

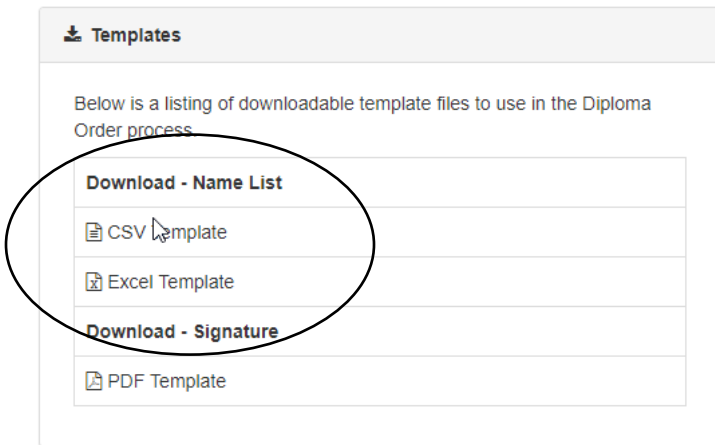
SUBMITTING YOUR DIPLOMA ORDER: 4 EASY STEPS

Submitting your diploma order to Herff Jones is a simple step-by-step process that just got even easier! We recently moved our order form online, this allows us to process your order faster to ensure a smooth and seamless graduation season. The online order form is live and in use today, and we encourage you to use it for your next order! All orders must be submitted via the online form after January 1, 2019.

To order your diplomas and covers follow the simple steps below.

- 1 VISIT <https://fpportal.herffjones.com/public/#/diploma/home>
- 2 COMPLETE THE NAME LIST TEMPLATE

All forms and templates can be **downloaded** directly from the new online order form.



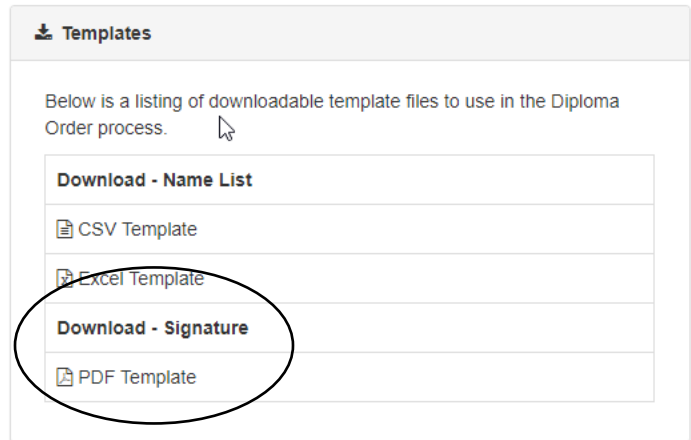
Please specify whether you are ordering diplomas, certificates of completion, certificates of attendance...etc on the name list. (See column G on the template). Insert each student name exactly as they are to appear on the diploma in the excel template. Include spacing, capitalization and any applicable punctuation marks. Please DO NOT edit the template format. Please DO NOT hide, delete or change any components of the template. Please complete only columns necessary to your list. Leave all others blank and as is. The address fields should only be used when we are shipping diplomas directly to the students.

Name	Month	Day	Year	School
Jon S. Doe	May	8	2018	Any School
Jane Sample Doe	May	8	2018	Any School

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COMPLETE THE SIGNATURE SHEET

All signatures must be confirmed. Both confirmation and new signatures should be submitted on the form. **Signatures submitted via fax cannot be accepted.**



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COMPLETE THE DIPLOMA ORDER FORM

Be sure to attach your **NAME LIST** and **SIGNATURE SHEET** to the order form prior to submission, unless you are placing an order for diploma covers only.

QUESTIONS? Should you ever have questions, please reach out to our **Diploma Customer Service Team** at **800-635-5670** for assistance.