Our Sunday Visitor

*Enriching Parishes...Enhancing Community*

www.osvoffertory.com

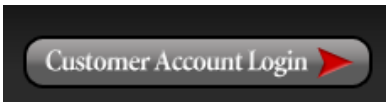
# Online Renewal Instructions

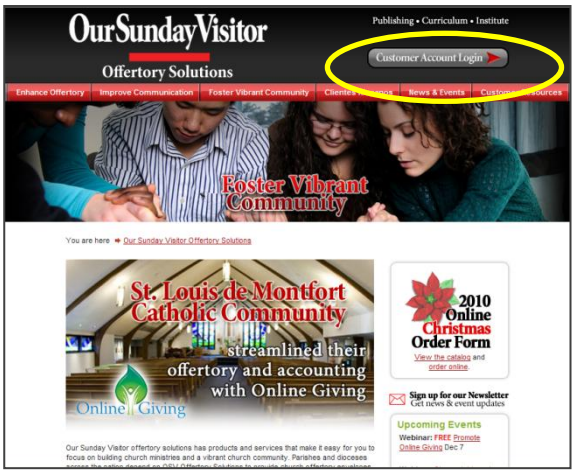
## 1. Access the Website

Go to www.osvoffertory.com

## 2. Login or Register

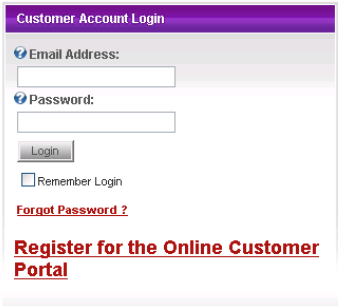
Click on Customer Account Login.

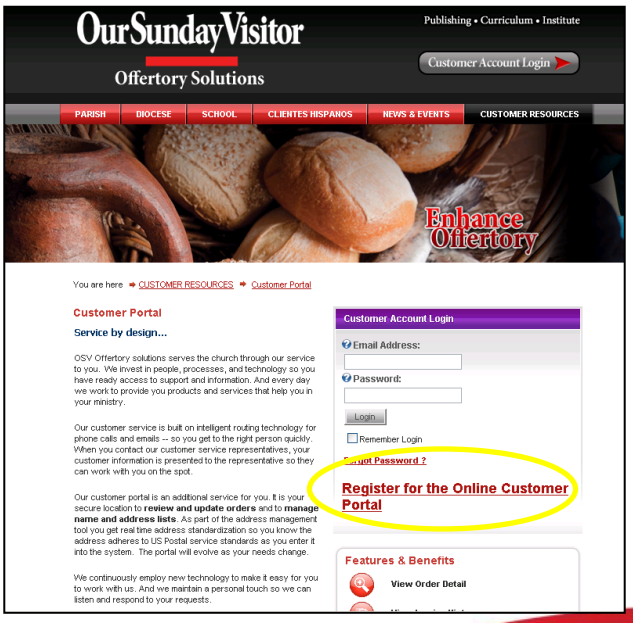



Login:
If you already have an existing account, you can log in and go to step 3.

Register:
If you have not previously registered, click "Register for the Online Customer Portal" and follow the instructions below.



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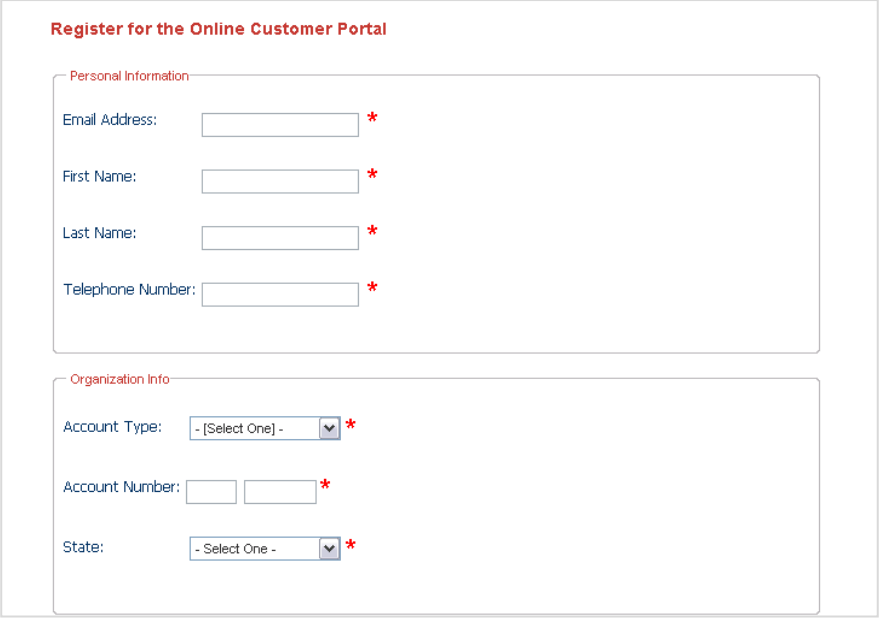
800-348-2886

