

HP PrintOS Box Easy Submit Portal Setup



Improve your clients' experience with your own branded Easy Submit portal

HP PrintOS Box can help you simplify and streamline file exchange with your print buyers using a three-step process. By using the PrintOS Box service print buyers can continue submitting files as they're accustomed to, or alternatively go through the PrintOS Box Easy Submit tool, which places files in a repository for quick content validation. Once a PDF file is submitted, it automatically generates its own job folder, then continues to automatic preflight, imposition, and routed directly to production.

Not only does HP PrintOS Box significantly simplify your experience of receiving, validating, and routing files to print, your clients benefit too. They can continue submitting files using their preferred method, or they can submit files using the PrintOS Box Easy Submit portal. This portal takes them to an intuitive web page that you can brand with your own logo, where they can easily upload multiple files at once. Additionally, as jobs enter the production pipeline quicker, you can accelerate the delivery of finished jobs to your clients.



Security and compliance

Easy Submit is a part of PrintOS Box, a native app on the HP PrintOS platform. When data is sent to the PrintOS cloud platform, users can be assured that HP has done everything possible to safeguard the information in its possession. The HP PrintOS compliance framework has been designed to consistently address multiple certifications, regulatory requirements, and third-party attestations.

Two ways clients can send files to you via PrintOS Box

Email transfer

- For smaller files, usually less than 10 MB, your clients can simply send an email to name@printosbox.com with the file attached. The file will be submitted to your PrintOS Box account for a team member to access and download the project.

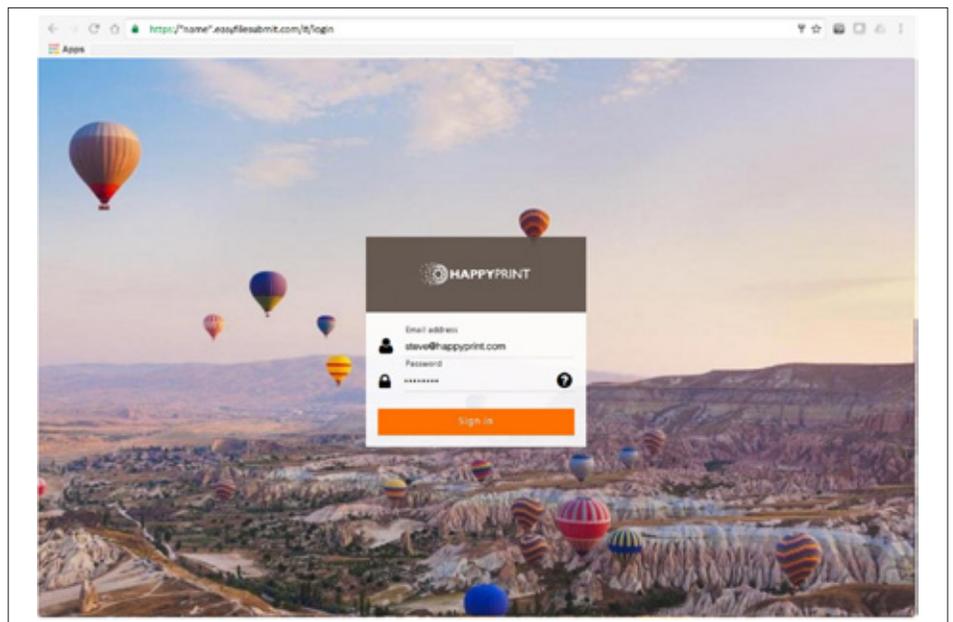
Easy Submit portal

- For larger files, you can invite the client to access your Easy Submit portal. The client will then need to log in to the portal and from there will be able to upload any large file in a few easy steps. Last Important note: Easy Submit has unlimited storage and no maximum file size limit.



