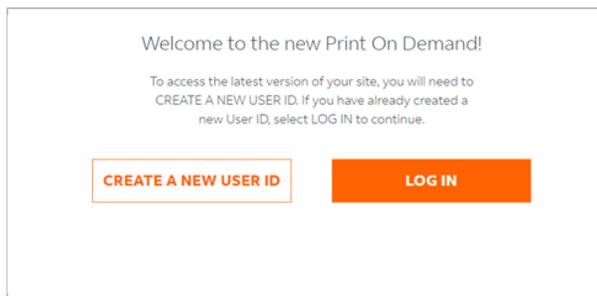


### Login

- To access your ordering site, go to:  
[www.office.fedex.com/ondemand/soit-uc-posters](http://www.office.fedex.com/ondemand/soit-uc-posters)
- Create a new **User ID**.  
**Note:** If you have already created a User ID, select **Log In** to continue to your site.



### Create a User ID

- Enter your information – Name, Address, Phone Number and Email. Select **Enter Login Details**.

Welcome! Let's get started.  
Enter your details below to create your account.  
Already have an account? [Log in](#)

First name\*      Last name\*

Company name

Country/Territory\*  
United States

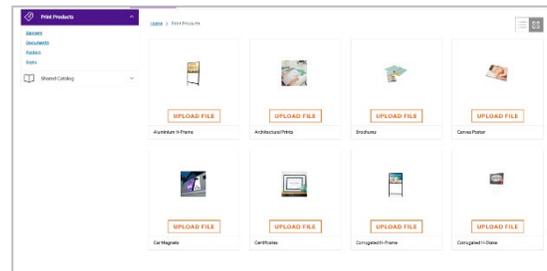
Contact address\*

- Choose User ID type (email address or create your own) and create a secure password.
- Select **Create My User ID**. Depending on your site configuration, you may be granted immediate access, or your access may need to be approved by your site administrator.

### Create a project

- Choose **Browse Print Products** to create a new project.

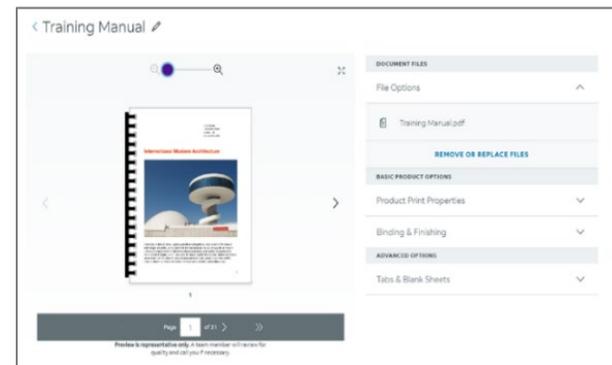
**NOTE:** For narrow format document printing, select **Upload & Print** to bypass product selection.



- Choose the print product that best represents your desired finished product and select **Upload File**.
- Select **Browse Files** or drag-and-drop to add files. If you upload multiple files, they will be combined.

### Set up a project

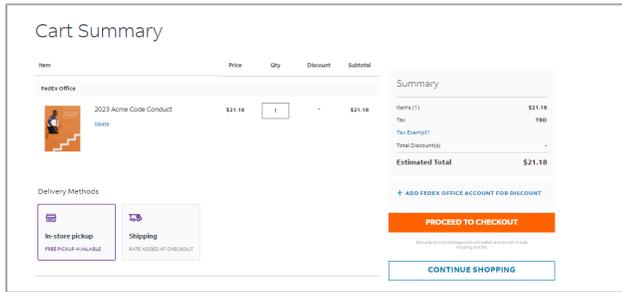
- Use the menus to select print and finishing options for your project and select **Add to Cart**. The dynamic document preview and pricing will update to reflect your selections.



- Choose **View Price Details** for a price breakdown, including any discounts.
- Select **Remove or Replace Files** from File Options to add, replace, or remove files associated with your project.

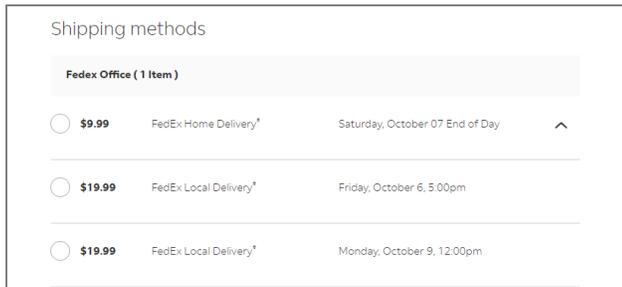
### Cart Summary

- At Cart Summary, you can modify item quantities, remove items from cart, or edit print options for items in cart.



### Checkout with shipping

- At Cart Summary, choose **Shipping** and then select **Proceed to checkout**.
- Enter recipient address for delivery.
- If applicable, enter a FedEx Shipping Account Number and Shipping Reference ID.
- Select **See Shipping Results**.
- Choose shipping method. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location.

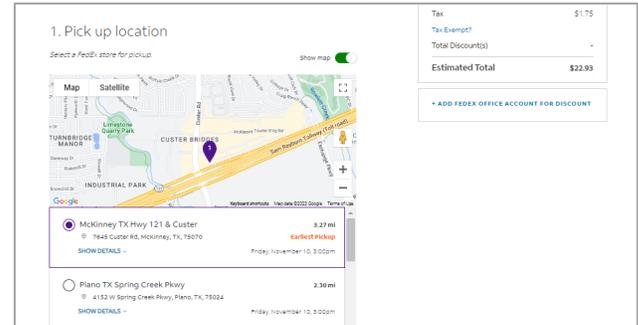


- Choose a Contact Person and **Continue to Payment**.

### Checkout with pickup

- At Cart Summary, choose **In-store pickup** and then select **Proceed to checkout**.

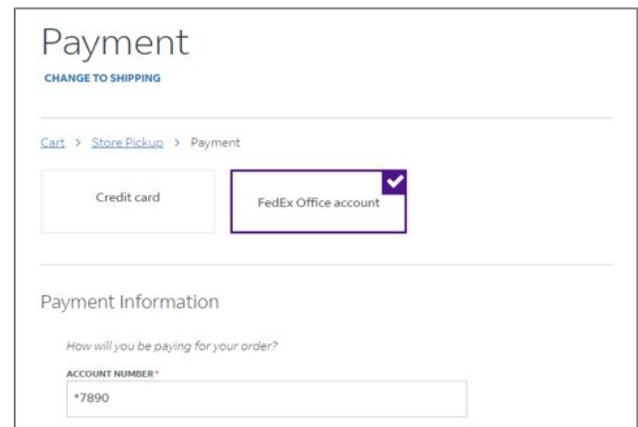
- Search for a pickup location by entering an address or zip code and choose your preferred location.



- Select **Change Pickup Time** to modify your desired due date and time.
- Assign an alternate pickup person, if needed, and **Continue to Payment**.

### Payment

- Enter credit card information. Save your credit card to your profile if you would like to use the same card in the future.
- Continue to **Order Summary**.



- Review your order and select **Edit** to make any revisions.
- Submit Order**.
- You will receive email confirmation of your order submission. Order details are saved to Order History.