**Register:**

To register, you must fill in the following fields on the website's form:

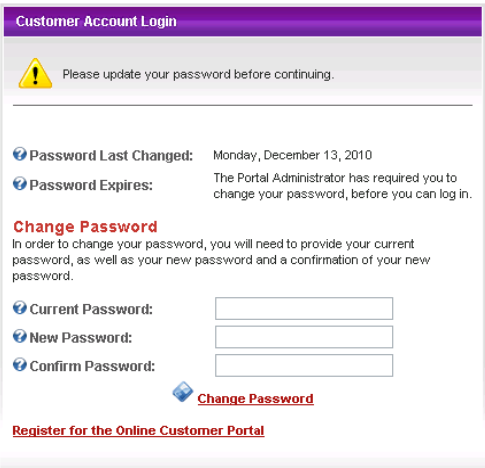
- Email Address
- Your First Name
- Your Last Name
- Telephone Number
- Select the Account Type
- Account Number
- State




After clicking the Register button, you will receive an e-mail containing your temporary password.

Once you have received your temporary password, return to the website and enter your login information (e-mail address and temporary password).

You will then be prompted to change your password by entering a new password. Re-enter your temporary password, then enter a new password and retype it to confirm, then click Change Password. Passwords should be a minimum of six characters.



After your password has been changed, please contact Our Sunday Visitor's Customer Service at 1-800-348-2886 to have your user account activated. Once your account has been activated, the next time you log in to the website, you will need to log in with your e-mail address and new password.

## 3. Select Order for renewal

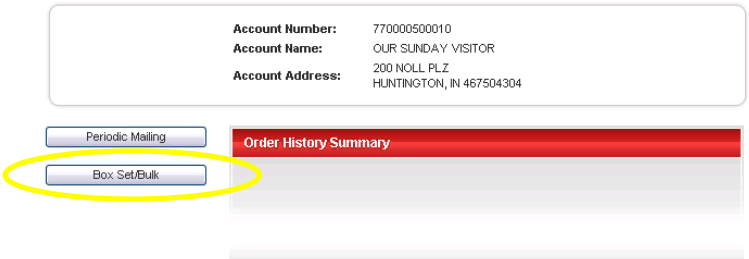
Located on the homepage is a module titled 'Order History'.

Order History

| Order Type | Order # | Type | Year | Ship Date |
|---|---|---|---|---|
| Periodic Mailing | 52202518 | Quarterly | 2011 | 12/15/10 |
| Box Set/Bulk | 52202519 | Annual | 2011 | 11/01/10 |
| Box Set/Bulk | 52202516 | Annual | 2011 | 04/04/11 |

View All

The three most recent Orders will be displayed in the module on the homepage. By clicking on the Order # link the details of that order will be displayed. By clicking View All you will be able to select an Order Type to access additional orders.

