

HOW TO CREATE YOUR CUSTOM STAMP

1. When you order a custom stamp, you will receive a clamshell package that has a redemption code inside. Open the clamshell package to get the coupon code from inside. Each coupon code is good for one stamp.
2. Go to the website <https://stamps.accesssupports.org/>
3. If you do not already have an account, create one. If you have an account, sign in
4. We offer **one** size for custom stamps: 1" x 2 ¾". Keep this size in mind while creating your stamp as your text, signature or image must fit into that area
5. At the top of the page there is a "Stamp Preview" box. Here you will see the stamp as you are creating it
6. Choose from the 3 tabs below to create your stamp
 - a. Simple View – use to enter simple text
 - b. Advanced View – same as Simple View with a few more options
 - c. Artwork – allows you to add a logo, signature or image to your stamp from a JPG or GIF on your computer. Keep in mind the size of the stamp
7. Once you have chosen your tab, you will see the text or image in the preview box above as you enter it.
8. You can adjust the size, font, justification, style and text until you are satisfied
9. Artwork will be automatically scaled to fit the stamp. If you do not like the appearance, choose another file that might fit better.
10. If you choose to delete an artwork file, click on the word "remove" next to the file name.
11. Stamps can be made in ONE of three colors: Blue, Red or Black. Choose the color you would like.
12. Once you are satisfied with the appearance of your stamp, Click the "Add to Cart" button on the right. A pop up box will appear asking if you approve the design. By checking the box, you are agreeing that the spelling, layout, and content of the customizable product is correct.
13. You will not be able to change your design after an order is placed, and it will be printed exactly as it appears. REMEMBER, ONCE YOU ENTER YOUR COUPON CODE AND SUBMIT YOUR ORDER, IT CANNOT BE CHANGED.
14. If you have more stamps to make, click the "Keep Shopping" button and repeat the process. If you are ready to check out, click the "Secure Checkout" button
15. Enter the billing and shipping information and click the "Continue" button
16. If you have any special instructions/notes, you can enter them here. Click "Continue"
17. For payment, enter the Coupon Code from INSIDE the clamshell package and click "Continue"
18. You will be given one final chance to review your order before submitting. Click "Submit" to finalize your order.