

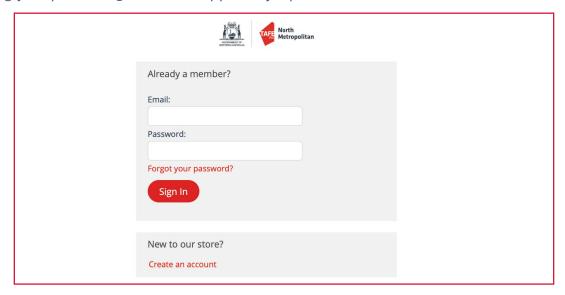




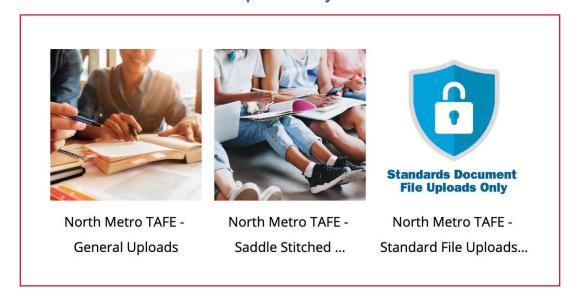
STANDARD FILE UPLOADS

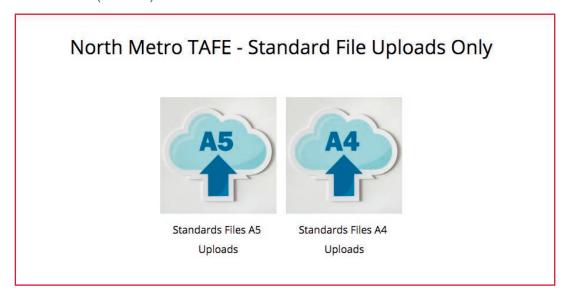
Uploading Standard File Orders

Sign in using your private login details supplied by Optima Press.

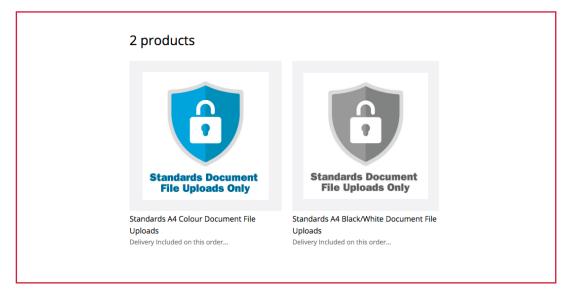


Choose North Metro TAFE - Standard File Uploads Only button

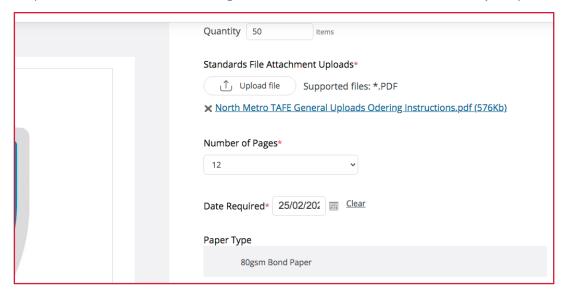




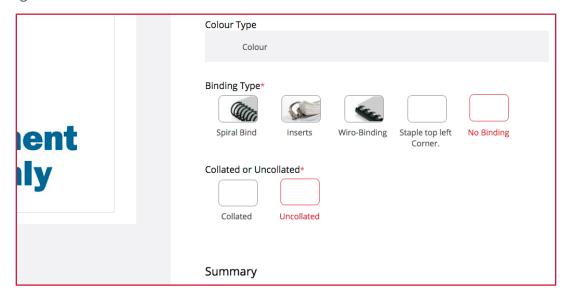
Choose document type (Colour or Black & White)



