How-to Order a Diploma (Visual Guide):

Your initial email from Michael Sutter/Diplomatic will look like this:

OSU Diploma Login

Order your Diploma or eDiploma easily online

Dear Eileen,

Congratulations on receiving your Bachelor of Science from Oregon State University.

Ordering only takes a few minutes...

- Your Diploma will be printed and mailed in 1 to 2 days.
- Receive your eDiploma, A Signed and Certified PDF in minutes!

OSU Diploma Login

Secure ID: 9092916-2oy4fh

Your Secure ID is needed to order your Diploma or eDiploma.

You should keep this Secure ID private.

Name on Diploma: Eileen Test Person Registrar
Institution: Oregon State University
Degree: Bachelor of Science
Graduation Date: March 20, 2020
Other Detail: Business Administration
Diploma Size: 8.5x11

If your E-Mail program does not support clicking the button above, then simply visit our web site at https://www.michaelsutter.com/diploma
Then enter your Secure ID: 9092916-2oy4fh

The Michael Sutter Company
Once you click ‘OSU Diploma Login,’ you will be directed to a page where you will enter the Secure ID code you received:

**Your Secure ID is in the email you just clicked**

Copy and paste the last 6 characters of your Secure ID.

![Secure ID Input](image)

Once you login, you will be asked to confirm your diploma mailing address. You will see this if this is your first time ordering your diploma. If you wish to pick up your diploma in the Office of the Registrar on the Corvallis campus, mark the box that says, “I would like to pick up my diploma instead.”

![Diploma Mailing Address Input](image)
If you mark that you would like to pick up your diploma instead, you will see a screen asking you to confirm your email and phone number so that we may contact you once it arrives.

After updating your address, you will receive confirmation of the address to which the diploma will be sent.
If you have already ordered your original diploma, you will see a screen to order duplicate paper diplomas. If you wish to order an eDiploma, click the button in the top right-hand corner that says, “Order My eDiploma.”
Once you click “Order My eDiploma, you will see this screen, asking for your email and payment information.

**Eileen, order your eDiploma for only $8 for Life!**

**Why do I need a Signed and Certified PDF of my diploma?**

- You can Email your eDiploma for verification purposes for Job Interviews, Background Verifications, etc.
- Receive your eDiploma immediately for urgent verification.
- Your eDiploma is an official and legal electronic document.
- Your eDiploma is a high resolution color image of your actual diploma.
- Share your accomplishment with family and friends.
- Read more about your eDiploma as a Signed and Certified PDF.

**Payment Information**

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<tr>
<th>Input Field</th>
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<td>What is CVV Security Code?</td>
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**Next**

**Need a paper diploma?**

**Order Additional Diplomas**

The “Adobe Blue Ribbon” indicates that your eDiploma is a Signed and Certified PDF.

**Name on Diploma:** Eileen Test Person Registrar  
**Institution:** Oregon State University  
**Degree:** Bachelor of Science  
**Graduation Date:** March 26, 2020  
**Program:** Business Administration  
**Diploma Size:** 8.5x11  

Your eDiploma will be emailed to you as a high resolution color Adobe Certified PDF file. If you ever lose your eDiploma PDF file, you can always log back in and...