Stamp Ink and Ink Pad Replacement

Please keep your four-digit Vendor ID stamp in a safe area! You are responsible for stamp and/or ink pad replacements. The original order was placed with CCI Enterprises in Milwaukie. They can be reached at (503) 652-9036. Or you may choose to order through your own supplier.

Stamp specifications
The following specifications optimize readability by our banking contractor:

- OCR-B Font, 24pt
- Height – ¼ inch
- Length – ¾ inch

Remember to add ink to the ink pad when the stamp lightens and the pad may need to be replaced once a year or so, depending on how much use it gets.

How to add ink or replace your ink pad
Follow the directions below to add ink or replace the ink pad that came with the stamp that was provided to you by the State:

1. Push stamp down about 1/8th inch.
2. Squeeze square button on each side until the stamp locks into place with a “click.”
3. Pull the stamp pad tray to slide it out.
4. a: Add liquid ink to saturate the stamp pad, or
   b: Pull out used pad and replace with new stamp pad
5. Slide the stamp pad tray back in until it clicks into place.
6. Push stamp down to unlock and re-ink.

Your stamp is now ready to use!