

## Welcome DESE User

## How to Access the Commonwealth Print & Mail Services (CPMS) Storefront Portal

Login: https://masscps.rocsoft.com/

1. Select *Register* for an account.

og In to Get Star	ted		
User ID *			
Password *			
			Login
Newton	ir site? Register for	an account	

2. Fill in all asterisk\* Account Information and select Register.

First name *	Middle name		Last name *
Location		Job title	
Department		Company	
Street 1	Street 2		Street 3
City	State Massachusetts	~	Zip
Country United States ~			
Email *	Re-enter Email *		Work #
Mobile #			

**3.** An email will be sent to you with a link to *Add/Reset Password*.

Jates search and gentral and a manager to an EDT Iostane and search and a manager to a search and a search a	
Subjeut: เครานคร พบดงกับ Password Assistance	
An administrator for CPS-UAT WebCRD has just set up or reset the password Your User ID is: rtaine = Please use the following link to set your password.	for your account.
https://masscps-uat.rocsoft.com/public/resetPassword?u=aa846191-fe61-485	0-bd4c-cb5e13b92b23
This link is only valid for the next 48 hours.	
CPS-UAT WebCRD https://www.mass.gov/info-details/commonwealth-print-and-mail-services	
https://www.mass.gov/info-details/commonwealth-print-and-mail-services	

4.	Select the link to Reset your Password.
	Enter your User ID and new password.
	Select Change Password.

eset your Password	
Confirm User ID	
Enter new password	
Confirm new password	
	Change Password



Welcome to the DESE CPMS Storefront!

#### Welcome to the DESE Catalog. Select *View Products* to continue.



Item Catalog



Sort by: A - Z ~ Showing: 1 - 4 items

88 =



<page-header><text><text><text><text><text><text>

Select your requested books.

	Q	C Robert O.	Cart
	Contract Con	G5. U1 Master Copie 10 x \$4.11	× ≣ ×
v > Grade 5 Lloit 1 >		Checkout	ototal: \$41.10
G5. U1 Master Copies		Start a New Cart	
	_		

# When ready to Checkout, select your Cart in the upper right corner and then select *Checkout*.

On the Checkout page, complete the Shipping, Payment, and Review sections.

	1. Shipping	2. Payment		3. Revie	2W	Order Summary	
hip	о То				+ Add Recipient	Cart Subtotal: Shipping:	\$41.10 \$0.00
81	© Required fields are missing					Estimated lax.	\$41.10
ber , U	t Oliveira S .pliveira@mass.gov				명 Change	View Price B Cart ID:	reakdown 128
hc	oose Ship Date					Items in Cart	
hc	oose Shipping Method					10 x \$4.11	ister oppies
te:	The cost will be calculated by the print st	nop and added to the order Estimated D	Delivery Date				
)	The cost will be calculated by the print sl Shipping Method UPS Overnight See carrier for details	nop and added to the order Estimated D Wednesday.	Delivery Date August 14, 2024				
) )	The cost will be calculated by the print sl Shipping Method UPS Overnight See carrier for details UPS Two Day See carrier for details	nop and added to the order Estimated D Wednesday, Thursday, Au	Delivery Date August 14, 2024 ugust 15, 2024				
te:	The cost will be calculated by the print si Shipping Method UPS Overnight See carrier for details UPS Two Day See carrier for details UPS Ground	nop and added to the order Estimated D Wednesday, Thursday, Ac Friday, Augu	Delivery Date August 14, 2024 ugust 15, 2024 ist 16, 2024				
	The cost will be calculated by the print st Shipping Method UPS Overnight See carrier for details UPS Two Day See carrier for details UPS Ground Courier	nop and added to the order Estimated D Wednesday, At Friday, Augu Wednesday,	Delivery Date August 14, 2024 ugust 15, 2024 ust 16, 2024 August 14, 2024				
) ) )	The cost will be calculated by the print st Shipping Method UPS Overnight See carrier for details UPS Two Day See carrier for details UPS Ground Courier Hold for pickup Pick up during business hours	nop and added to the order Estimated D Wednesday, Thursday, Au Wednesday, Tuesday, Au	Delivery Date August 14, 2024 ugust 15, 2024 ist 16, 2024 August 14, 2024 gust 13, 2024				

## 2. Payment Information

Cl			
I. Shipping	2. Payment	3. Review	Order Summary
			Carl Subtotal: \$4110
Billing Address			Shinning \$0.00
			Estimated Tax: \$0.00
Robert Oliveira			Estimated lax. 90.00
CPMS		(g change	\$41.10
One Ashburton Place, Room 1608			10000
Boston MA 02108, US			View Price Breakdown
1999 - 1999 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -			Cart ID: 128
Payment Method & Acc	ount Codes	v Evolution All	
T dyment Nethod & Ace	Journ oodes	- Expansion	Items in Cart
Agency*		^	G5. U1 Master Copies
			10 × \$4.11
Unit Code			
Unit Code		^	
Billing Instructions			

I. Shipping     Image: Solution of the state	Order Summary Cart Subtotal: Shipping: Estimated Tax:
Review Your Order Order Name* GS U1 Master Copy for Town of Massachusetts	Cart Subtotal: Shipping: Estimated Tax:
GS U1 Master Copy for Town of Massachusetts	
	ŝ
Product Details Quantity	View Price Breakdow
Page Size: 8.5 x 11 10 X	
Robert Oliveira Approx. ord	
Robert Oliveira         Agency:         osd           CPMS         CPMS         Unit Code:1000	
Robert Oliveira         Agency:         osd           CPMS         CPMS         Unit Code::1000           One Ashburton Place, Room 1608         One Ashburton Place, Room 1608	

Select *Complete Order* and you will receive a confirmation email.

## Any Questions? email: cpms@mass.gov

## 3. Review Order