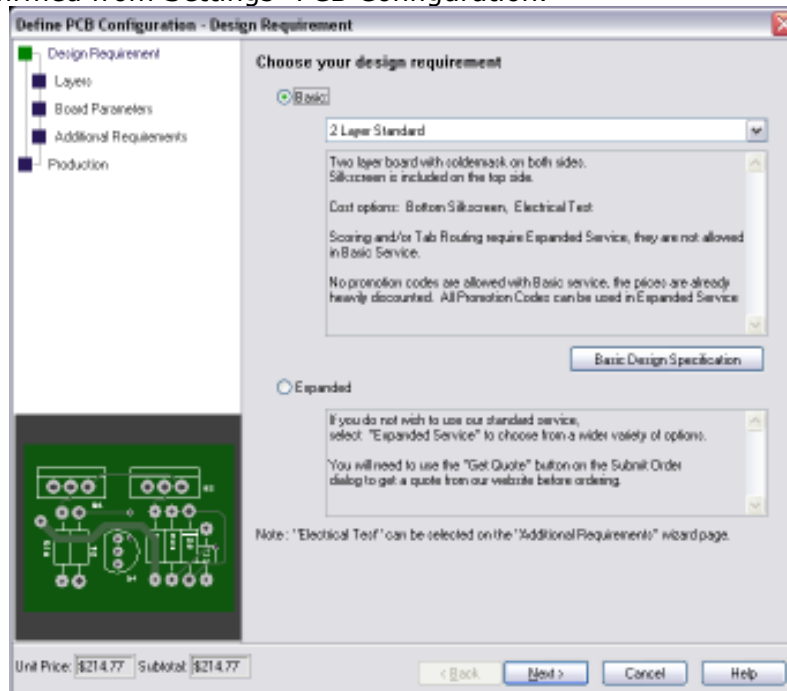




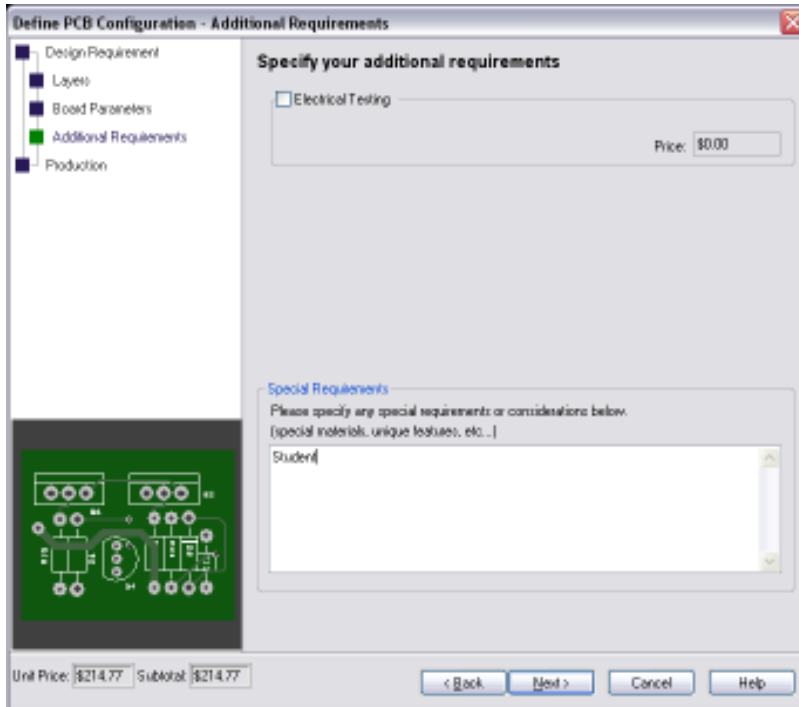
**Student Orders, \$33 each, and \$66 each orders are made directly through PCB Artist and not through the respective web pages of those promotions.**

PCB Artist Student Order Process:

