



Upload Your Publication to LPi Express via the LPi Dashboard

1

Navigate to <https://mylpidashboard.com>



Welcome

Log in to LPi Dashboard to continue to
your application.

Email address*

grodriguez@sacredheartfaith.com

Password*



[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

2

Enter your login credentials, then click “**Continue**” to proceed.

Log in to LPI Dashboard to continue to
your application.

Email address*
grodriguez@sacredheartfaith.com

Password*
.....

[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

3

Click “**Upload My Publication**” to start the upload process.

Welcome, Gabriel!
grodriguez@sacredheartfaith.com

My Organization:

Sacred Heart Parish

My Dashboard

Upload My Publication

Contact Support

Welcome to the New LPI Dashboard

Stay tuned - more coming soon!

Important Update: Microsoft is Discontinuing Publisher

[LPI recommends Canva Pro](#)

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Please select your preferred publication option. In this example, the “8 PG Bulletin” is shown.

Welcome Gabriel Rodriguez to LPI Express.

Account Number: 01-4412

Organization Name: Sacred Heart Parish

< < Back

Please select from the following publication options:

8 PG Bulletin

Type: **Bulletin** Quantity: **225** Pages: **8**

Spec summary: **8 PG 4/4 (0 of 052 Used) - Qty 225**



FAQ | Contact Support

@ LPI 2025

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Begin by selecting a “**Publication Date.**” For instance, this example shows July 20, 2025, chosen on the calendar.

Please review and update the details for this publication below as needed.

Publication Date

07/20/2025



< July 2025 >

Su	M	Tu	W	Th	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Berlin, WI 53151

225

225

Any other production details required for this submission?

Yes

No

“Pages” is a non-editable field that displays the current page count for this publication option.

Publication Date

07/20/2025

Pages

8

Quantity Per Location

Sacred Heart Parish, 2875 S James Dr, New Berlin, WI 53151

225

Total Quantity

225

Confirm the quantity and adjust it if necessary. If there are multiple locations, ensure adjustments are made accordingly.

Publication Date

07/20/2025

X

Pages

8

Quantity Per Location

Sacred Heart Parish, 2875 S James Dr, New Berlin, WI 53151

225

Total Quantity

225

Any other production details required for this submission?

Yes

No

8

The **“Total Quantity”** should represent the combined total across all locations, if there are multiple.

Publication Date

07/20/2025

Pages

8

Quantity Per Location

Sacred Heart Parish, 2875 S James Dr, New Berlin, WI 53151

225

Total Quantity

225

Any other production details required for this submission?

Yes

No

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If you select **Yes** for **“Any other production details required for this submission?”**, an **“Additional Production Details”** comment box will appear for you to enter any relevant information. **Please note that submitting extra details may result in a delay in the printing of your publication.**

Sacred Heart Parish, 2875 S James Dr, New Berlin, WI 53151

225

Total Quantity

Any other production details required for this submission?

Yes

No

Additional Production Details:

Please only submit information on your printing needs.

Next: Upload Your Publication

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If you have no additional comments, please leave this option set to “No” and proceed by clicking “**Next: Upload Your Publication**”.

Quantity Per Location

Sacred Heart Parish, 2875 S James Dr, New Berlin, WI 53151 225

Total Quantity

Any other production details required for this submission?

Yes No

Next: Upload Your Publication

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“**Publication Details**” confirms the currently selected publication options and the details of the order.

LPI Home Logout Help

< Back 8 PG Bulletin

Publication Details

Publication Date: 07/20/2025

Pages: 8

Total Quantity: 225

Any other production details required for this submission?: No

Please Upload Your File Below.

After uploading, you'll be required to preview and approve the order as long as validation requirements are passed.

Drag and Drop Your File
OR Click Here to Select from Your Computer.

PDF file types only. Maximum file size is 500MB.

Next: Preview Your File >

12

"Drag and Drop Your File OR Click Here to Select from Your Computer" to choose your PDF file.

< Back

8 PG Bulletin

Publication Details ^

Publication Date: 07/20/2025

Pages: 8

Total Quantity: 225

Any other production details required for this submission?: No

Please Upload Your File Below.

