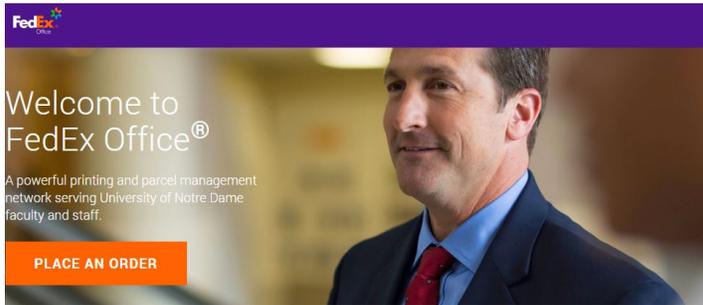


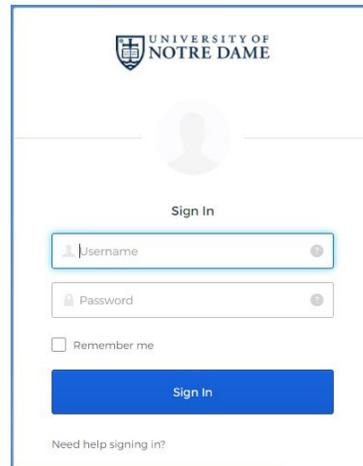
Log in to FedEx Office® Print On Demand

1. Go to: <https://www.fedex.com/en-us/office/psg/und.html> and click on **PLACE AN ORDER**.



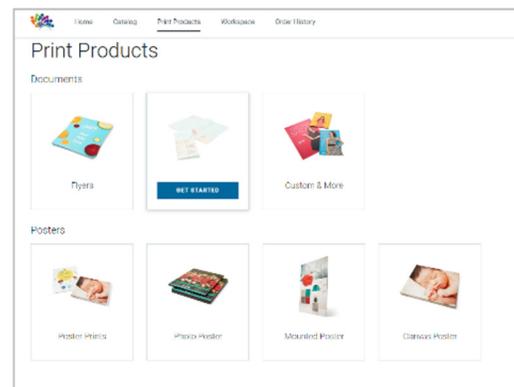
The University of Notre Dame alignment with FedEx Office connects faculty, staff and administrators to a seamless network, supporting Notre Dame's business, communication, and document needs.

2. Enter your University NetID credentials.

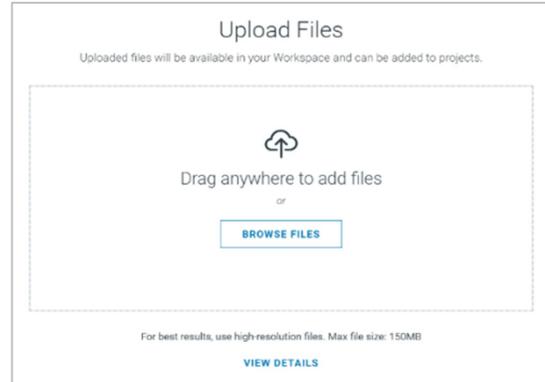


Create a Project

1. Select **Browse Print Products** and choose a **Print Product** template to get started.



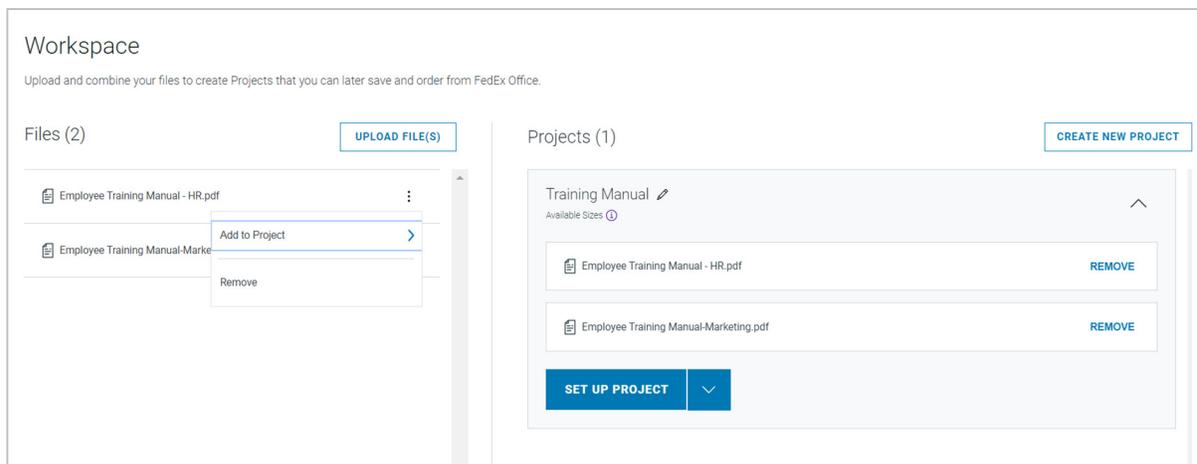
3. Select **Browse Files** or drag and drop files to add them to your project(s).
4. You may upload multiple files and **Combine Files** as a single project, or choose **Keep Files Separate** to create a separate project from each file.



