



KONICA MINOLTA PRINT PORTAL USER GUIDE

ACCESSING THE KM PRINT PORTAL

Before you can access the Konica Minolta Print Portal you will need to create an account.

1. Go to <https://www.kmprintportal.co.uk/>

The screenshot shows the homepage of the Konica Minolta Print Portal. At the top right, there are links for 'My Account' and 'Basket (0)'. The Konica Minolta logo is on the left, and a 'Need Help?' section with the email 'kmprintportal@konicaminolta.co.uk' and a search bar is on the right. A navigation menu includes 'Home', 'Your Products', 'Help', and 'Contact Us'. The main content area features a 'Konica Minolta Print Portal Login' form with fields for 'Email:' (containing 'username@email.co.uk') and 'Password:', a 'Forgotten your password?' link, and a 'LOGIN' button. Below this is a 'Create an Account' section with a message: 'If you are not already registered please click the register button and complete the form.' and a 'CREATE NEW ACCOUNT' button. At the bottom, a dark bar contains the text 'If you have any questions regarding our products or need some help with options' and a 'Contact Us Now' link with an envelope icon.

2. Click on the CREATE NEW ACCOUNT button. The below screen should display.

The screenshot shows the 'Create Account' form. At the top right, it says 'You are in: Name / Create Account'. Below the navigation menu, there is a message: 'Please fill out all mandatory fields marked *'. The form is divided into three sections: 'Contact Details', 'Billing Details', and 'Login Details'.
Contact Details: Title (Mr), First name (First Name), Surname (Surname), Company (Konica Minolta), Telephone (07343 *****), Mobile, Email (printer.flex4@gmail.com).
Billing Details: Address 1 (Gateway House), Address 2 (Tolgate), Address 3, Town/City (Southampton), County (Hants), Postcode (SO63 3TG), Country (United Kingdom).
Login Details: Password (masked), Re-type Password (masked, strength: Strong).
 At the bottom, there is a note: '* Please confirm you have read and agree to Our Terms and Conditions' and a 'CREATE ACCOUNT' button.

3. Complete all the mandatory fields marked with a *, enter your own password and then tick the box to confirm you have read and agree to our Terms and Conditions. Finally click the CREATE ACCOUNT button.

CREATE ACCOUNT

4. An email will be sent to the email address entered, confirming that a new account has been created using this email address on the KM Print Portal. A KM Print Portal team member will then review your registration, and you will then receive another email confirming your account has been approved.

5. Once you have received an email confirming that your account has been approved, return to <https://www.kmprintportal.co.uk/> and log in with the email address and password that you chose when you registered.

The screenshot shows the Konica Minolta Print Portal interface. At the top right, there are links for "My Account" and "Basket (0)". The Konica Minolta logo is on the left, and a "Need Help?" section on the right provides the email address "kmprintportal@konicaminolta.co.uk" and a search bar with the text "Find a product" and a "SEARCH" button. A navigation bar below the logo contains "Home", "Your Products", "Help", and "Contact Us". The main content area features a "Konica Minolta Print Portal Login" form with fields for "Email:" (containing "username@email.co.uk") and "Password:", a "Forgotten your password?" link, and a "LOGIN" button. Below this is a "Create an Account" section with the text "If you are not already registered please click the register button and complete the form." and a "CREATE NEW ACCOUNT" button. At the bottom, a dark footer contains the text "If you have any questions regarding our products or need some help with options" and a "Contact Us Now" link with an envelope icon.

ORDERING ON THE KM PRINT PORTAL

1. Once you have logged in, you will be presented with a list of Products that replicate the capabilities of your current Konica Minolta printer. In the below example, the Konica Minolta printer has no inline finishing.

Logout My Account Basket (0)

KONICA MINOLTA

Need Help?
 kmprintportal@konicaminolta.co.uk
 Find a product **SEARCH**

Home **Your Products** Help Contact Us

You are in: Home / Products

Konica Minolta Print Portal

Flat Sheets
 We print and deliver flat sheets

VIEW PRODUCTS >

If you have any questions regarding our products or need some help with options **Contact Us Now**

2. Click on the picture of the Product or VIEW PRODUCTS button of the Product you wish to order. The below screen should display.

Logout My Account Basket (0)

KONICA MINOLTA

Need Help?
 kmprintportal@konicaminolta.co.uk
 Find a product **SEARCH**

Home **Your Products** Help Contact Us

You are in: Home / Products / Flat Sheets

Flat Sheets

Flat Sheets Mono
 Please supply an imposed print-ready PDF.

VIEW PRODUCT >

Flat Sheets Colour
 Please supply an imposed print-ready PDF.

