

Sign On

Access the online business card ordering system at <https://federated.gowhiteoak.com>.

If you're a first-time user

Click on the link labeled "Create an account".
Fill out the required information and click the button labeled "Create Account".

If you're a returning user

Enter your email address and password and click the button labeled "Login".

If you do not remember your password, click on the link labeled "Reset password" below the login button, enter your email address in the resulting form and click the button labeled "Reset Password".


[Home](#) [Login](#)

Email or Username

Password

[Login](#)

[Reset password](#)
[Create an account](#)

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Select a card template from the choices available:
Chairman's Club

Welcome John, Logout

[History](#)
[My Account](#)
[Shopping Cart](#)
[Saved](#)

Shopping Cart
0 Item(s) -

[Home](#)
[Products](#)
[Order History](#)
[Shopping Cart](#)
[Logout](#)

DISPLAY:

Default

Chairman's Club Business Card

[View Details](#)

US Standard Business Card

[View Details](#)

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[Order History](#)
[Profile](#)
[Reports](#)
[Save for Later](#)
[Site Map](#)

This card is exclusively for Chairman's Club members. Note that the card template can only state membership in the current year; it cannot be modified to reflect Chairman's Club memberships for previous years.

Business Card Creation

US Standard Business Card

Both templates have the same information on the initial page:

The screenshot shows the Federated Hermes online business card ordering interface. At the top, a blue navigation bar contains links for 'Welcome John, Logout', 'History', 'My Account', 'Shopping Cart', and 'Saved'. Below this, the Federated Hermes logo is on the left, and the 'Shopping Cart' section shows '0 item(s)' with a search icon. A dark blue navigation bar below the logo contains links for 'Home', 'Products', 'Order History', 'Shopping Cart', and 'Logout'. The main content area has a breadcrumb trail 'All Products / US Standard Business Card'. The 'General Order Information' section contains a light blue box with instructions: 'Your order will be delivered to you in full wherever you receive your inter-office mail unless you specify a portion to go to the warehouse for inventory.', 'The quantity below represents the portion of your total print quantity that will be shipped directly to our corporate warehouse in Lancaster, PA.', 'You must select an option from the Inventory Instructions drop-down to trigger the warehouse process for accepting the delivery.', and 'Leave this field blank if no cards are to be placed into inventory.' Below this, the 'Inventory Instructions' dropdown is set to 'No Inventory'. The 'Portion of Quantity for Inventory' field is empty, with a '150' label. The 'Cost Center' field is empty, with a '150' label. The 'Cost Center Manager Name' field is empty, with a '150' label. To the right, the 'US Standard Business Card' section has a 'Quantity' dropdown set to '250', a 'Customize Order' button, and 'Back to Catalog' and 'Shopping Cart' buttons. The footer contains the text '©WhiteOak | GoWhiteOak.com | 800.487.0488'.

Quantity – From the drop-down list, select the number of cards you want to order.

Inventory Instructions – If you will be sending any portion of your order to inventory you must select an option from this list. Indicate whether your cards are a **New** inventory item, or if they are intended to **Replenish** stock or **Replace** a prior version of a current inventoried item.

Portion of Quantity for Inventory – If you want to have a portion of your cards shipped directly to inventory at our corporate warehouse, enter the number of cards you want to be inventoried.

Cost Center – Enter your cost center

Cost Center Manager Name – Enter your cost center manager's name

Once all of the information is complete, click the button labeled "Customize Order".

Business Card Creation (cont.)

Refer to the image on page 4 for the layout of the template customization screen.

The controls above the image preview allow you to choose which page you are previewing, change the size of the preview, and update the preview.

General Notes

Federated Hermes Inc. and the 1001 Liberty Ave. address will appear in the upper right hand corner of **ALL** cards. The template does this automatically.

You still are required to choose your management company name from the drop-down list. The management company name will now appear **BELOW** your title.

If you are at a location other than 1001 Liberty Ave. choose the management company name for your city. That city's address will **automatically** populate below the 1001 Liberty Ave. address.

Management Company – Be sure to select the appropriate location; the business card's address information will be populated automatically based on this selection and cannot be changed.

Additional Management Company – Very few employees are employed by more than one subsidiary. This field should remain blank if not needed. Reference your old business card or ask your manager for direction.

Full Name – Enter your name exactly as you would like it to display on the cards.

Accreditation Abbreviation – Include any professional accreditation abbreviations, if applicable. If the abbreviation requires the register mark (®), refer to the instructions on the page.