Workspace

In **Workspace**, you can rename projects, add files to projects, and rearrange combined files within a project.

1. If you have uploaded a single file to create a single project, select **Set Up Project** to set print options for your project.
2. If you have uploaded multiple files to create multiple projects, select **Set Up Project** to set print options and add your project to **Cart**. Once your project is in cart, select the **Workspace** menu to return to set up any remaining projects in progress.
3. If you have uploaded multiple files to combine as a single project, drag and drop your project files in the order they should be printed. Select **Set Up Project** to set print options.

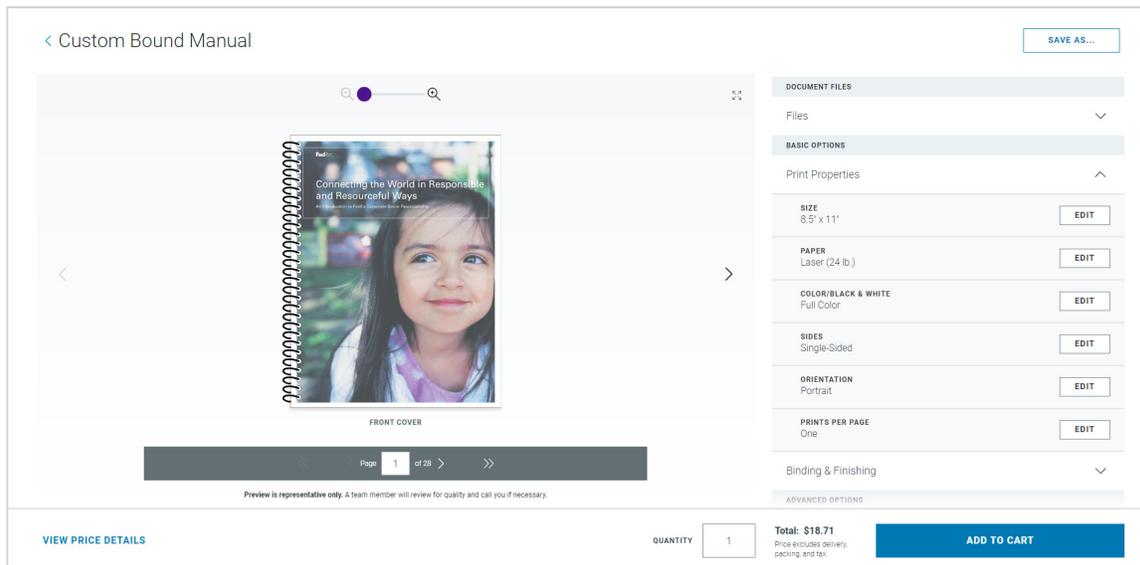


Set Up Project

Options for setting up your project are determined by the **Print Product** selected. Standard menu options for narrow format documents include:

- **Files:** Manage files associated with your project
 - **Print Properties:** Choose Paper Size and Type, B&W/Color, Single/Double-sided printing, Page Orientation & Prints Per Page
 - **Binding & Finishing:** Choose Binding & Stapling, Cutting, Hole Punching, Folding, and Lamination options
 - **Tabs & Pages:** Add Blank Sheets and Tabs to separate page content
 - **Additional Print Instructions:** Enter text-based instructions to request print services that cannot be selected from menu options.
1. Select print and finishing options for your project by selecting from the menus available. Your project preview and pricing will update dynamically to reflect the selected options.
 2. Select **Additional Print Instructions** to add instructions for producing your document that are not available as menu options.

NOTE: Projects with additional print instructions will not display pricing online. A FedEx Office team member will contact you to confirm your instructions and provide a price before producing your order.

