NAME BADGE ORDER FORM

Important Note: Please register using your student email and make sure to use Chrome Browser.

1 **STEP 1:**

Please click on the link to request Login details. User Creation Form - Western Sydney University.

2 **STEP 2:**

You will receive a welcome email. Please use your login details received in welcome email.

After successful login, you will see the following screen:

No email received?
To follow up, please contact COS customer service team:
Phone: 1300 88 22 44
Email: info@cos.net.au
or Live Chat

3 **STEP 3:**

To complete the registration, simply click on the verification link sent to your email account. Once the verification is complete, your account is ready to be used.

STEP 4:

How to order the name badge and check out:
Go to the website: https://www.cos.net.au/

4.1 Search "Name Badge" → select WSU Name Badge.

WSA Name Badge
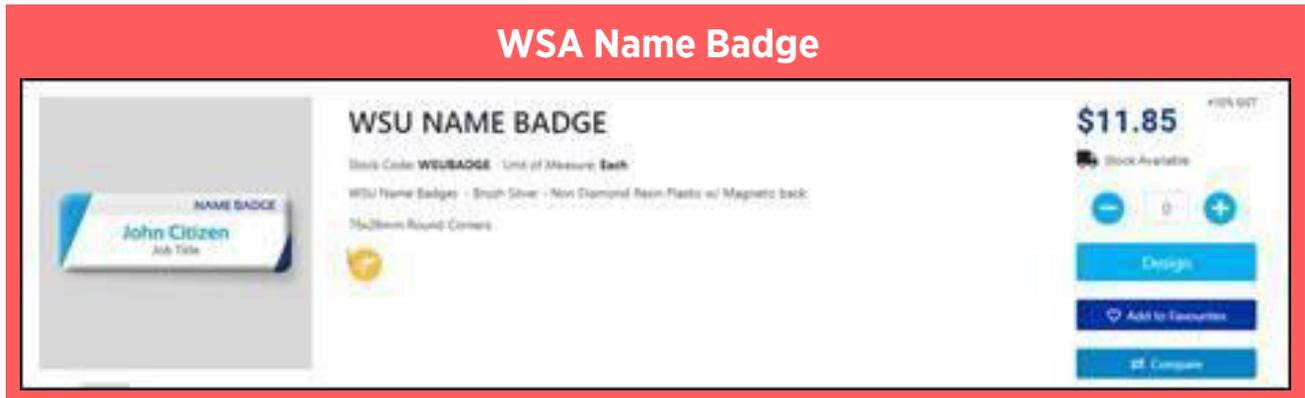
4.2 Select quantity (+) → Click Design → wait for screen to load

4.3 Click on Order Now blue button (you will have a chance to personalise your badge in the next screen).

4.4 Type in a Job Reference (this is for you to identify the order - for example: use your name).

4.5 Delete 'John Citizen' and type your name for the name Badge in the personalisation - Full Name text box. Your name now appears in the proof to the right. Please note: it is a University requirement that your full name be included on the name badge.

4.6 Click 'Add to Basket' blue button.

4.7 Check proof of badge for spelling errors and click 'I agree' if correct. If it's not correct, click on 'Switch to Edit' to take you back to edit your badge and then repeat steps 4.6 - 4.9.
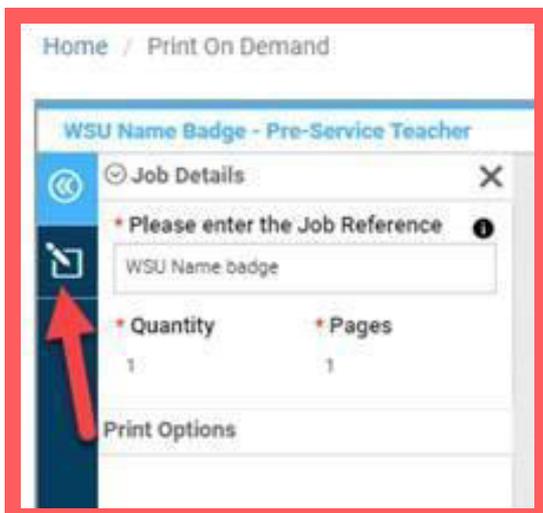
4.8 Check your shopping basket.

4.9 Click on tick box to confirm items for checkout.

NAME BADGE ORDER FORM

STEP 5:

5

5.1 If you would like to receive the print details in email for further proofing, click on Actions and enter your email address. An email will be sent to you to view the file.

Email Copy

Products Shipping Soon						
	Description	Notes	Qty	Unit Price	Confirm	Actions
[badge image]	WSU Name Badge - Pre-Service Teacher 19133	Test	1	$11.85 +10% GST / Each	☑	🔍 ✉ 🗑

Email print document for futher proofing   ✕

Please provide your Email Address

✉ | test@westernsydney.edu.au|

Send

Successfully emailed the print document to jumanas@cos.net.au

Ms Customer . (test@westernsydney.edu.au) has emailed you a copy of a print document created on COSNET that requires your inspection and approval before being printed. Can you please ensure all details on this document are correct and reply to this email.

Regards,
The COS Team

PRINT DETAILS

Proof #:	
Document Details:	Test
Shell:	WSU Name Badge - Pre-Service Teacher
Order Qty:	1
Document File:	Click here to view

5.2 Once you have proofread the file, click 'check out'.

5.3 Confirm order is correct 'OK'.

5.4 Enter your delivery details along with any specific delivery instructions.

5.5 Click on Pay Securely now.

5.6 Enter your debit/credit card details to complete the order.

1 Delivery address	2 Delivery options
🏢 Thousands of Orders Daily	👥 Largest Australian Owned

Additional Details

☑ Email notifications for order tracking, proof of delivery, and soft copy of the delivery docket/invoice should be sent to the following email(s):

test@westernsydney.edu.au ⊗

Add another email

Customer Reference/Order Notes ⓘ

Customer Reference/Order Notes

Bill to Cost Centre

WFH | WESTERN SYDNEY - STUDENT WORK FROM HOME

❯ Pay Using Credit Card   VISA 💳 💳 💳

Card number
Full name
MM/YY
CVC

Charge Credit Card

Questions?
To follow up, please contact COS customer service team:
Phone: 1300 88 22 44
Email: info@cos.net.au
or Live Chat

!