After uploading, you'll be required to preview and approve the order as long as validation requirements are passed.



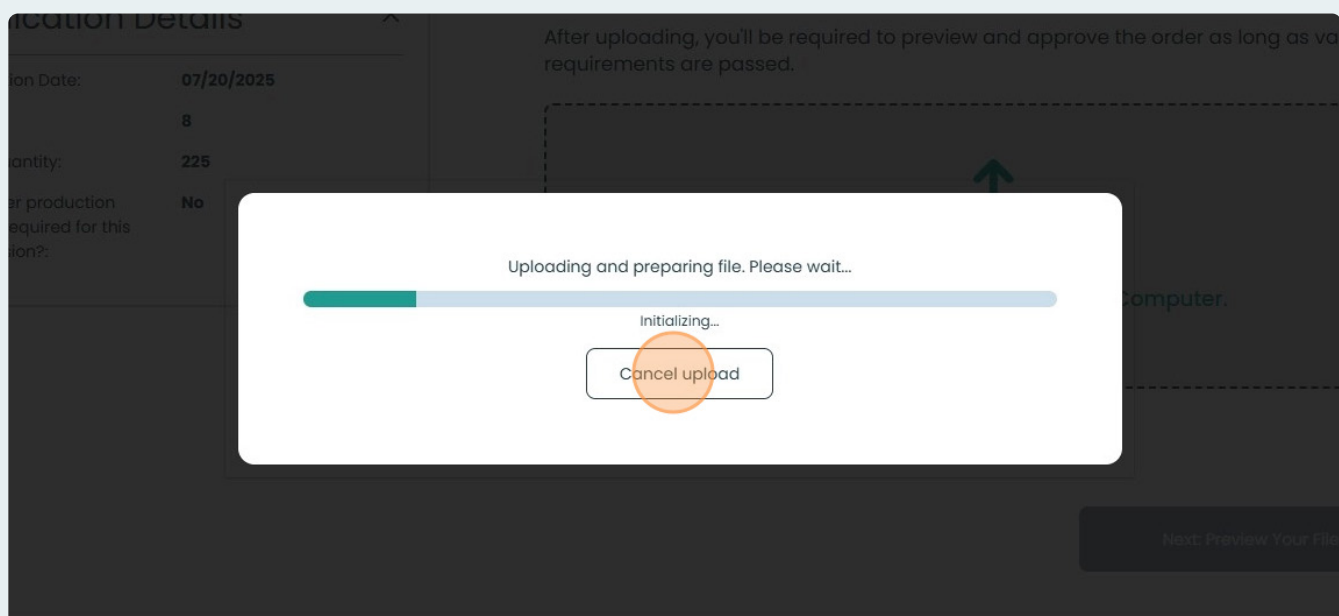
Drag and Drop Your File
OR Click Here to Select from Your Computer.

PDF file types only. Maximum file size is 500MB.

Next: Preview Your File >

13

Please wait while your file is uploading and being prepared. You may click **"Cancel upload"** if you decide not to proceed.



14

Once the preview of your cover is displayed, you have the option to replace the file or proceed. To replace it, click the red “X” to remove the file and select a different PDF. Otherwise, click **“Next: Preview Your File”** to continue.

Publication Date: **07/20/2025**

Pages: **8**

Quantity: **225**

Other production
files required for this
publication?: **No**

After uploading, you'll be required to preview and approve the order as long as validation requirements are passed.



Next: Preview Your File >

15

Use the “>” arrow to preview and navigate through the pages of your file.



Home

Logout

Help

< Back

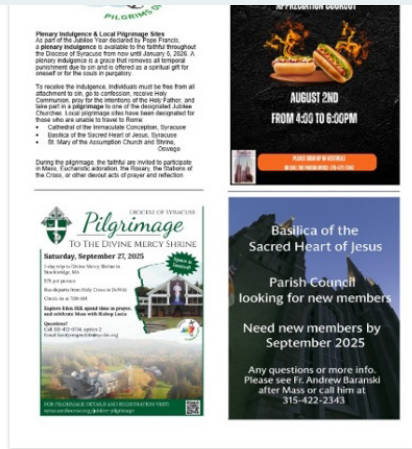
8 PG Bulletin

Please scan the pages below to make sure your file is correct.



