



INSTRUCTIONS

1. PRINT THESE STEP BY STEP DIRECTIONS
2. CLICK [HERE!](#)

STEP BY STEP DIRECTIONS

AT THE TOP USE THE FOLLOWING:

Username: Urbandale09

Password: cards

NEXT: In the red bar at the top click "CARD CATALOG"

NEXT: In the left column, Click on "MY CARDS"

NEXT: Click on "PICTURE PLUS CARDS"

NEXT: Just under Picture Plus Cards is a sub category. Click on "SHARED PICTURE PLUS"

NEXT: Select the first (postcard) icon under one of the Urbandale image card choices

NEXT: Click on "MESSAGE AREA"

NEXT: Type your unique message

NEXT: Click continue on bottom right side of screen

Card Editor Page 2: Address portion of card

Insert your information in area for return address information

Insert information for recipient

Click continue on bottom right side of screen

Card Editor Page 3: Finish

After checking to make information is correct (leave delivery information set as immediate), click "Send Card" on bottom right

If you have any questions or need additional information or help, please call Sara at 515-554-8883.

Thanks and enjoy sending a FREE Urbandale postcard from Send Out Cards and the Urbandale Chamber of Commerce! If you would like to use this service to send out additional cards, feel free to contact Sara at the above number. Send Out Cards is a member in good standing of the Urbandale Chamber of Commerce.