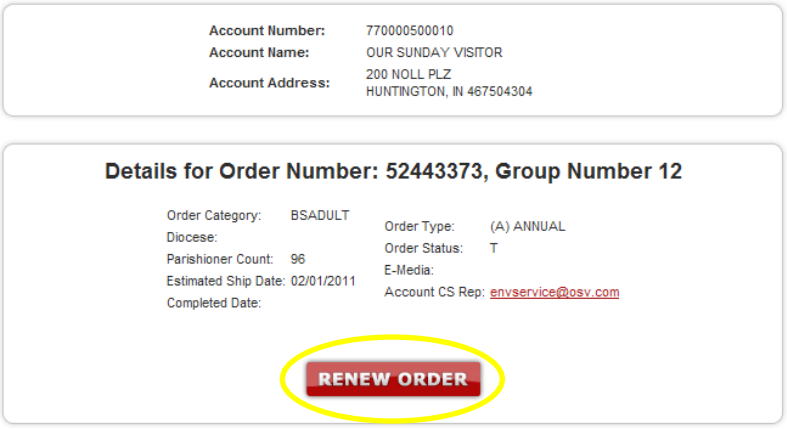


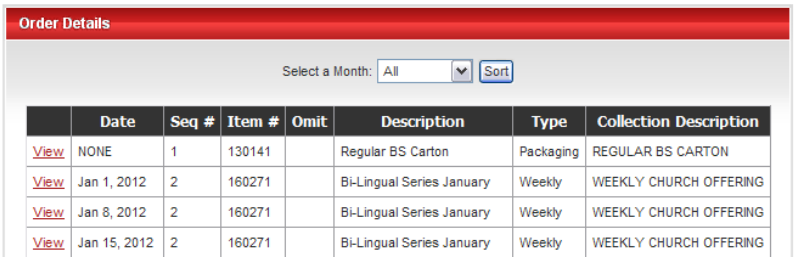

Once you have selected the Order Type a list of all the orders within that Order Type will be displayed.

By clicking the Order # link the details of that order will be displayed.

## 4. Renew Order

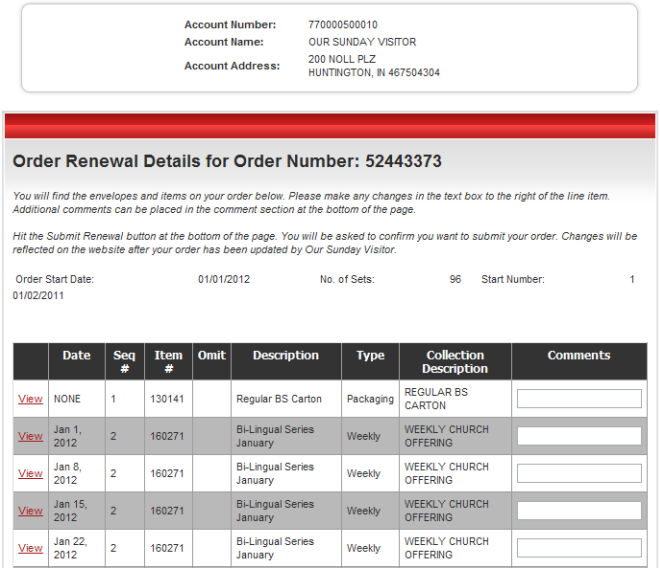
To renew your order click the 'Renew Order' button.




| | Date | Seq # | Item # | Omit | Description | Type | Collection Description |
|---|---|---|---|---|---|---|---|
| View | NONE | 1 | 130141 | | Regular BS Carton | Packaging | REGULAR BS CARTON |
| View | Jan 1, 2012 | 2 | 160271 | | Bi-Lingual Series January | Weekly | WEEKLY CHURCH OFFERING |
| View | Jan 8, 2012 | 2 | 160271 | | Bi-Lingual Series January | Weekly | WEEKLY CHURCH OFFERING |
| View | Jan 15, 2012 | 2 | 160271 | | Bi-Lingual Series January | Weekly | WEEKLY CHURCH OFFERING |

Once you have clicked the Renew Order button you will be taken to the online renewal form.



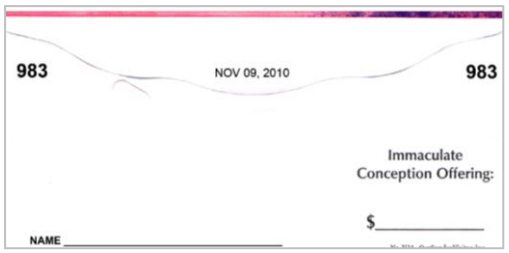

| | Date | Seq # | Item # | Omit | Description | Type | Collection Description | Comments |
|---|---|---|---|---|---|---|---|---|
| View | NONE | 1 | 130141 | | Regular BS Carton | Packaging | REGULAR BS CARTON | |
| View | Jan 1, 2012 | 2 | 160271 | | Bi-Lingual Series January | Weekly | WEEKLY CHURCH OFFERING | |
| View | Jan 8, 2012 | 2 | 160271 | | Bi-Lingual Series January | Weekly | WEEKLY CHURCH OFFERING | |
| View | Jan 15, 2012 | 2 | 160271 | | Bi-Lingual Series January | Weekly | WEEKLY CHURCH OFFERING | |
| View | Jan 22, 2012 | 2 | 160271 | | Bi-Lingual Series January | Weekly | WEEKLY CHURCH OFFERING | |