Step-by-step instructions for your clients to access the Easy Submit portal:

1. Use an Internet browser to browse to <https://name.easyfilessubmit.com>

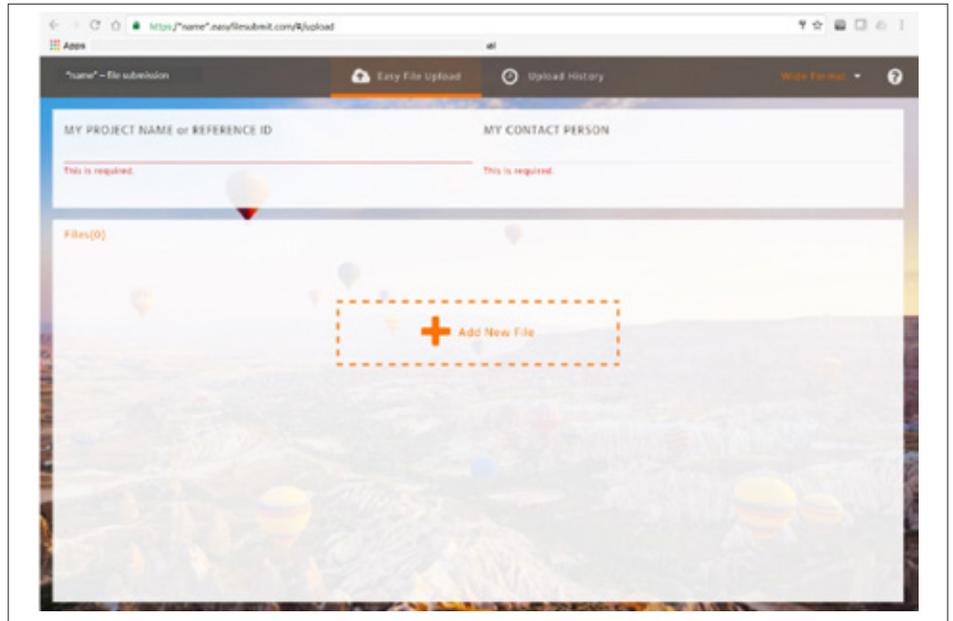


2. Complete login information for the HP PrintOS Box Easy Submit portal:

Username:

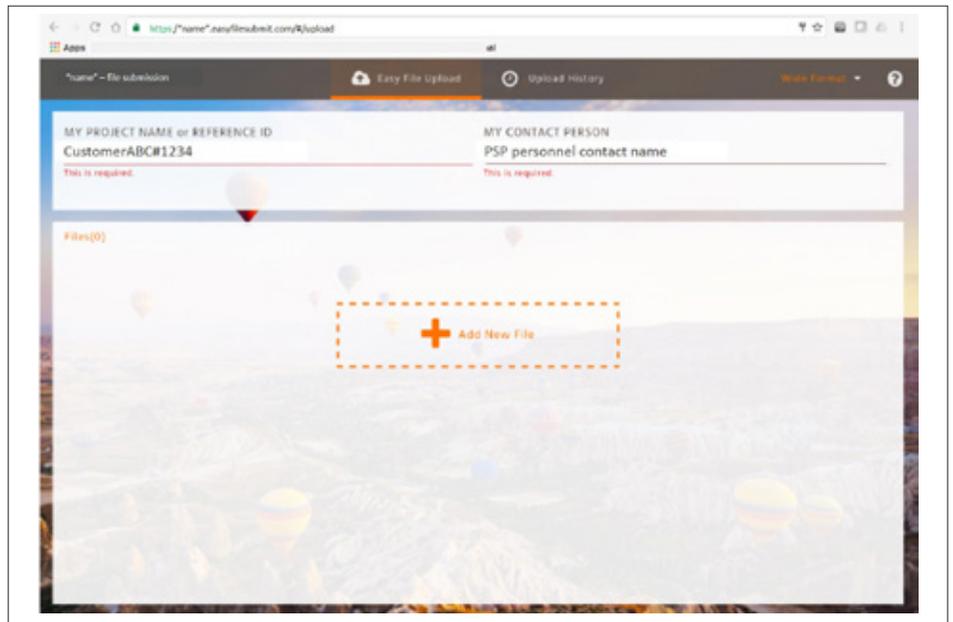
Password:

