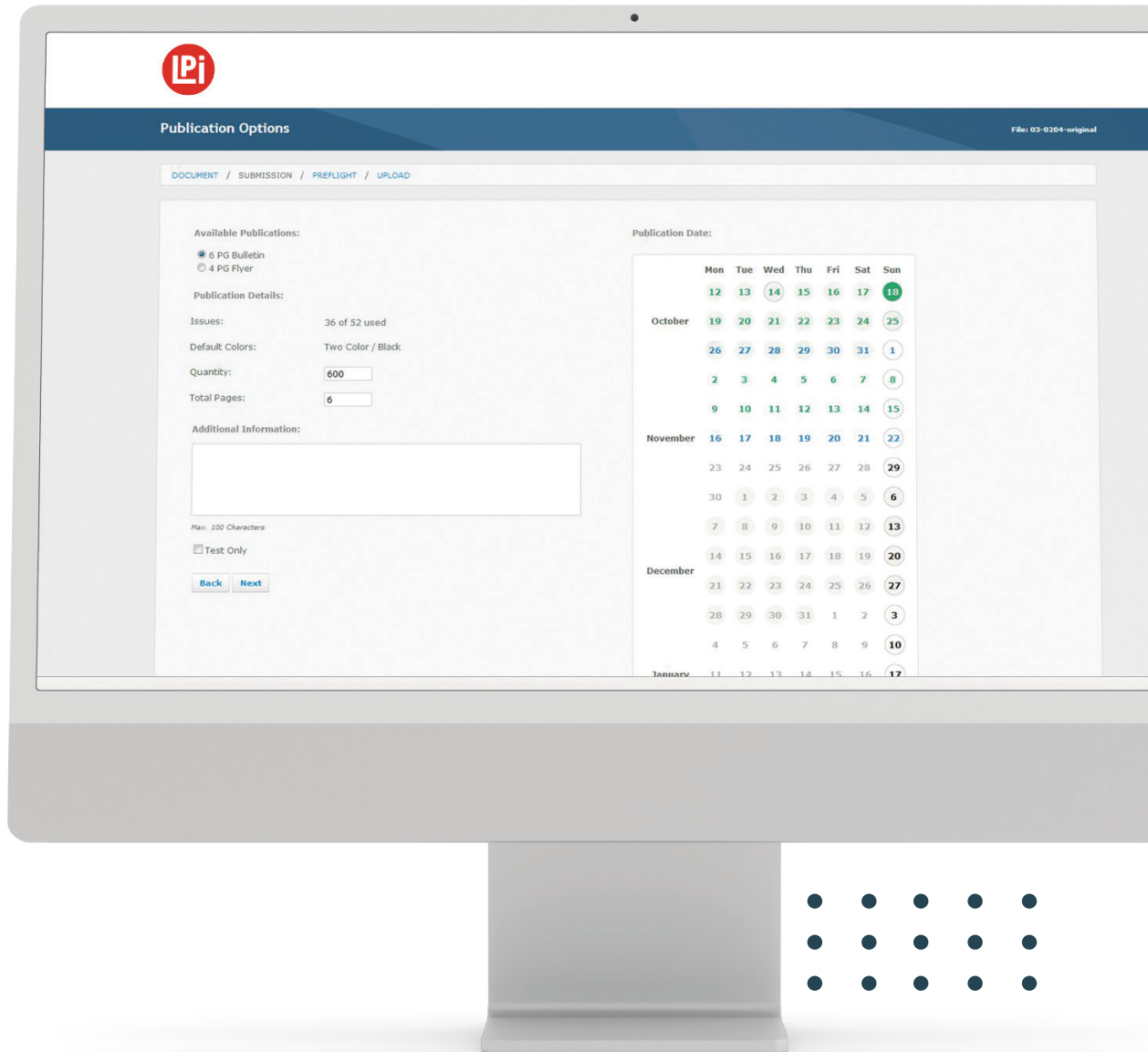


LPI EXPRESS

Quick Start Guide



LPI Express is the easy way to transmit your bulletin or newsletter and this guide will walk you through every step of the way.



We are excited to have you work with us to ensure the quality production and on-time delivery our customers have come to expect.

