



MOI Information

Login to MOI and view your homepage

To Track Shipping- Live link through Fedex!

On your MOI homepage... in the second column to the left there is a link that says Shipment, Click that button. ...now click package and then tracking no.

To use search tool

On your MOI Homepage... On the home page click the search icon. This feature is very powerful allowing you to find an old job by many different fields.. The available search fields are contact, description, job number, order date, job status and po number. Enter your desired search in the appropriate field to view your results.

To check proof status

On your MOI homepage... Under the proof status column you will see one of the following...

OFA (Out-for-approval) = we've received your artwork, sent it back to you, and are awaiting your approval to proceed to printing.

Approved- We've received your approval and our going/are in production

To check order status

On your MOI homepage... under the order status column you will see one of the following options...

In production- The job is moving through our production

Complete- The job is shipped, but yet to be billed

History- The job is shipped and billed

To request an Invoice

On your MOI homepage... in the second column to the left there is a link that says invoice. Find the appropriate job # wanted. Click the invoice button, this will notify our accounting department. Our accounting department will send you an email invoice to the address entered into our system.