



Legal Supplies – Members

1. Go to www.oncorp.com
2. Once logged in, look on the top left-hand side for the **Corporate tab** and click on the legal supplies from the drop-down menu
3. You are taken to the landing page for legal supplies, on the left-hand side you can see the index for all of types of categories for supplies:

Home Items in Cart: 10 Subtotal: \$319.40

Search: All Products »Home »View Cart »Orders

Templates
Packages
Attache Case
ByLaws
Embossers
Ledgers
Minute Book Slipcase
Minute Books
Name Plates
Share Certificates
Tabs & Paper
Transfer Case

WELCOME TO OUR NEW LEGAL SUPPLIES PAGE
New features include:

- Choose a standard package, or create your own template.
- Next-day shipping for most orders.
- Improved functionality.

FEATURED PRODUCTS SECTION COMING SOON!

Quick Picks

Packages Minute Books Embossers

4. To place an order, you can select an option from the left-hand index, for this example lets select minute books to see all minute book options available:

Templates
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Transfer Case

Minute Books

	Standard Minute Book with Slip Case Price: \$79.20
	Standard Minute Book with Seal Drawer Price: \$79.20
	Oxford Minute Book (4-post binder) Price: \$79.20
	Prestige Zippered Minute Book Price: \$79.20
	4085 Style Minute Book(14" legal size) Price: \$56.90
	4085 Style Minute Book(14" legal size) for Condo Corp. Price: \$56.90
	4087 Style Minute Book (14" legal size) Price: \$56.90
	Burgundy binder only with brass plate (no slip case) Price: \$87.50
	CUSTOM LEGACY BINDER 106 WITH BRASS PLATE Price: \$104.80
	Narrow 3-Ring Minute Book (REQUIRES PLATE #101) Price: \$55.00
	Standard minute book only (no slipcase and no contents) Price: \$48.40
	Standard minute book with Slip case (no contents) Price: \$72.50



5. Once an option is selected, you are entering all details relevant to the minute book order, like the reference, docket and names for service would be the name that is to appear on the book:



6. When you are ready to proceed click add to cart:



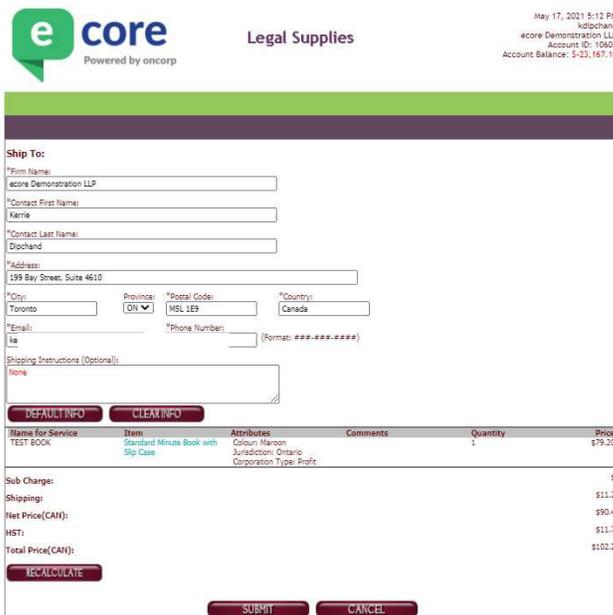


7. Now you are looking at all items in your cart:



8. You can select the option to add a name plate and the relevant details or edit your existing product, you can also choose to checkout, save your current basket as a template or continue shopping

9. If you select checkout, you will be able to change the shipping information after which you can recalculate the shipping amount:



10. When you are ready to submit, you may click submit and a receipt will generate to the email that is on file for your account/username.



11. To see any past orders under your user/account, you can select the option:
Orders on the far right hand side to see any past orders:

May 17, 2021 5:14 PM
kajpachand
ecore Demonstration LLP
Account ID: 10600
Account Balance: 5-23,167.18

Legal Supplies

Items in Cart: 1 Subtotal: \$79.20

Search: [] All Products [v] Search [] +Home +View Cart +Orders

ID	Date	Status	Price	Name Entered	Ref No	Docket
58708	4/23/2021 1:00:09 PM	SHIPPED	\$120.12	Copy	KMT Quayside Developments Inc.	
58037	3/17/2021 10:41:30 AM	SHIPPED	\$325.44	Copy	N/A	66413

12. **NOTE*** We can prepare electronic minute books and initial organization on your behalf. If you would like us to do so please email clientcare@dyedurham.com with your request