



Business Card & Stationery Online Ordering

Getting Started:

If you have not used the online ordering site before the following instructions will help to get you started:

Click on the link to the online ordering system:

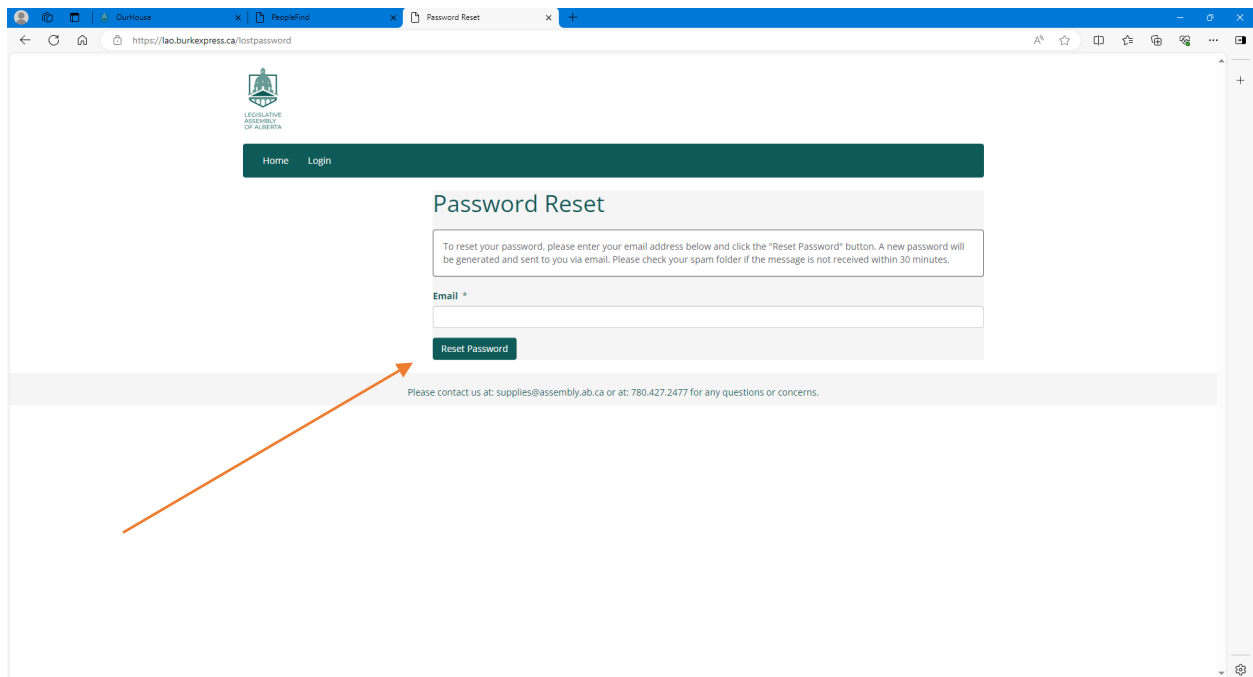
[Login \(burkexpress.ca\)](https://burkexpress.ca)

At the log on screen click on Reset Password.

A screenshot of a web browser displaying the login page for the Legislative Assembly of Alberta's online ordering portal. The browser's address bar shows "https://lao.burkexpress.ca/login". The page features a dark green header with a "Home" link and a "Login" link. Below the header, a white box contains the text "Welcome to your online ordering portal". Inside this box is a login form with two input fields: "Email or Username" and "Password". Below these fields is a dark green "Login" button. Underneath the button is a link that says "Reset password". An orange arrow points from the bottom of the page to the "Reset password" link. At the very bottom of the page, there is a small line of text: "Please contact us at: supplies@assembly.ab.ca or at: 780.427.2477 for any questions or concerns."

Enter your email address and click on 'Reset Password'

For Constituency staff, LAO staff and Caucus staff use your Legislative Assembly email address.
For MLA's use your constituency office email address.



The screenshot shows a web browser window with the URL <https://lao.burkeexpress.ca/lostpassword>. The page features the Legislative Assembly of Alberta logo and a navigation bar with 'Home' and 'Login' links. The main heading is 'Password Reset'. Below this, a text box explains: 'To reset your password, please enter your email address below and click the "Reset Password" button. A new password will be generated and sent to you via email. Please check your spam folder if the message is not received within 30 minutes.' There is an 'Email *' input field and a 'Reset Password' button. An orange arrow points to the 'Reset Password' button. At the bottom, a footer line reads: 'Please contact us at: supplies@assembly.ab.ca or at: 780.427.2477 for any questions or concerns.'

An autogenerated password will be sent to you via email.

Once your password has been set, you will be ready to log onto the online ordering site.

A screenshot of a web browser displaying the login page for the Legislative Assembly of Alberta's online ordering portal. The browser's address bar shows the URL "https://lao.burkexpress.ca/login". The page features a dark green header with a "Home" link and a "Login" link. Below the header, a white box contains the text "Welcome to your online ordering portal". Inside this box is a login form with a dark green header. The form has two input fields: "Email or Username" and "Password". Below these fields is a dark green "Login" button. A link for "Reset password" is located at the bottom of the form. At the bottom of the page, a light gray footer contains the text: "Please contact us at: supplies@assembly.ab.ca or at: 780.427.2477 for any questions or concerns."

Members

Members can order personalized business cards, personalized envelopes, personalized note pads, personalized letterhead, personalized compliments cards and blank LAO letterhead (gold crest, no personalization) online.

Each Member has an annual \$450.00 allowance for the sole purpose of ordering personalized business cards, personalized envelopes and letterhead from the LAO's online system. Orders in excess of \$450.00 are charged to the Member's MSA. Compliments cards and personalized notepads are always charged to the Member's MSA.

We recommend that staff obtain prior approval from their Member before placing the order.

The Member's profile cannot be used to order constituency staff business cards.

Constituency Staff

Constituency staff can order personalized business cards and blank LAO letterhead (gold crest, no personalization) online. The cost is charged back to the Member's MSA. We recommend that employees obtain prior approval from their Member before placing the order.

A Constituency staff's profile cannot be used to order Member's stationery items.

LAO Staff

LAO staff can order personalized business cards and blank LAO letterhead (gold crest, no personalization) online. The cost is charged back to the employee's branch. We recommend that employees obtain prior approval from their branch manager/expenditure officer before placing the order.

Caucus Staff

Caucus staff can order personalized business cards and blank LAO letterhead (gold crest, no personalized) online. The cost is charged back to the caucus budget. We recommend that employees obtain prior approval from their branch manager/expenditure officer before placing the order.