## 5. Make changes or Approve order with no changes

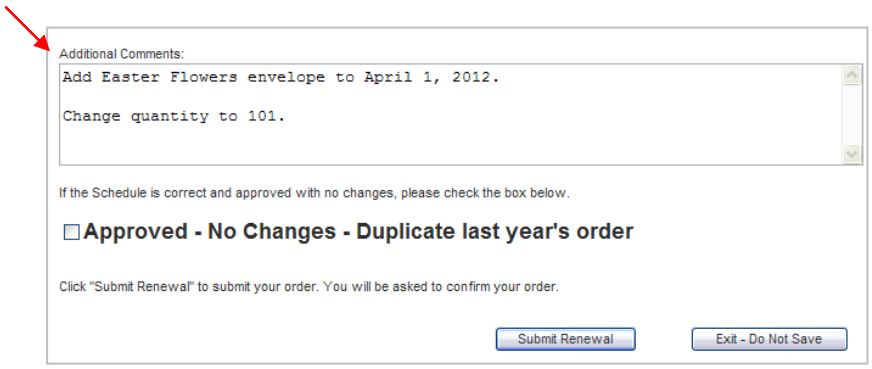
To make changes to a particular envelope you will need to enter the change in the Comments box located to the right of the envelope detail. *Please note: you will need to submit and confirm your order before changes are saved. If you exit the form before confirming the order, changes will not be saved.*

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| View | Dec 9, 2012 | 23 | 160952 | | Stewardship B12 | Weekly | WEEKLY CHURCH OFFERING | |
| View | Dec 16, 2012 | 7 | 160468 | | Christmas Flowers | Special | CHRISTMAS FLOWERS | move to Dec 9, 2012 |
| View | Dec 16, 2012 | 23 | 160952 | | Stewardship B12 | Weekly | WEEKLY CHURCH OFFERING | |
| View | Dec 23, 2012 | 23 | 160952 | | Stewardship B12 | Weekly | WEEKLY CHURCH OFFERING | |
| View | Dec 25, 2012 | 9 | 160958 | | Christmas Stained Glass | Special | CHRISTMAS TRADITIONAL | |
| View | Dec 30, 2012 | 23 | 160952 | | Stewardship B12 | Weekly | WEEKLY CHURCH OFFERING | |

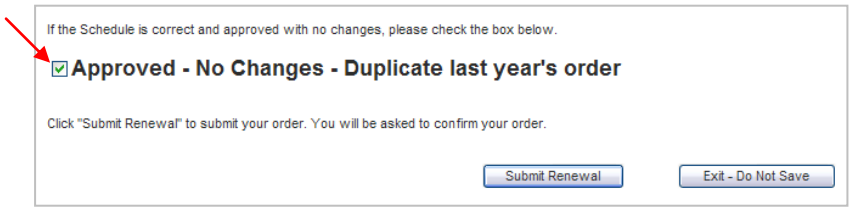
By clicking on View located to the left of the Date you will be taken to a page that contains a picture of the envelope.




To add an envelope, change order quantity or request other changes, you will need to add a comment in the Additional Comments box located at the bottom of the online renewal form.

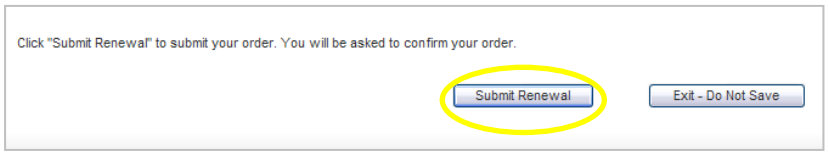



If there are no changes and the schedule is correct, click the box '**Approved – No Changes – Duplicate last's years order**'.



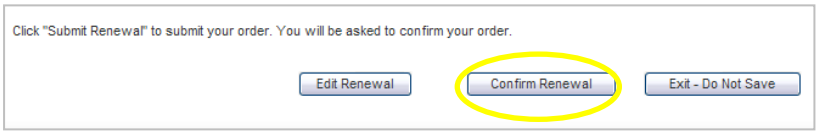
## 6. Submit Renewal

Once you have noted all of your changes or marked the box indicating there are no changes, click the 'Submit Renewal' button located at the bottom of the online renewal form.




## 7. Confirm Renewal

You will be asked to confirm submission of the order by clicking on the 'Confirm Renewal' button located at the bottom of the online renewal form. *Please note: if the submission is not confirmed the renewal will not be saved.*




An email will be sent to you confirming that we received your online renewal.