



Online Order Instructions – Standard Business Card

Create an Account

Go to: <http://hologic.imperial-image.com/login>

Click on “Create an Account” and fill in all your information.

Please enter your username/email address and password below,
or click "Create an Account" if you are a new user.

Download Hologic Online Ordering Instructions:
[Standard Business Card](#) [Field Service Engineer Business Card](#)

LOGIN

Email or Username

Password

LOGIN

[Reset password](#) [Create an account](#)

If you already have an account, you will just need to simply log in to place a new order or reorder your previous cards.

Please note that the address you enter on the following page will become your default shipping address.

You will enter a password. This password will be your access to the order site for all future orders



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If you would like to change your default shipping address or add another address later, simply click on the “Profile” link in the left sidebar from the homepage and choose the “My Addresses” tab. Then click “Add New Address”.

The address you are entering on the account page is not the address that will appear on your business card.

Miranda McIvene

1

Search Site

PROFILE

ORDER HISTORY

ADDRESS BOOK

The Imperial Image
51 Middlesex Street
North Chelmsford, MA 01863
978.251.0420 phone
978.251.7640 fax
www.imperial-image.com

Follow us on:
Facebook
Twitter
LinkedIn

Create an Account

Please fill out the fields below to create an account.

Please note that the address you enter here will become your default shipping address. If you would like to change your default shipping address or add another address later, simply click on the Profile link in the left sidebar from the homepage and choose the My Addresses tab.

Please fill out the information below and click the “Create Account” button.

General Information



First Name *	Phone
<input type="text"/>	<input type="text"/>
Last Name *	Cell Phone
<input type="text"/>	<input type="text"/>
Email *	Fax
<input type="text"/>	<input type="text"/>
Username	Time Zones
<input type="text"/>	(UTC-05:00) Eastern Time (US & Canada) ▼
Title	Website
<input type="text"/>	<input type="text"/>
	Location (required)
	▼

Address Information

Business Name	City *
<input type="text"/>	<input type="text"/>
Address 1 *	Country *
<input type="text"/>	United States of America ▼
Address 2	State or Province *
<input type="text"/>	▼
Address 3	Postal Code *
<input type="text"/>	<input type="text"/>
	Phone *
	<input type="text"/>
	Fax
	<input type="text"/>

Password

Password *	Confirm Password *
<input type="password"/>	<input type="password"/>

* Indicates required fields

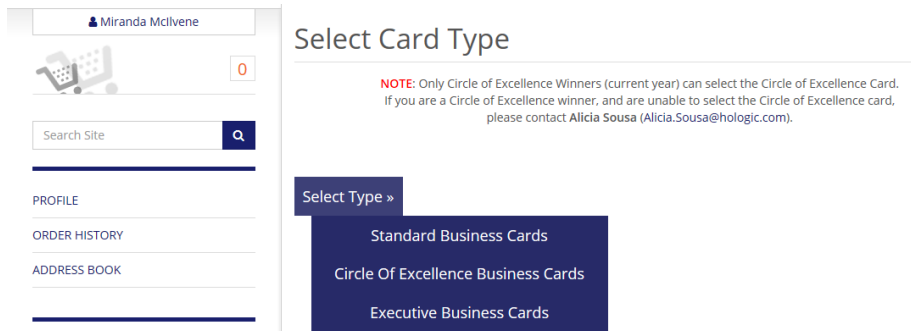
CREATE ACCOUNT



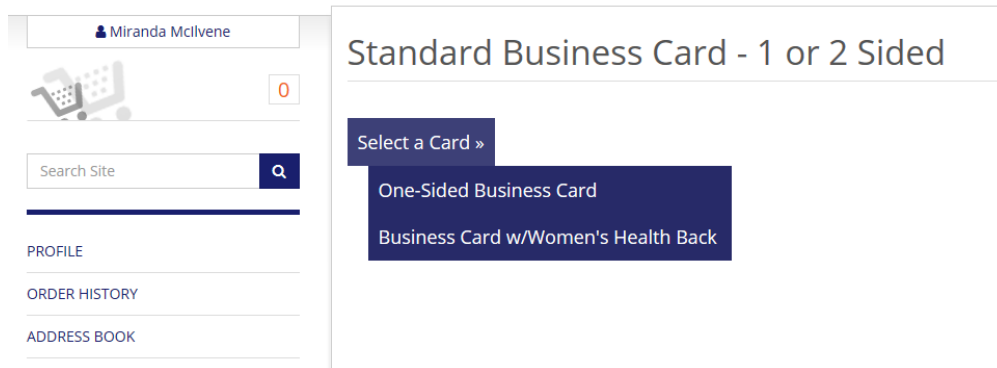
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Step 1 - Placing an Order

