

Business Card Ordering Instructions

To create an online account on the Bay Central Printing Website:

1. Go to www.baycentralprinting.com
2. Click "Customer Login" in the top right corner of the screen
3. Click "User Sign-up"
4. For "Username" type in your "@csueastbay.edu" email address. The Cal State email address will be your Username.
5. Fill all information fields using CSUEB information (ex. address is University address)
6. Click "Request Account"

To reset a forgotten password on the Bay Central Printing Website:

1. Go to www.baycentralprinting.com
2. Click "Customer Login" in the top right corner of the screen
3. Click "Password Reset"
- 4.