The Order Center

Thank You for enrolling in the Herff Jones Yearbook Order Center. Below are instructions on how to track your Order Center yearbook sales online through YBAccess. The data posted on the website is updated every 24 hours for your convenience. If you need further assistance, please contact the Order Center at 1.866.287.3096.

How to check your Herff Jones Order Center results through YBAccess:

1. Go to www.yearbooks.biz

2. Click on the "YBAccess" link in the upper right corner, below the "Search" field.

3. Type in your user name and password:

   • Your user name is the name of record with HJ without any spaces ex. "marnifleet"

   • Your original password (the first time you ever log in) is "herff" immediately followed by your job number. The first time you log in, you are prompted to change the password. If you have forgotten your password, there is a link on this page to request that it be sent to you via e-mail.

4. You should then see a listing of your current order. Click on the Order Number (in blue). *Once your yearbook ships, your current order will be archived in YBAccess. If you need to retrieve your data, first click on "Display All Orders" and select the correct order from the list.

5. On the next page, click on the link on the left hand side for "Yearbook Information."

6. A list of additional options will then appear under Yearbook Information. Look for "Order Center Info" and click on this link.

7. This will pull in all of the Order Center information from the database. This process may exceed more than 30 seconds to pull in all of the info.

8. Once the data loads, you can scroll down and see how many books have sold plus a breakdown of the different packages and how many of each has sold. In the middle of the page, you will find the links to obtain the detailed lists of yearbook purchasers. These lists are available for download as Excel, CSV or PDF files. A Clique compatible upload file is also offered for your convenience.

Note: The monies collected amount only reflects monies that have cleared and been credited to your account. There may be up to a 48 hour lag time between the sale being listed and the monies being credited.

HERFF JONES.