3. Once logged in, you will see the following page:



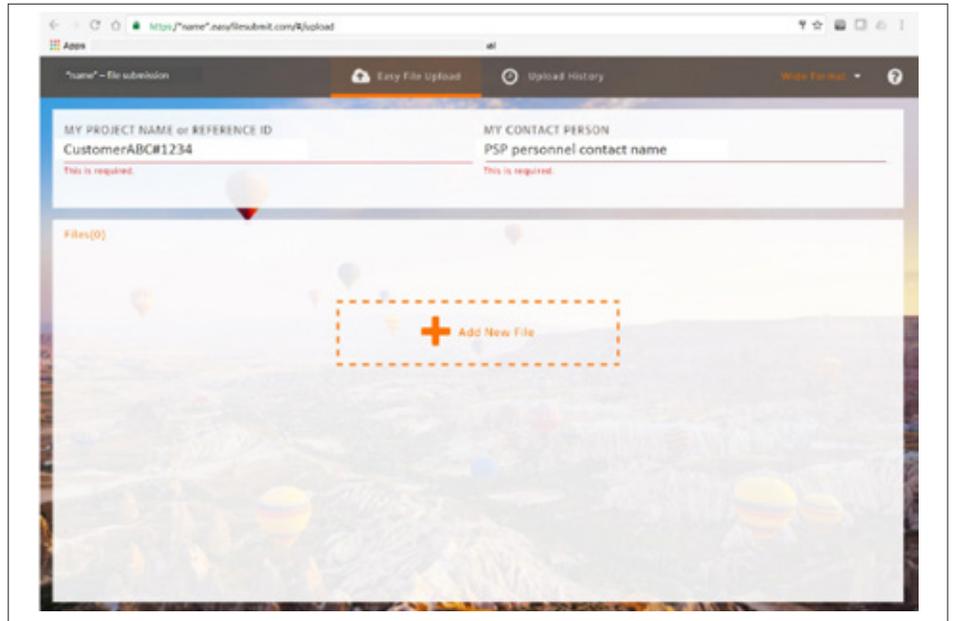
4. To begin the upload process:

1. At the top left of the page, under MY PROJECT NAME or REFERENCE ID, enter your name (client's).
2. At the top right of the page, under MY CONTACT PERSON, enter the contact person (CSR at the Print Service Provider).

