

Our Sunday Visitor Online Renewal Instructions

Go to www.osvenvelopes.com

Have you registered your parish online?

- Yes, you are ready to renew your order.
- No, please follow the steps below.
 - You will need the following information to register your parish
 - Account Number
 - State
 - Your First & Last Name
 - Your Email Address
 - You will need to click on “Register as New User” in the upper-right-hand corner.
 - After filling in your information, click the green arrow (submit button). You will receive an email containing your temporary password.
 - You will need to call customer service at 800.348.2886 to activate your account to view actual order information.
 - Once you have called customer service, you can login with your ID (your email address) and temporary password, but you will need to change your password at that time.

Once You Have Logged In

- Click on “Order History Summary”
- This will bring up your orders.
- Click on Annual (This is your annual Boxed Set orders)
- Then click on your order number that you would like to renew.
- Select the envelope year that you would like to renew. (You should select 2009 for orders that will start in 2009 or after.)
- Select Month should be “All”
- Select “Renew Order”

Order Type	Order Summary															
(A) ANNUAL	<table border="1"> <thead> <tr> <th>Order Number</th> <th>Count</th> <th>Sales Category</th> <th>Order Size</th> <th>Order</th> </tr> </thead> <tbody> <tr> <td>55555</td> <td>0</td> <td>MONTHLY MAILING</td> <td>CURRENCY</td> <td></td> </tr> <tr> <td>88889</td> <td>395</td> <td>BOXSET</td> <td>CURRENCY</td> <td></td> </tr> </tbody> </table>	Order Number	Count	Sales Category	Order Size	Order	55555	0	MONTHLY MAILING	CURRENCY		88889	395	BOXSET	CURRENCY	
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88889	395	BOXSET	CURRENCY													

[View Yearly Order Summary](#) [View Monthly Order Details](#) [Renew Order](#) [Upload Parishioner File](#)

Date	Seq #	Item #	Description	Type	Collection Description
		800			OMIT REG WKLY WHEN
		810			HOLIDAY FALLS ON SUN
		820			*OMIT REG WEEKLY

You will find the envelopes and items on your order. Please make any changes in the text box to the right of the line item. Additional comments can be placed in the comment section at the bottom of the page.

Our Sunday Visitor

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