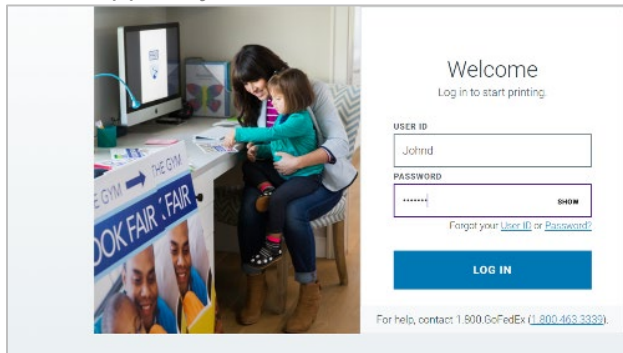


Log in to FedEx Office® Print On Demand

1. Go to: fedex.com/apps/ondemand/ and enter your User ID and Password to log in.

NOTE: Append your site name at end of url /

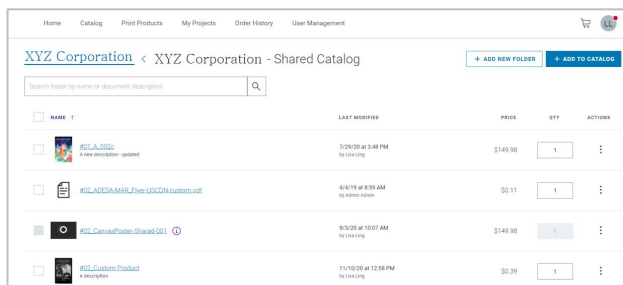


Order from Catalog

1. Choose **Browse Catalog** to access your Shared or Personal Catalog

NOTE: Feature availability is dependent on your site configuration.

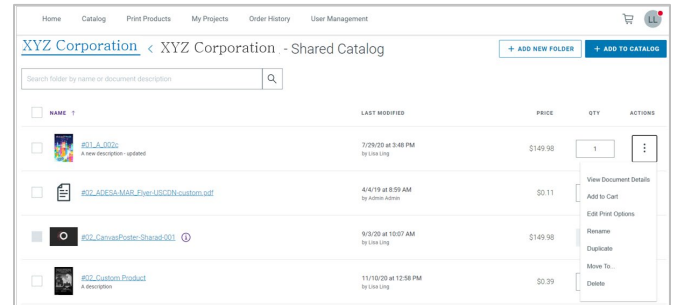
2. Navigate the Catalog by selecting a folder to view items within the folder. Return to the previous folder level by selecting the “back” icon next to the folder name.
3. Add items to your Cart by selecting the checkbox next to the item name and selecting **Add to Cart**, or by choosing **Add to Cart** from the **Actions** menu.
4. You can view additional details by selecting the item name, or by choosing **View Manage Details** from the **Actions** menu.



5. When you are finished adding items from the catalog, **Go to Cart**.

Manage Shared/Personal Catalog Documents and Folders

1. **Edit Print Options, Rename, Duplicate, Move, Add and Delete** items within catalogs, depending on your role and permissions.



Edit Print Options

1. Choose Edit Print Options from the **Actions** menu for the item you wish to edit.
2. After updating print and finishing options, select **Save As** to create a new instance of your item. Select **Save Changes** to update your existing item.

Rename/Move/Delete Document or Folder

1. Choose the appropriate option from the **Actions** menu for the item in question.
2. Complete the required fields and **Save**.

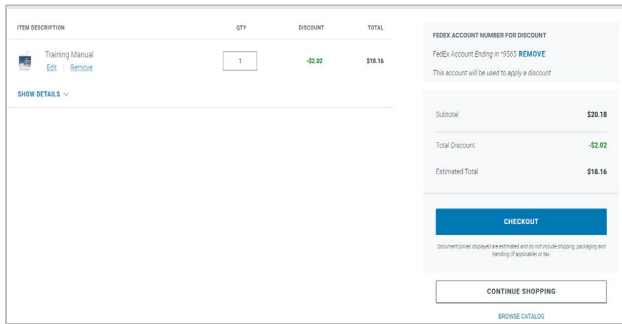
Add Folder and Document

1. Add folders to your catalog by selecting **Add a New Folder**. Enter a folder name and **Save**.
2. Add new item to catalog by selecting **Add to Catalog**. Choose a product, select print and finishing options and save it to the desired folder.