GETTING STARTED

- 01 Navigate to the LPi Express upload site**
Visit <https://4lpi.com/my-account/lpi-express/>.
Once there, be sure to click on the link that corresponds to the first two digits of your Customer ID to ensure you are getting the right tool for your area.

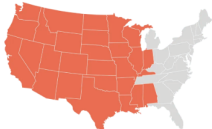
- 02**

LPi Express File Upload

Our LPi Express program is now available as a weblink, where customers can upload any publication as a PDF file. [Click here for complete step-by-step instructions](#). If you need additional help with PDF creation, please [contact your local print facility](#).

Below are links to Access the LPi Express Web Client via Region-specific web link.


Please select the appropriate link based on the first two digits of your Customer ID:



LPi REGION 1


Phone Support: (800) 950-9952 x2200
For Account Number beginning with **01, 02, and 05**, click on the link below to visit the LPi Express web link.

REGION 1 LPi EXPRESS WEB LINK



LOG IN

- 01** You may be prompted to enter your email and password.



Log in

Email

Password

☒ Stay signed in

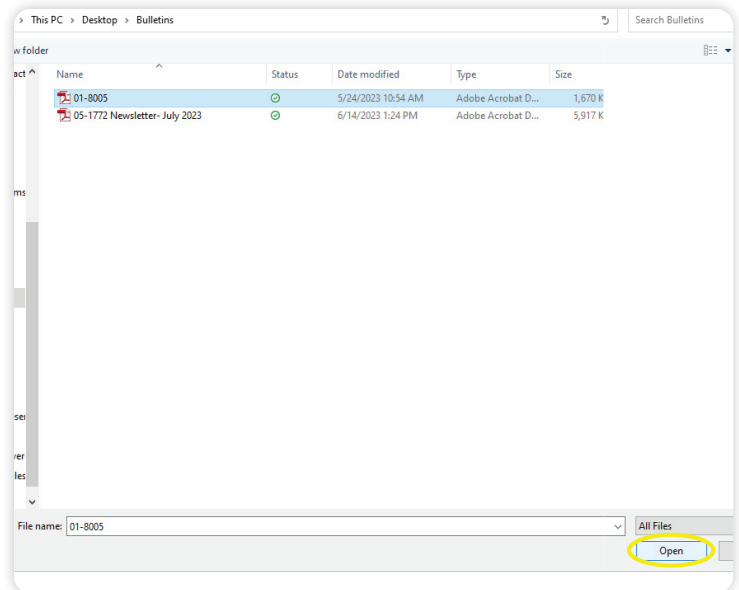
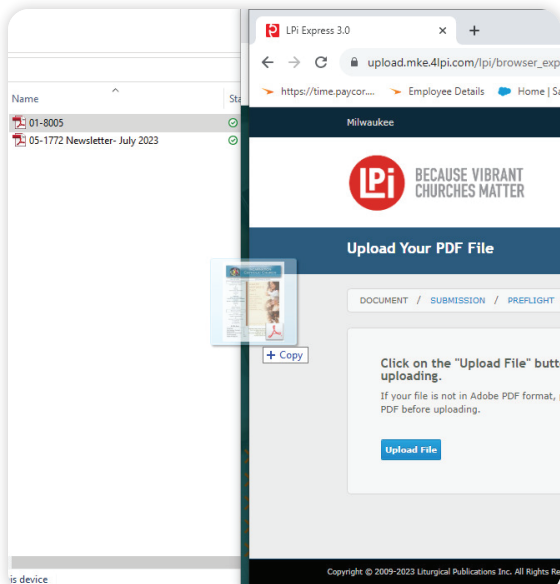
Log In

[I forgot my password](#)



02

After logging in, you can either Drag and Drop a PDF of your publication onto the LPI Express Weblink **or** Click on Upload File to navigate to where a PDF of your publication is saved, left click on the file, then click Open.



03

After uploading your file, the main publication page will open. Confirm your publication options (adjust quantity as desired) and make sure the date selected on the right side calendar is correct. **Please only enter critical publication information in the Additional Information field, as notes in this field may delay processing.**

Select the “Next” button.