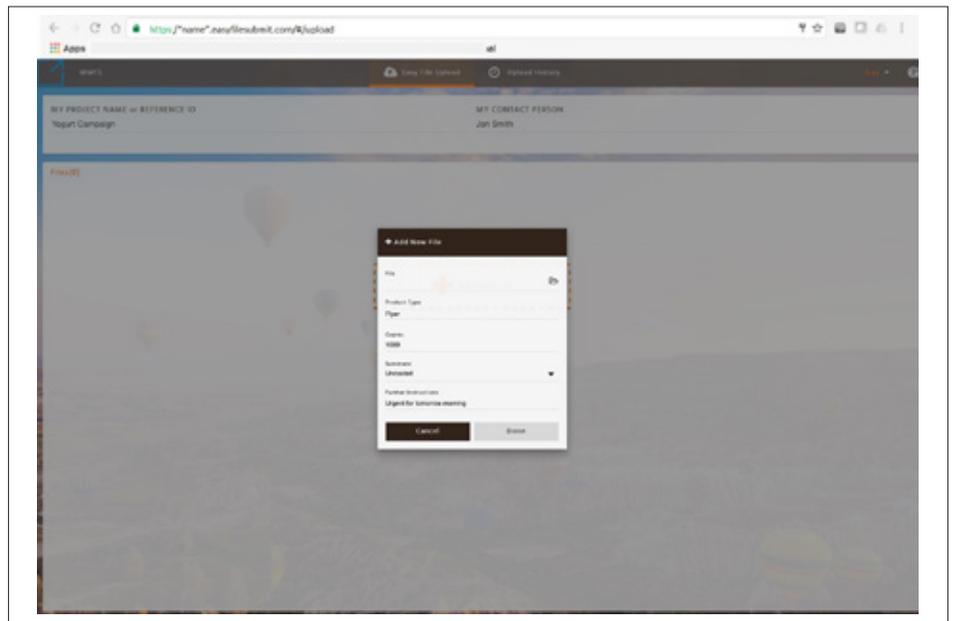


CSR = Customer Sales Representative

3. In the middle of the page, select Add New File.



4. An additional window will appear:



5. In the top line of the window, select the Folder icon (to the right).

6. Navigate to the file location and select the file (only one file at a time), either a PDF, ZIP or other file type.

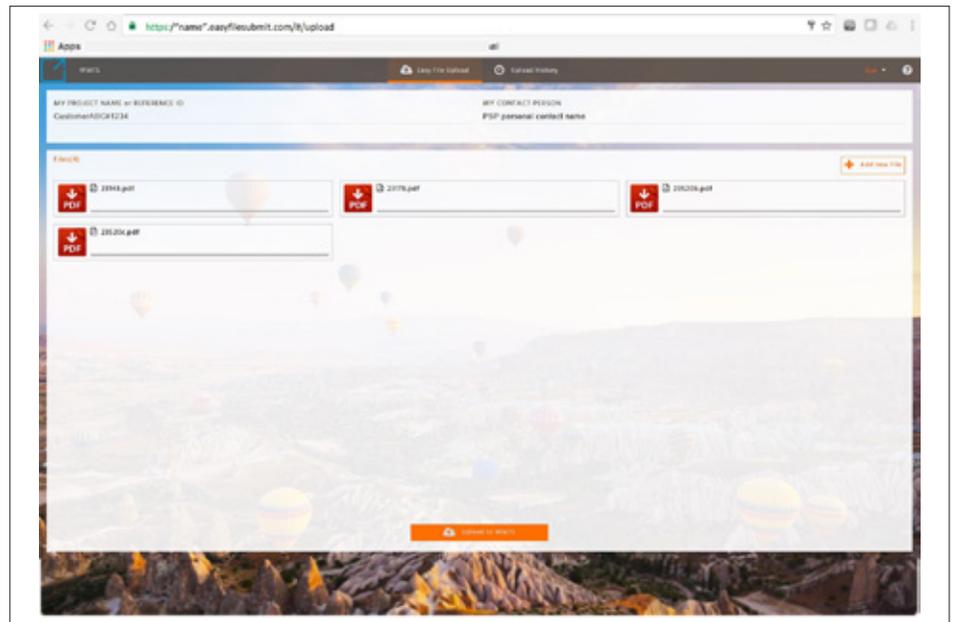
7. Here you can add additional information to ensure your file is produced successfully, such as:

- Product type
- Number of copies
- Required substrate
- Special instructions

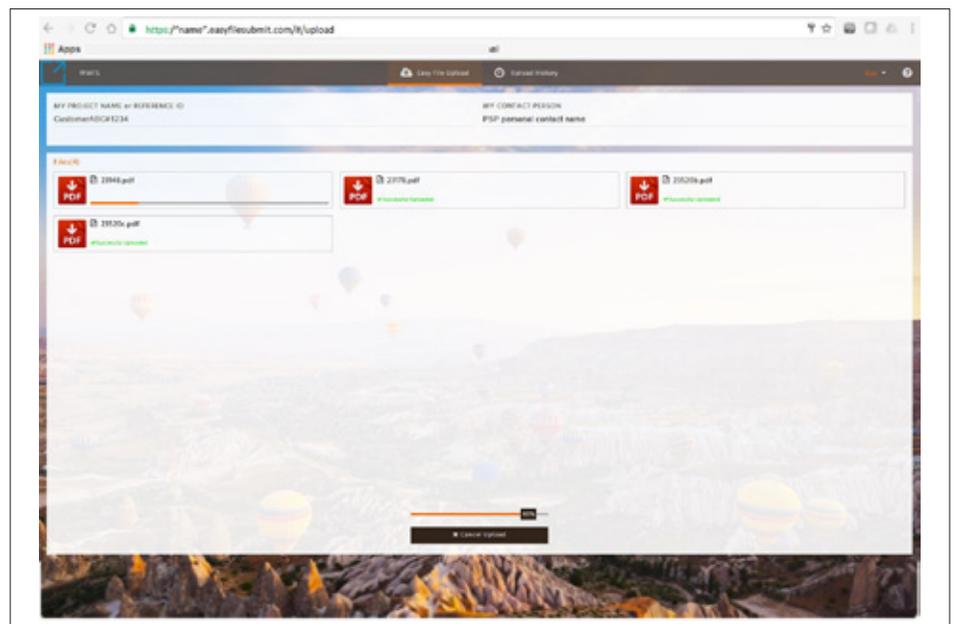
8. After adding your file, select Done.

