GETTING STARTED WITH **DOCUMENT SERVICES** ONLINE ORDER SUBMISSION TOOL

Document Services provides word processing, design, production, and printing services for materials that will be distributed to ICC students, ICC faculty and staff, and ICC-sponsored professional organizations.

Please use our convenient online order submission tool: **icc.webdeskprint.com**

New users, select "Register Now" and complete the following highlighted fields, then click Register

Enter Your Contact Information

First Name	
Middle Initial	
Last Name	
Email Address	Show Help
Phone Number	(A number where you can most often be reached) Show Help
Site	(Please select your department from this dropdown list)
Site Mail Stop or Area	
Site Address Line 1	(Building and room number of your mail box for campus mail) Show Help
Site Address Line 2	
Site City	(East Peoria, Peoria, or Pekin)
Site State	Illinois ▼
Site Postal Code	61635
Site Country	

Create Your Login

User Name	(You may use the same name and password as your regular ICC login or whatever is easy for you. Passwords do not need periodic updating.)
Password	
Confirm Password	

Select an Action

Register   Back

That's it! You will receive an email confirming your registration and after you are approved, you will receive a second email. During business hours, we process new users almost immediately. Questions, call (309) 694-5244.

To place an order, log in and select "New Order." You will see all of the order categories available. Most clients will use *Simple Copies* but we offer many print and other services, such as *Document Preparation*, *Cut/Copy/Fold*, *Posters*, and more. Again, if you have questions, just call (309) 694-5244.

All jobs submitted with our online submission tool receive an automated confirmation email as soon as the order is placed. If you do not receive an email confirming your order, call (309) 694-5244.