NOTE: Add to Catalog is only available for shared catalog.

Cart

- From the Cart, you can modify item quantities, remove items from cart, return to editing print options for an item, or access other ordering options (based on your site configuration)



- Select **Show Details** to view the price breakdown for an item.
- Select **Continue Shopping** to create another project or add additional items from the catalog.
- Select **Checkout** to proceed.

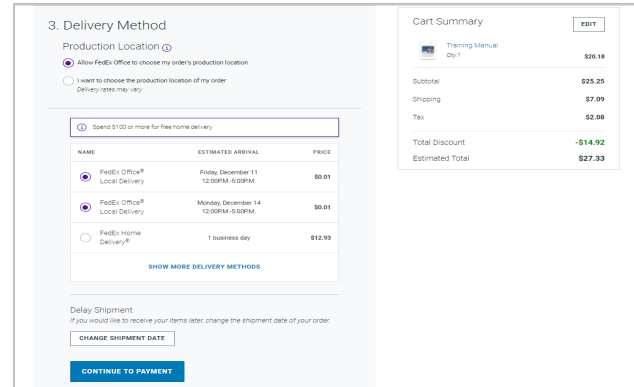
Checkout with Shipping

- Choose **Delivery**.
- Enter an address for delivery and select **Continue**.

NOTE: You may select an alternate contact for questions and updates related to the order.

- If enabled for your account, you can choose to select a **Production Location** that has been specifically identified by your organization to support your program (such as on-site or near-site locations), by selecting **I want to choose the production location of my order** option. The pre-selected store is displayed, and you can select **Edit** to choose a different store for production.
- Choose your **Delivery Method**. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location. Local Delivery discount (if applicable) will be reflected in the Total Discount at Order Summary.

NOTE: For FedEx shipping: enter a Shipping Account Number to bill shipping directly to your FedEx account. Enter a Shipping Reference ID if needed or required.



- Enter **Payment** details.

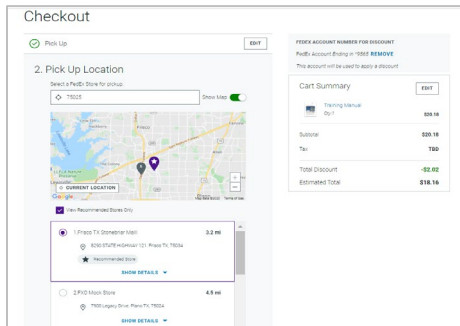
NOTE: Specific billing information such as Department Code, Cost Center etc. may be required at checkout.

- Review your **Order Summary** and click **Submit Order**.

NOTE: If enabled for your account, accept **Terms & Conditions** before submitting the order.

Checkout with Pickup

- Choose **Pick Up In Store**.
- Enter an address or zip code to view the nearest FedEx Office stores.
- Recommended Stores** are FedEx Office locations that have been specifically identified by your organization to support your program (such as on-site or near-site locations), and are identified with a "star" icon. If enabled for your account, you can switch between the full FedEx office network of 2000+ locations, and your organization's Recommended Stores.



4. Choose the store where you would like to pick up your order.
5. Choose **Change Pickup Time** to modify your desired due date and time.
6. Complete required fields for **Contact and Payment Information**.

NOTE: You can **Assign an Alternate Pick Up Person** by selecting the checkbox and entering contact information for that person.

Specific billing information such as Department Code, Cost Center etc. may be required at checkout.

7. Review your **Order Summary** and click **Submit Order**.

NOTE: If enabled for your account, accept **Terms & Conditions** before submitting the order.