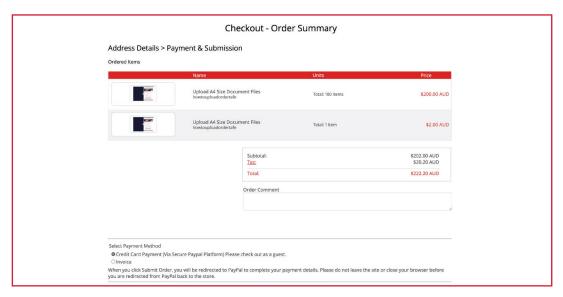
Fill in all details (Please note: Number of Pages MUST be filled in to calculate the price)



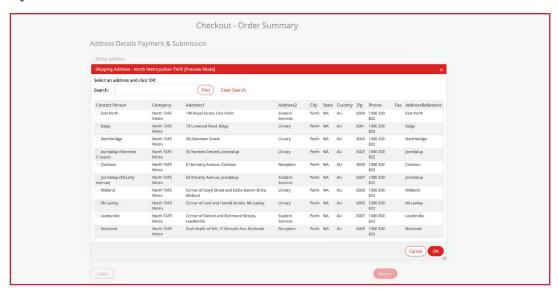
Continue filling in other details



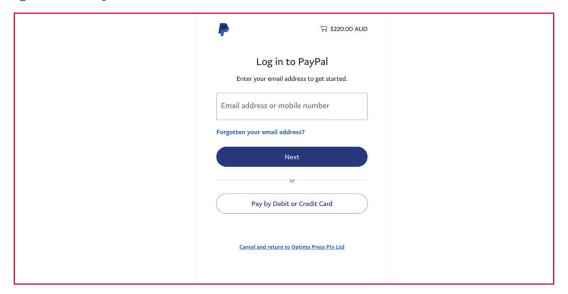
Select payment method Credit Card



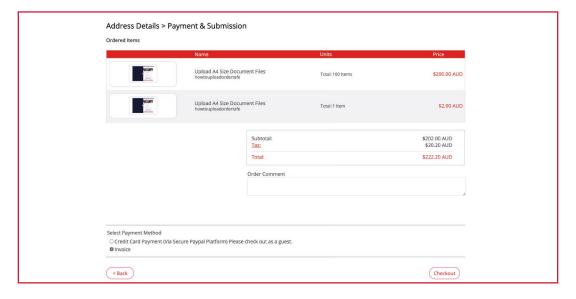
Select **Delivery Address**



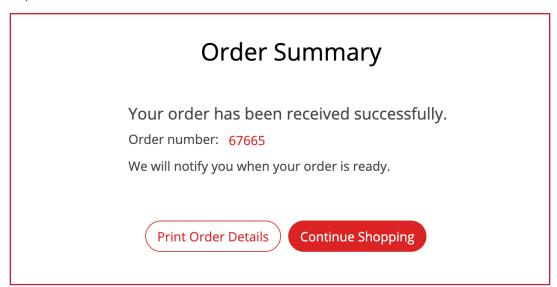
And pay as a guest on PayPal



Or Pay on Invoice (a link will be sent to pay via credit card on invoice - if required)



Checkout Complete





Cant find what you need?

Contact us directly on (08) 9445 8380 or onlinesupport@optimapress.com.au







Frequently Asked Questions: Online Portal

How do I access the portal?

Access will be given by Optima Press with secure login details and a secure link to the portal url.

If you need access please email Fiona.whalley@nmtafe.wa.edu.au.

Who can access the Portal?

Any user can access the portal after login details have been supplied by Optima Press, One email address only per user.

How do I order through the portal?

By clicking the url link supplied you will get directed to the online portal and will need to sign in using your secure login details supplied by Optima Press. Once logged in you can browse through all items using category tabs. Choose a category, select product, upload your files, select date required and binding options then select quantity, update price review and approve your proof and checkout.

Cant Find what you need?

If you cant find a particular option for your print requirements contact Optima Press directly on 08 9445 8380 or online.support@optimapress.com.au and we will be happy to help.