16

Once you've reviewed your file, check the acknowledgment radio button to continue. It reads: **"I have reviewed and approved the above document for printing."**



Page 5/5

☐ I acknowledge that I have reviewed and approved the above document for printing.

Submit for Print >

17

Then, click **"Submit for Print"** to finalize the upload process.



Page 5/5

☒ I acknowledge that I have reviewed and approved the above document for printing.

Submit for Print >

18

You will receive this alert if an order for the same publication date has already been uploaded. Please read the print and call us if needed. Otherwise, proceed to Step 19.

Your Print Order is Already in Progress; a Duplicate File Has Been Uploaded

A file was already uploaded for this date.

This duplicate file has been successfully uploaded, but is **On Hold**.

The duplicate will not be printed without verbal approval.

Reprint fees and/or expedited shipping fees may apply.

Please contact a representative to authorize the replacement.

[Contact Us](#)



FAQ | [Contact Support](#)

@ LPI 2025

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Your upload is complete and has been successfully processed. You may begin another upload by selecting “**Return to Homepage**”.



Home

[Logout](#)

Your order has been successfully processed.

The order reference number is: **79750**

[Return to Homepage](#)

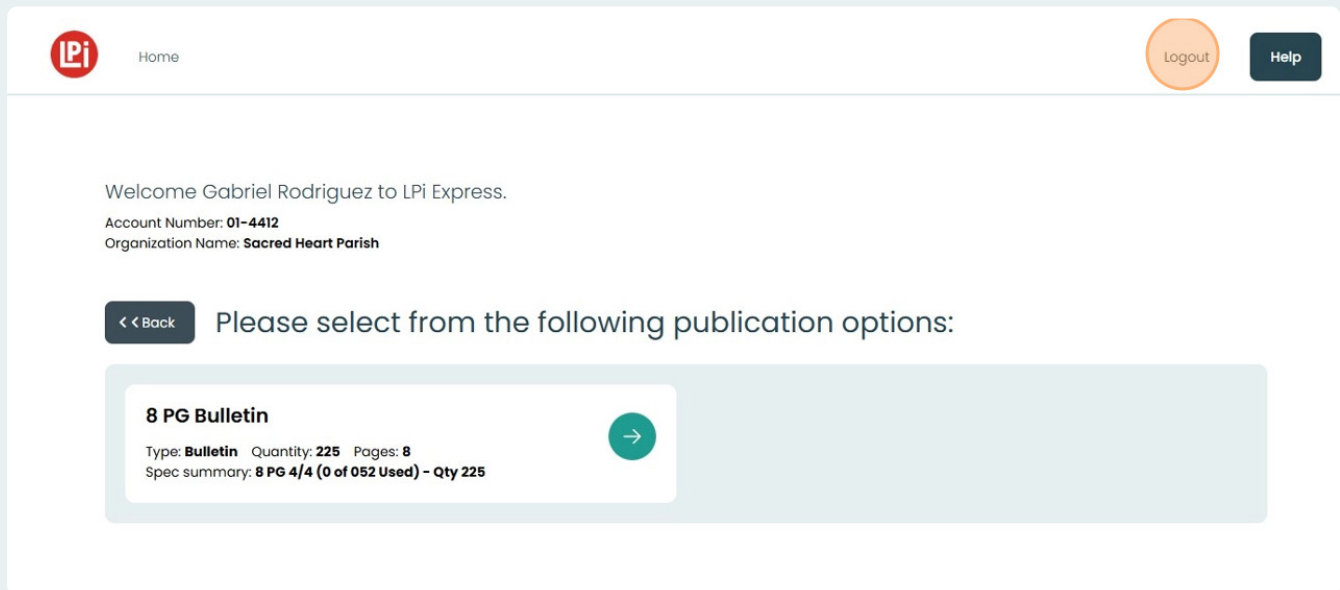


FAQ | [Contact Support](#)