Job Title(s) – You may enter up to four lines for your title. Please note that the lines will not break, and they will not resize. If your title line is too long, it will cut off. It is your responsibility to ensure that you refresh your preview and carefully review your titles and manually break the information across multiple lines as required.

Main Office – Enter a number if required. Your number will be formatted according to corporate standards.

Phone – Enter a number if required. Your number will be formatted according to corporate standards.

Toll-Free – Enter a number if required. Your number will be formatted according to corporate standards.

V-Mail – If you want to enter an additional phone number with an extension, enter the 10-digit phone number, with the 4-digit extension. The phrase V-Mail will display after the extension on the printed card.

Internal Sales – Enter a number if required. Your number will be formatted according to corporate standards.

Customer Service – Enter a number if required. Your number will be formatted according to corporate standards.

Mobile – Enter a number if required. Your number will be formatted according to corporate standards.

Fax – Enter a number if required. Your number will be formatted according to corporate standards.

Email – Enter your email address. The domain name @FederateHermes.com will be inserted automatically.

Printing Trades Union Label – Select "Yes" if you want a symbol to display in the lower right corner of the card, to indicate that printing was performed by a union printer.

Business Card Customization

Management Company *

Select One - REQUIRED

ADDITIONAL MANAGEMENT COMPANY
If you are employed by an additional Federated company, select it from the list below.
Most employees are NOT employed by more than one subsidiary.
Do NOT use this field unless you are sure you need to.
Most employees do NOT.
Refer to your current business card or your manager if you need guidance.
Additional Management Company

Only select if necessary

UNION BUG
Select Yes if you require the Union Bug on your business card.
Most employees do not need a union printed card for business purposes.
Union Bug?

No

NAME & TITLES
Please note that any accreditations will be appended to the end of your name. If you need to include a ® to any of your accreditations, simply copy and paste from this example. You can include up to 4 title lines. They will not resize or wrap, so pay attention after updating the preview and adjust the lines accordingly.
Full Name

Accreditation Abbreviation

Job Title 1

Job Title 2

Job Title 3

Job Title 4

CONTACT INFORMATION
Please note: if you use every possible combination of phone number, additional company name and other fields there will not be enough room on the card. Try eliminating the least applicable fields such as "Main Office" or one of the other least needed choices.
Main Office

Phone

Toll-Free

V-Mail **Ext**

Internal Sales

Customer Service

Mobile

Fax

Email

Page Number:

1

 Preview Size:

Standard

Update Preview

Federated Hermes, Inc.
1001 Liberty Avenue
Pittsburgh, PA 15222-3779

Federated
Hermes

Update Preview required

☐ I acknowledge that the information I have entered... [read more!](#)

Update Preview

Cancel

Save for Later

Finished Editing

Business Card Creation (cont.)

Chairman's Club

- This template automatically includes "20xx", printed in gold ink, beneath the title. 20xx is the current calendar year (for example, 2020) and cannot be changed to reflect Chairman's Club membership for previous years.

Review and Send

- Click Update Preview to see a proof with your information. Be sure to view both pages using the controls at the top of the form.
- Important: Review the proof carefully to ensure that the card displays exactly as you want to see it in print. Keep in mind that, although there are character limits for the fields, the specific characters you use and the number of lines you enter may still cause lines to run off of the card, or into other areas of the card.
- When you are finished reviewing the PDF, click the acknowledgment button indicating that the information you entered is correct then click the "Finished Editing" button.
- From the shopping cart, select the shipping option from the Shipping Options and click on the button labeled "Proceed to Checkout".
- On the following screen click the button labeled "Place your order" to complete your order.

The top screenshot shows the 'Shopping Cart' page. It includes a header with 'Welcome John, Logout', 'History', 'My Account', 'Shopping Cart', and 'Saved'. The main content area has a 'Shopping Cart' title and a 'Shipping Address' field with the address: Federated Hermes, Inc., Mahan, 1001 Liberty Ave, Pittsburgh, PA 15222-3779. There is a 'Shipping options' dropdown menu set to 'UPS Ground'. A 'Continue Shopping' button and a 'Proceed to Checkout' button are visible. Below this is a preview of the business card, showing 'US Standard Business Card' and 'Quantity = 250'. The bottom screenshot shows the 'Checkout' page. It has the same header. The main content area has a 'Checkout' title. There is an 'Order Item Summary' table with one item: 'US Standard Business Card' with a quantity of 250. To the right is an 'ORDER SUMMARY' section with a green 'Place your order' button.

What happens next?

After you – the Requestor – send the proof on to Federated Hermes Compliance, the following steps occur. Important: You will receive a status notification at various points in the process, but no response on your part is necessary.