Publication Options

DOCUMENT / SUBMISSION / PREFLIGHT / UPLOAD

Available Publications:

- ☒ 6 PG Bulletin
- ☐ 4 PG Flyer

Publication Details:

Issues: 36 of 52 used

Default Colors: Two Color / Black

Quantity:

Total Pages:

Additional Information:

Max. 100 Characters

☐ Test Only

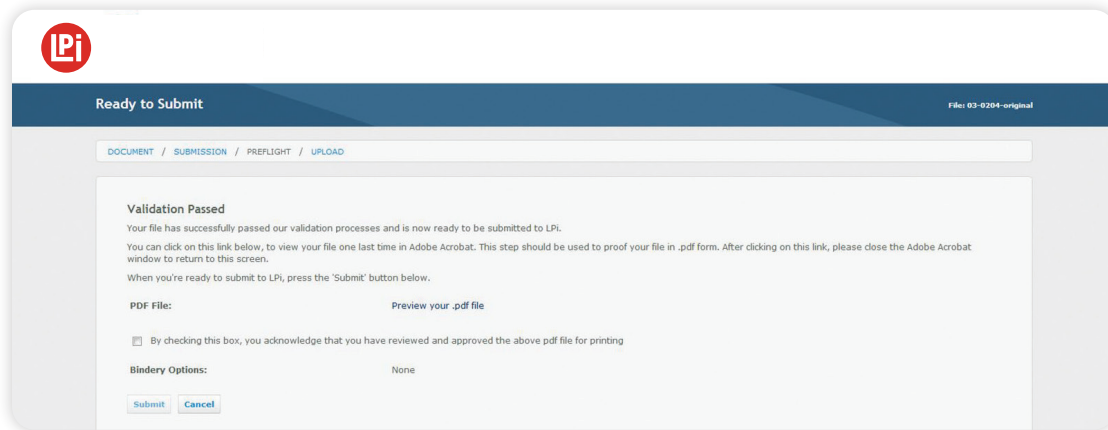
Publication Date:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	12	13	14	15	16	17	18
October	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
November	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
	7	8	9	10	11	12	13
December	14	15	16	17	18	19	20
	21	22	23	24	25	26	27

SUBMIT

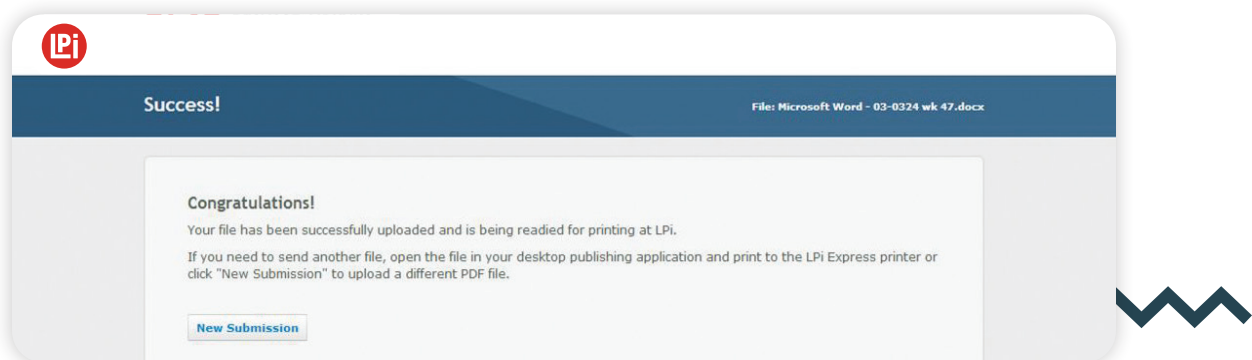


- 01 Click **"Preview your .pdf file"** to review the file that will be submitted to LPi. After you have reviewed the PDF file, check the box to approve the file for printing. If changes are needed, close the window and return to your original publication to make adjustments to the file.



- 02 Click the **Submit** button in the bottom left corner to send your file for printing.

- 03 The **Congratulations!** screen will appear once the publication has been successfully sent and received by LPi. Click the Red **X** to close out of LPi Express or click the **"New Submission"** button if you have another file to submit.



If you have already submitted your publication and are looking to submit the same publication again, please contact your local LPi office first.



For questions or more information please visit:
<https://www.4lpi.com/print-customer-support>

01-01-003-23v1