@ LPI

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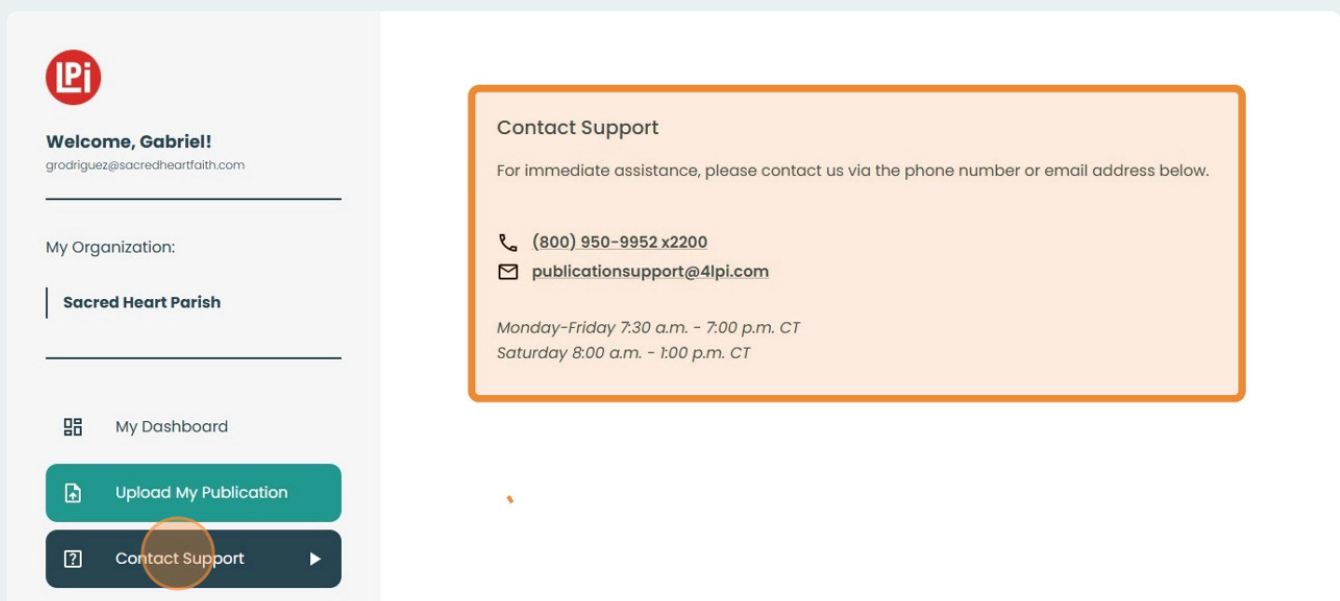
"Logout" returns you back to your Dashboard.



The screenshot shows the LPi Express dashboard. At the top, there is a header with the LPi logo, a "Home" link, a "Logout" button, and a "Help" button. Below the header, a welcome message reads: "Welcome Gabriel Rodriguez to LPi Express. Account Number: 01-4412 Organization Name: Sacred Heart Parish". A navigation bar contains a "< Back" button and the text "Please select from the following publication options:". Below this, a card displays "8 PG Bulletin" with a right arrow button. The card also includes details: "Type: Bulletin Quantity: 225 Pages: 8" and "Spec summary: 8 PG 4/4 (0 of 052 Used) - Qty 225".

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If you have questions, please click on "Contact Support" to access our contact information.



The screenshot shows the LPi Express dashboard with a left sidebar and a main content area. The sidebar contains the LPi logo, a welcome message "Welcome, Gabriel!" with the email "grodriguez@sacredheartfaith.com", a section for "My Organization:" showing "Sacred Heart Parish", and a "My Dashboard" section with buttons for "Upload My Publication" and "Contact Support". The "Contact Support" button is highlighted with an orange circle. The main content area features a "Contact Support" section with an orange border, containing contact information: "(800) 950-9952 x2200" and "publicationsupport@4lpi.com", along with operating hours: "Monday-Friday 7:30 a.m. - 7:00 p.m. CT" and "Saturday 8:00 a.m. - 1:00 p.m. CT".