Before you place your order, please note the following:

All cards must indicate that you are a degree candidate
YOU MUST ADD CANDIDATE AFTER YOUR DEGREE WHEN YOU PLACE YOUR ORDER
Examples:  Global MBA Candidate, 2016
           MS Marketing Candidate
You do not have to list your anticipated degree completion date

Please note: MBA candidates do not list concentrations

We strongly suggest that you use the following naming convention if you want to use a nickname on the card. This is because all your academic records (transcript, diploma) will only show your real name.
Example: First Name (Nickname) Family Name → Anthony (AJ) Jones or Wei (Wayne) Zhang

To place your order, please go to http://johnshopkins.mymarketingbench.com/Login.epm.

1. Go to: ‘Not a registered user? Click here to set up your account.’
2. Password is careybcards
3. Enter your personal information (you will now have your username and password for the site)
4. Select ‘Print Section’
5. Select ‘Carey Business School Student Business Cards’ on the left
6. Select the quantity you would like to purchase and click on ‘Customize’ at the bottom of the screen
7. Enter your information
8. Click on the update button- name your profile (the name that is on the card)
9. Select ‘Click Here To View Your Proof (Required)’ Make sure all your information is correct!
10. Check the box under the card that says “I have viewed and approved my proof”
11. Click on the ‘Add to cart’
12. Select ‘Proceed to Checkout’ on the left
13. Enter shipping information
14. Enter your credit card information
15. Place this order now

You will then receive an order number. Once your order ships you will also receive tracking information.

Sample card:

![Sample Card Image]