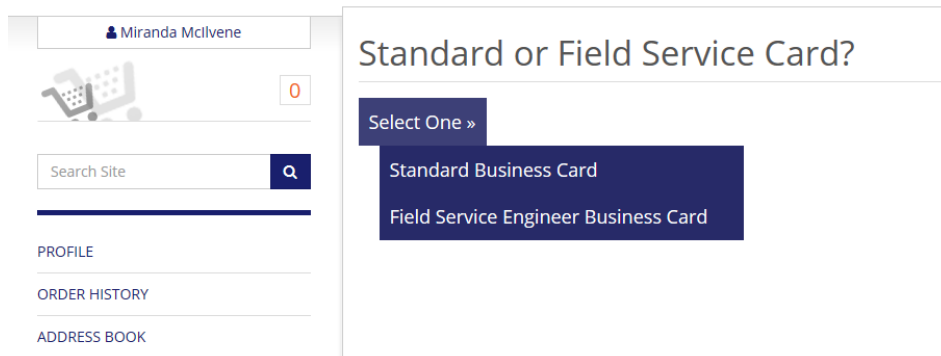
Hover over "Select Type " and select the "Standard Business Card" type option from the drop-down list.



Hover over "Select a Card " and select either the "One-Sided Business Card" type or the "Business Card w/Women's Health Back" type from the drop-down list.



Hover over "Select One" and select the "Field Service Engineer Business Card" type from the drop-down list.





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STEP 2 – Select a Division

Hover over "Select a Division" and select the desired Hologic (Breast and Skeletal Health Solutions, or Diagnostic Solutions) from the drop-down list.

The screenshot shows the user interface for Miranda McIvene. On the left is a sidebar with a shopping cart icon (3 items), a search bar, and links for PROFILE, ORDER HISTORY, and ADDRESS BOOK. The main content area is titled 'Field Service Women's Health: Divisions'. A 'Select Division »' button is highlighted, showing a dropdown menu with two options: 'Breast & Skeletal Health Solutions' and 'Diagnostic Solutions'.

STEP 3 – Select a Location

Hover over "Select a Location" and select the desired Hologic location (Marlborough, Canada or San Diego)

The screenshot shows the user interface for Alicia Sousa. On the left is a sidebar with a shopping cart icon (0 items), a search bar, and links for PROFILE, ORDER HISTORY, and ADDRESS BOOK. The main content area is titled 'Field Service Business Card: Locations'. A 'Select Location »' button is highlighted, showing a dropdown menu with four options: 'Marlborough, Massachusetts - Campus Drive, USA', 'Mississauga, Ontario - Skymark Avenue, CANADA', 'San Diego, California - Genetic Center Drive, USA', and 'San Diego, California - Willow Court, USA'.




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STEP 4 – Order Page

Select your card quantity from the drop-down list and specify if the cards are shipping to a residential office or a commercial office.

Then click "Personalize Your Order". This will bring you to the next page where you will fill in the information that will appear on your card.

Field Service - Breast and Skeletal Solutions Business Card - Women's Health



Marlborough, MA - Simarano Drive Client 5838, Spec 13059, Women's Health Back

Quantity (Select One)

50

PERSONALIZE YOUR ORDER

BACK TO CATALOG SHOPPING CART

ADDITIONAL INFORMATION

Name of contact receiving this shipment

150

Shipping Address (Residential or Office/Commercial *)

☐ Residential

☐ Office/Commercial

DESCRIPTION

Click "Personalize Your Order" to personalize your business card.

STEP 5 – Personalize Your Order

Please read the instructions at the top of the page before entering your information.

Enter the information to appear on the card (left side of page). Examples can be found on the following page for reference.

Note: **Do not** enter dashes or +1 before the numbers, enter **numbers ONLY**.

Hologic guidelines allow for three phone numbers and one fax number.

Select your number from each drop down (Direct, Main, Support, Toll Free – 800, Toll Free – 877).

If you have an extension, enter it in the "Ext. #" box. If you have an Option number, enter it in the "Option _#" box.