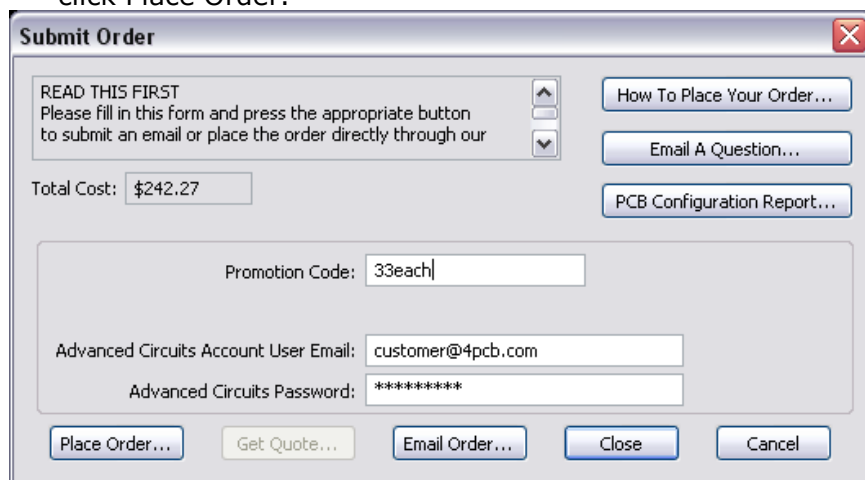
1. Close all open internet browsers and browser tabs (Firefox, Explorer, Safari, etc). They can interfere with upload of the file we need for manufacturing.
2. Confirm you have the design set to Basic Design Requirement. This can be confirmed from Settings>PCB Configuration.



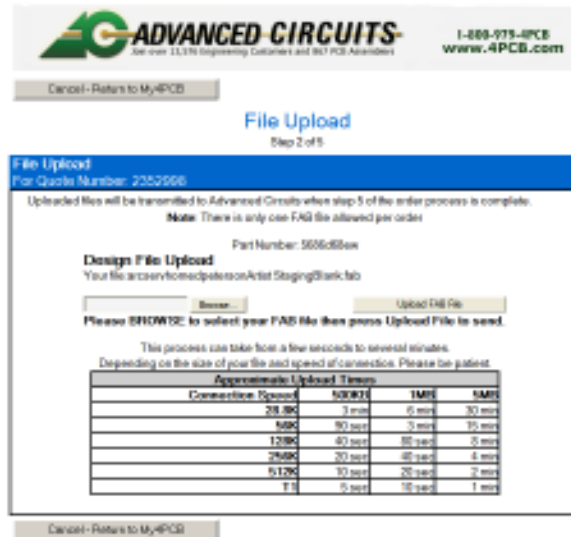
3. Go to the Additional Requirements page and in the Special Requirements comment field type **Student** or **student**.



4. Go to the Production page of that wizard.
  - a. Set the order quantity.
  - b. Set the turn time is set to 1 Week.
  - c. Make sure the Part Number and Revision blanks are not blank. Those are required fields for ordering.
  - d. Click the Finish button.
5. From the main menu, click on Output>Submit Order.
6. PCB Artist will automatically run design rule checks and ask to view any errors found. If all errors have already been reviewed, click Yes to proceed with the order.
7. The Submit Order window will open,
  - a. In the Promotion Code field enter either **33each** or **66each**.
  - b. Enter your email and a password in the appropriate text fields and click Place Order.



8. The application will launch a browser. The page will either open to upload your file or to a web page that says Invalid Login.
  - a. If you get the Invalid Login page, it means that email is not set up with 4PCB.com.
  - b. That's ok, click on the Register Now link on the right of that page.
  - c. It will take you through registration and then automatically bring you back into the order process.
  - d. You don't need to exit out of anything.
9. If there something in the design that makes the board ineligible for those promotions, a page will appear at this point to describe what features of the PCB do not match the promotion. The order process is exited at this point.
10. On the upload page, browse to your .fab file location (shown in the path at the top of that web page) and click Upload File after you have located it.



**IMPORTANT** - If you do not see the file upload page as shown above, then there is another web browser causing interference. Close all web browsers and browser tabs and start the process again.

11. The process will then take you to a page to input your shipping and payment information.
12. The next page is Preview Order. At this point, your pricing should match the promotional code. If something is wrong, you can exit out and nothing will be charged to you. Close all web browsers.
13. Press the Place Order button to complete the order.