VIEW PRODUCT >

If you have any questions regarding our products or need some help with options **Contact Us Now**

3. Click on the picture of the Product or VIEW PRODUCT button of the subcategory of Product that you wish to order. The below screen should display.

Flat Sheets Colour

Please supply an imposed PDF with your order. Upload your file at the basket.

Job Specification

Choose Printing Options

Flat Sheet Paper Size

Print Format Simplex Duplex

Supply own paper Yes No

Own paper details

Chargeable Material

Collation Collated Uncollated

Reverse Order Yes No

Colour Sheet Separator Yes No

Email Proof Required Yes No

Brief Description of the Extent of the Job

Additional comments

Quantity of Sheets Required

ADD TO BASKET



4. Select and enter all the necessary information to specify the finished Product that you require. Then click the ADD TO BASKET button.

ADD TO BASKET

5. The Product will be added to the Basket shown at the top right of the screen as shown below. Click on the Basket button to complete the order.

Logout

My Account

Basket (1)

Need Help?

kmprintportal@konicaminolta.co.uk

Find a product

SEARCH

6. The below screen should display. Complete all the mandatory fields with **(Required)**, upload the PDF you wish to print by clicking on the SELECT FILE button, selecting a Delivery date using the calendar, and entering any Special Delivery Requirements. Then, click the PROCEED TO CHECKOUT button.



KONICA MINOLTA

Need Help?
 kmprintportal@konicaminolta.co.uk

Home
Your Products
Help
Contact Us

You are in: Home / Shopping Basket

Shopping Basket

Order Progress

Basket

Delivery
Complete & Upload

The contents of your shopping basket are listed below.

Basket

Qty	Product	Information
200	<p>Flat Sheets Colour Flat Sheet Paper Size:SRA3 Print Format: Duplex Supply own paper: No Own paper details: Chargeable Material: 170gsm Silk Collation: Uncollated Reverse Order: No Colour Sheet Separator: No Email Proof Required: No Brief Description of the Extent of the Job: 4up A5 flyers Additional comments:</p>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Purchase Order Number or Reference (Required) <input style="width: 100%; border: none;" type="text" value="Purchase Order Number or Reference"/> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> KM Equipment Number (Required) <input style="width: 100%; border: none;" type="text" value="Enter Equipment Nu"/> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Artwork (Required) <input style="background-color: #800040; color: white; padding: 2px 5px; border: none;" type="button" value="SELECT FILE"/> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Delivery Date (Minimum 48 hours) <input style="width: 100%; border: none;" type="text" value="MM/DD/YYYY"/> </div> <div style="border: 1px solid #ccc; padding: 2px;"> Special Delivery Requirements <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-top: 2px;"></div> </div>

PROCEED TO CHECKOUT

7. The below screen should display. The default delivery address is set to the Billing Details. If you want to send the Product to a different Delivery Address, then untick the box next to the 'Delivery address is the same as the Billing address' and enter the new delivery address details. Finally, click the CONTINUE button when all the information is correct.



KONICA MINOLTA

Need Help?
 kmprintportal@konicaminolta.co.uk

Home
Your Products
Help
Contact Us

You are in: Home / Billing Details

Order Progress
Basket
Delivery
Complete & Upload

Billing Details

Title:	Mr	Address 1:	Gateway House
Firstname:	First Name	Address 2:	Tollgate
Surname:	Surname	Address 3:	
Company:	Konica Minolta Test	Town/City:	Southampton
Telephone:	07943 *****	County:	Hants
Email:	printer.flex4@gmail.com	Postcode:	SO53 3TG
		Country:	United Kingdom

Delivery Options ADD MULTIPLE DELIVERIES

Standard Shipping

Delivery Address

Delivery address is the same as the Billing address

Order Notes

Please select your preferred payment option

Payment Method

Invoice Me

8. The below screen should display to confirm that your Order has been completed. You should then receive an email confirmation that your Order has been placed on the Konica Minolta Print Portal.

Logout My Account **Basket (0)**

KONICA MINOLTA **Need Help?**
 kmprintportal@konicaminolta.co.uk
 Find a product **SEARCH**

Home Your Products Help Contact Us

You are in: Home / Complete / Upload

Order Complete

Order Progress **Basket** Delivery **Complete & Upload**

Order Confirmation

Thank you for placing your order Your order has been processed. A confirmation email has been sent to **printer.flex4@gmail.com** containing details of your order.

Ref	Product	Format	Options	Qty
1	Flat Sheets Colour	SRA3	Print Format: Duplex Supply own paper: No Own paper details: Chargeable Material: 170gsm Silk Collation: Uncollated Reverse Order: No Colour Sheet Separator: No Email Proof Required: No Brief Description of the Extent of the Job: 4up A5 flyers Additional comments:	200

If you have any questions regarding our products or need some help with options **Contact Us Now**