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Click "Update Preview" (mid – right side on the page).

Review the card display. If everything you entered is correct, click “Finish Editing” followed by selecting the “Yes I approve this document” check box, then click “Add to Cart.”

FULL NAME, SUFFIX/CREDENTIALS
If suffix/credentials do not fit after the name, enter ALL suffixes/credentials in the Suffix/Credentials field below. Please insert a comma after name only. For example: Firstname Lastname, CMP BA RT (R) (M)
The credentials should not have periods in them.

Full Name, Suffix/Credentials:

Suffix/Credentials:

TITLE
To ensure proper title setup, please break up your title on two lines, separating title and department. For example:
First line: "Communications Specialist," Second line: "Corporate Marketing"

Title Line One

Title Line Two

MOBILE PHONE NUMBER
PLEASE ENTER NUMBERS ONLY, NO DASHES, SPACES, OR +1.

Mobile (Optional):

HOLOGIC® **Miranda McIlvene**
Temp. Receptionist

Breast & Skeletal
Health Solutions
Hologic, Inc.
445 Simarano Drive, Marlborough, MA 01752 USA

Breast Health Products
breasthealthsupport@hologic.com 877.371.4372
Skeletal Health Products
skeletalhealthsupport@hologic.com 800.321.4659



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STEP 6 – Shopping Cart/Shipping

Once you’ve reached the shopping cart, select “Check Out.” This will bring you to the shipping page.

If there is a change of ship to address, select from the drop-down list. To add a new address, select the + symbol.

If you selected the option to add a new address, enter the ship to address and click “Save.” This will save in your address book.

Once the correct shipping address is displayed, click “Continue.”

Shipping

Ship To

Cindy Lefevre, 250 Campus Dr, Marlborough, MA

▼

Q

+

Cindy Lefevre

cynthia.lefevre@hologic.com

250 Campus Dr
Marlborough, MA US 01752

CONTINUE

Shipping Method

FedEx Ground - Acct on File

▼



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STEP 7 – Checkout

If you have any special instructions, please enter them on this page in the “Comments (optional)” field.

Example: If the order is a rush, etc.


Verify all your information on this page. If all is correct, click “Submit Order” to complete your order.

Your order will be sent to Alicia Sousa, Miranda McIlvene & Cynthia Lefevre for review and processing.

Comments (optional)

Shipping

[Edit](#)

	Field Service - Breast and Skeletal Solutions Business Card
<hr/>	
Shipping To	
Hologic, Inc. 5082632900	250 Campus Drive Marlborough, MA US 01752



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REORDER CARDS

To reorder cards – when you log on, click “Order History” at the left side or top of the page.

The screenshot displays the Hologic Business Card Ordering web application. At the top, a dark blue navigation bar contains the Hologic logo on the left and a menu with links: HOME, ORDER HISTORY, HOLOGIC ONLINE ORDER INSTRUCTIONS, LOGOUT, and SHOPPING CART. Below the navigation bar, a large dark blue banner features the Hologic logo on the left and the text "Hologic Business Card Ordering" on the right. On the left side of the page, a vertical sidebar contains a user profile section for "Miranda McIlvene" with a shopping cart icon and a count of "1". Below this is a "Search Site" input field with a magnifying glass icon. Further down, a list of menu items includes "PROFILE", "ORDER HISTORY", and "ADDRESS BOOK". The main content area on the right is titled "Select Card Type" and includes a "NOTE" stating: "Only Circle of Excellence Winners (current year) can select the Circle of Excellence Card. If you are a Circle of Excellence winner, and are unable to select the Circle of Excellence card, please contact Alicia Sousa (Alicia.Sousa@hologic.com)." Below the note is a dark blue button labeled "Select Type »".

Click “Reorder” on the previous order that you wish to reorder.



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Order History

PENDING

Q

Start Date

4/3/2022

End Date

5/3/2022

Order Status

All

Approval Status

All

Ordered By

All

Billing To

APPLY FILTERS

EXPAND ALL

		Paid	Order Number	Order Date	Ordered By	D
View Reorder		✖	36759	5/2/2022 4:24 PM	CJ Cambra	36

You can then click “Edit” to make any changes to your previous card. If no changes are needed, click “Checkout”.

GYN Surgical Solutions Card - Marlboro Campus

500

Re-Order from order #36759-1

Details

CHECKOUT

CONTINUE SHOPPING