

Ordering paper through Document Services Online (DSO)

1. Go to DSO: <https://www.dso.documentservices.dla.mil/> and enter login information
2. Select "Equipment Management Solutions"
 - a. This is on the home screen listed under "Featured Categories"
3. Select "PAPER for copiers/multifunctional devices".
 - a. This is listed under "In this Category" on the Equipment Management Solutions page
4. Select "Begin"
5. Select desired quantity of paper
 - a. Paper is available in increments of 500 pages
6. Select desired paper/media type
7. Enter any special instructions and select "Next"
8. Review your job order, if correct select "Add to Cart"
 - a. If job order is incorrect, select "Edit" and make desired changes
9. Select requested ship date and time and method of delivery
10. Select "Checkout"
11. Select "Next" to receive a quote
 - a. Quotes are required for paper purchases and will be sent to the e-mail address used during the account registration process
12. Once a quote is received via e-mail, payment can be made or the request can be canceled