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Harvard Medical School
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Using the HMS PrintOne Catalog

1. Go to sheabrothers.com and click on the sb logo to enter.
2. Click on the “HU” button.
3. Enter your User ID and Password and click the log in button.
User ID: print@hms
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You are now at the “Home” page. You should bookmark this page to allow quicker access in the future.
4. Click on the Catalog tab
5. Click on the Harvard Medical School Folder.
6. Click on the appropriate HMS Department. For Generic business cards click on the HMS Folder
7. Click on the item you would like to order.
For generic items select quantity and click **Add to Cart**.
For variable data items fill in all necessary information. Click on the Update button below the word **Proof**. Click on the Open PDF button. Check the proof carefully. This will be your only proof. You can download this pdf and save it for your records. Enter quantity and click **Add to Cart**.
8. Click on the **Back To Catalog** link to continue shopping or click the **Checkout** button to proceed to Shipping and Billing.
9. Complete Shipping Information and click **Continue**.
10. Complete Billing Information and click **Continue**.
11. Review order and click the “Complete Order” button to process your order.
12. Print receipt for your records.