Ordering from k-direct

1. Request access through the [Marketing & Communications intranet page](#)

2. Go to https://khnondemand.com
   - Sign in with your user name and password

3. Browsing and Shopping
   - Select a product category from the left side navigation menu
     - Select location
   - Select an item
     - If it is a customizable item, click "Customize" button and follow the steps
     - If it is a static item, check its box, select the quantity, and enter the cost center number. Click "Add selected items to Cart."

4. Checking Out
   - Click "Cart" in top right corner
   - Select a free delivery location or enter a custom address
   - Review the order, and if correct, click "Checkout"
   - Review the delivery details, and if correct, click "Submit Order"

Reordering

1. Click "Orders/Saved Items" on top menu bar
2. Click "Reorder"
3. Checkout

Saving/Ordering Saved Items

1. Go to Cart
2. Click "Save" next to desired item
   - Confirm you want to save it in the Saved Items
3. Click "Orders/Saved Items"
4. Click "View" next to desired item
5. Proof, accept, and click "Add to Cart"
6. Checkout

Questions? Click "Contact Us" on the top menu bar.
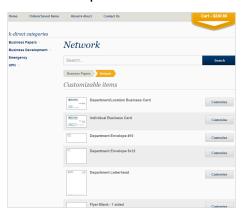
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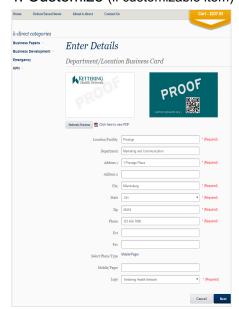## Kettering Health Network Print On-Demand
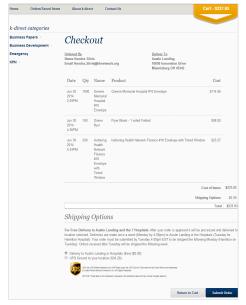
1. Login

2. Select a category

Welcome to k-direct

Kettering Health Network's on-demand marketing portal is a simple and quick way to order the printing and marketing materials that your department uses on a regular basis. Simply use the menu to the left of your screen. Order multiple items at once to reduce shipping costs and be sure to proof your items carefully before ordering!

3. Pick a product

4. Customize (if customizable item)

5. Checkout

6. Submit order

Reorder

Questions?