9. Repeat steps (5) to (9), to upload additional files, if any.

10. When you complete adding all files, you will be able to see their names on the list, ready for upload.

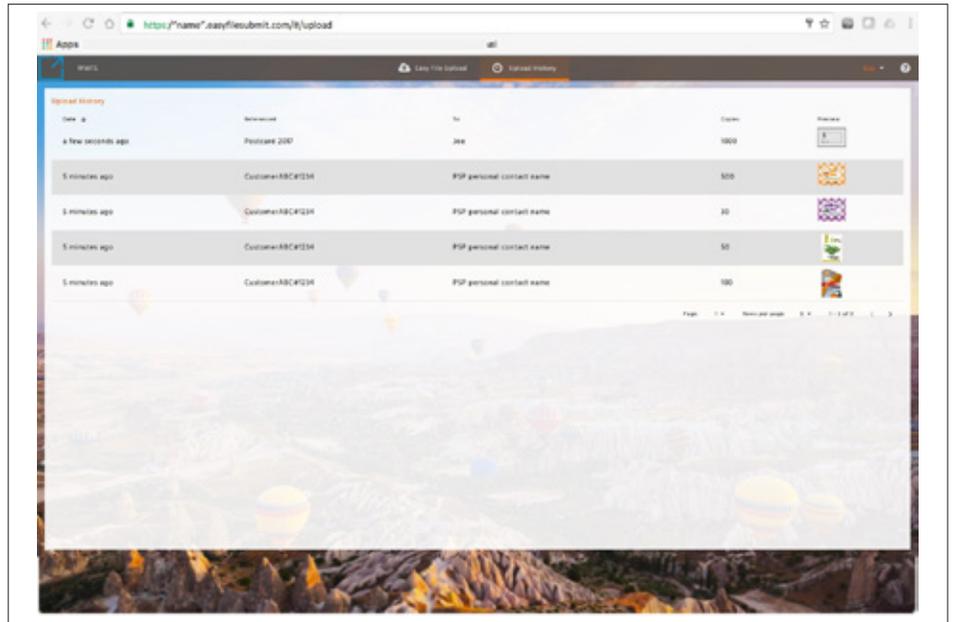


11. When the list is complete, select Upload To at the bottom of the window. Your upload will start.

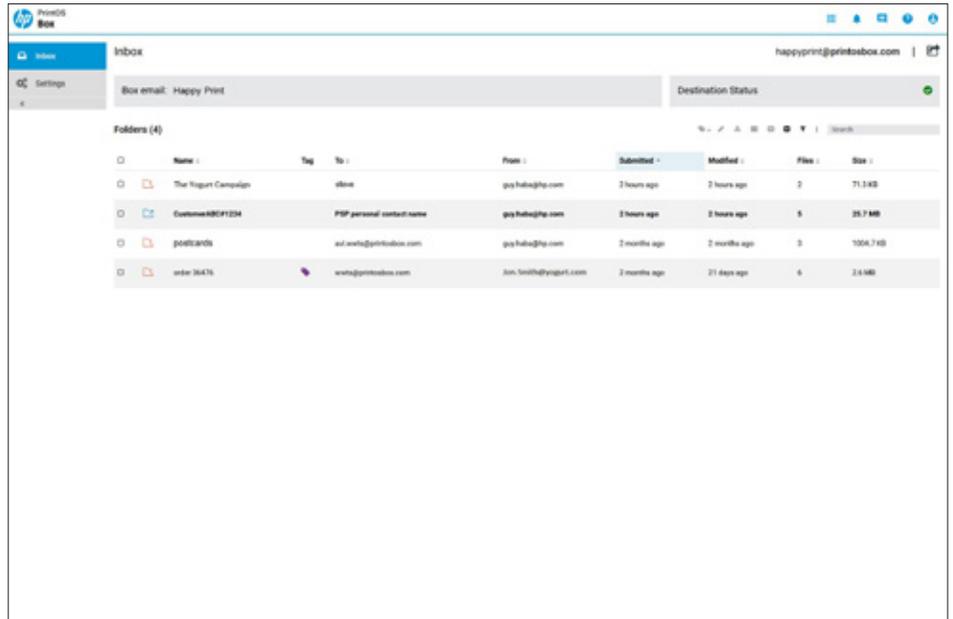


12. During the upload process you can track the progress of each file.

13. When the upload is complete, you will be routed to the Upload History page. To upload additional files, select Easy File Upload to return to the Add File page.



14. At this point the process is done. You can then create a new upload for another job, or log out.



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