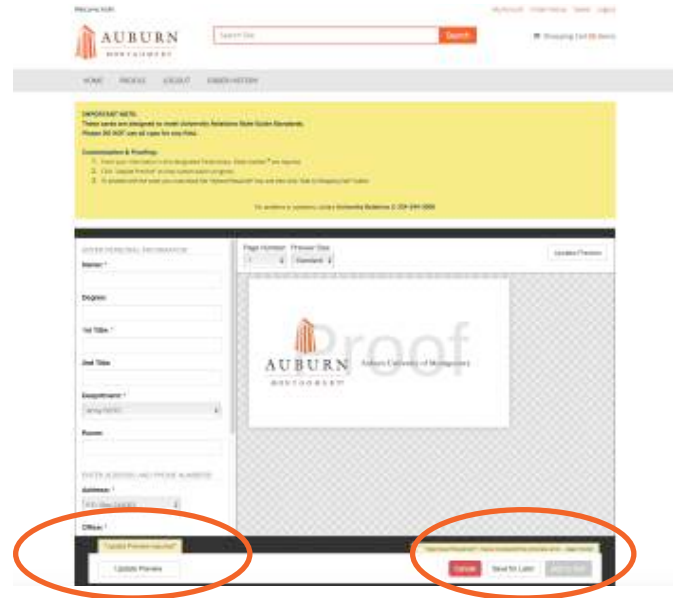
8. You will now see an order summary screen. You can pay now or continue to shop for other items. If you are ready to pay, click "Proceed to Checkout."
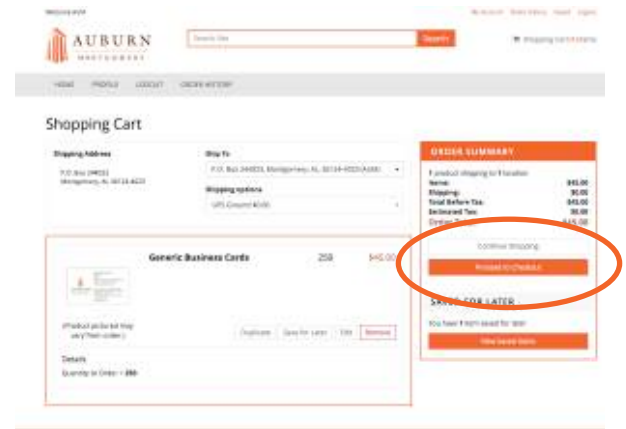
9. On the Checkout screen, enter your Pcard information. If you are ready to checkout, click "Credit Card Checkout."
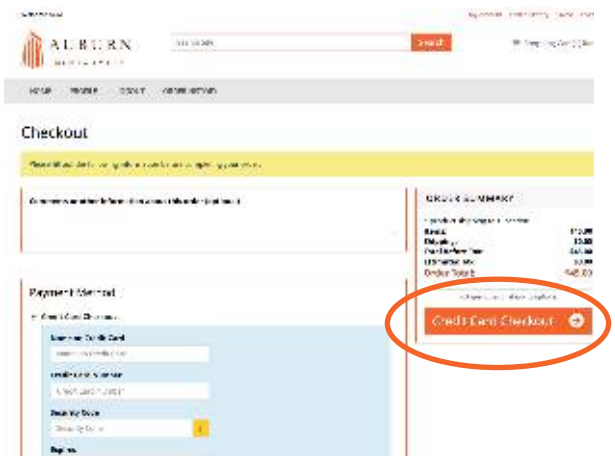
10. After submitting your payment information an placing your order, you will see an order confirmation screen. You can also log in to your account and check past orders.

11. Your order will be reviewed by SCAM and approved. If there is any reason we cannot approve your order, we will contact you to resolve the issue. If you have any questions, please contact James Armstrong (jarmstr6@aum.edu).