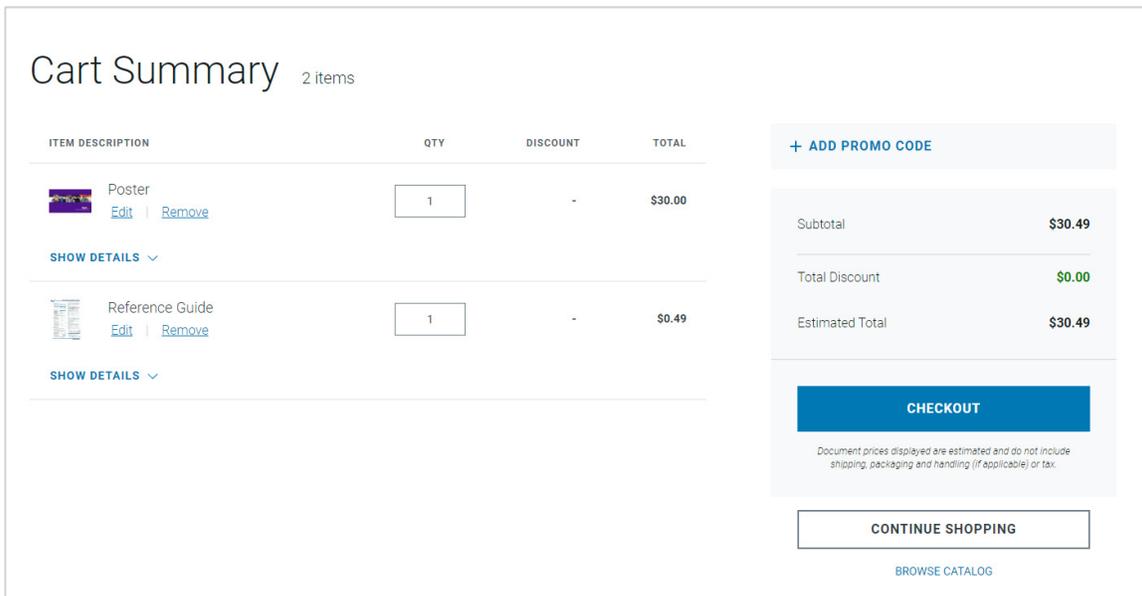


3. Choose **View Price Details** for a price breakdown, including any discounts.
4. Adjust quantity as needed and select **Add to Cart**.

Save to Personal Catalog

1. After selecting print and finishing options for your project, use the **Save As** option to add your project to your **Personal Catalog** for fast and easy reordering.
2. Choose a folder location for your project or add a new folder, if needed.
3. Select **Save**. After saving your project, you may continue to checkout or utilize other site functions. If you do not proceed to checkout, your project will remain in Workspace for 30 days, or until you remove it.

Cart



Cart Summary 2 items

ITEM DESCRIPTION	QTY	DISCOUNT	TOTAL
 Poster Edit Remove	1	-	\$30.00
SHOW DETAILS ▾			
 Reference Guide Edit Remove	1	-	\$0.49
SHOW DETAILS ▾			

[+ ADD PROMO CODE](#)

Subtotal \$30.49

Total Discount \$0.00

Estimated Total \$30.49

CHECKOUT

Document prices displayed are estimated and do not include shipping, packaging and handling (if applicable) or tax.

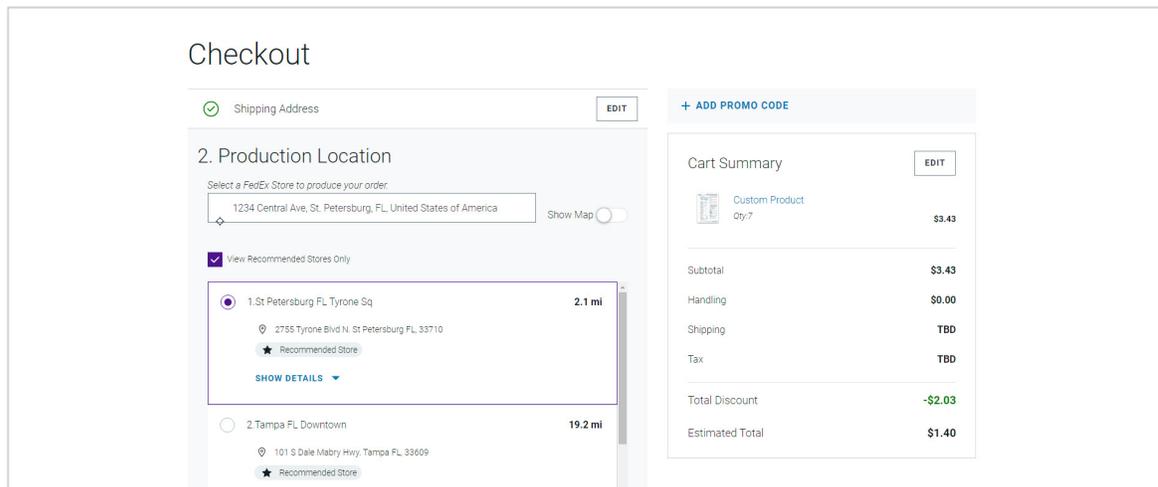
CONTINUE SHOPPING

[BROWSE CATALOG](#)

1. At the **Cart**, you can modify item quantities, remove items from cart, return to editing print options for an item, or access other ordering options.
5. Select **Show Details** to see a price breakdown for an item.
3. Select **Continue Shopping** to create another project or add additional items from the catalog.
4. Select **Checkout** to proceed.

Checkout with Delivery

1. Choose **Deliver to Address**.
2. Enter an address for delivery and select **Continue to Next Step**.
3. **Recommended Stores** are FedEx Office locations that have been specifically identified by your organization to support your program (such as on-campus or near-campus locations). Click the **View Recommended Stores Only** checkbox to choose from those locations.
4. Uncheck the **Recommended Stores** box to select a FedEx Office location closest to your delivery address.
5. Select a **Production Location** and select **Continue to Next Step** to choose your **Delivery Method**.



5. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location. Local Delivery discount will be reflected in the Total Discount at **Order Summary**.

NOTE: If using a FedEx shipping service for delivery, a shipping account number has been provided for you on the site.

6. Complete required fields for **Contact and Payment Information**. You will need to enter your ID, Fund, Org, Account and Activity numbers in the required fields.
7. Review your **Order Summary** and click **Submit Order**. You will receive an on-screen and email confirmation that your order has been received.
8. Check your order status in your **Order History** or at fedex.com.