FedEx Office[®] Print On Demand

Quick Reference Create a Project

Login

- 1. To access your ordering site, go to: www.office.fedex.com/ondemand/soit-uc-posters
- 2. Create a new UserID.

Note: If you have already created a User ID, select

Log In to continue to your site.

To access the latest version of CREATE A NEW USER ID. If yo	f your site, you will need to ou have already created a
new User ID, select LC	JG IN to continue.
CREATE A NEW USER ID	LOG IN

Create a User ID

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

Enter y	our details below to create your account.	
	Already have an account? Log in.	
First name'	Last name'	
Company name		
Country/Territory*		
United States		~
Contact address*		

- 2. Choose User ID type (email address or create your own) and create a secure password.
- 3. 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

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

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



- 2. Choose the print product that best represents your desired finished product and select **Upload File**.
- 3. 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.

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		File Options	^
		Training Manual pdf	
International Maximum Architecture		REMOVE OR REPLACE FIL	.85
		BASIC PRODUCT OPTIONS	
	>	Product Print Properties	~
		Binding & Finishing	~
We share a start, or a set of a strategiestic start or start of a strategiestic strategiestic starts, or a set of a strategiestic start or strategiestic		ABVANCED OPTIONS	
•		Tabs & Blank Sheets	~

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

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Cart Summary

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

tern	Price	Qty	Discount	Subtotal		
redEx Office					Summary	
2023 Acme Code Conduct Deste	\$21.18	1		\$21.10	Items (1) Tax Tax Exempt? Total Discount(s) Estimated Total	\$21.18 TBD - \$21.18
elivery Methods					+ ADD FEDEX OFFICE ACCOUNT	NT FOR DISCOUNT
6J 53					PROCEED TO CH	ECKOUT
In-store pickup Shipping REE PICKUP AVAILABLE RATE ADDED AT CHECKDUT					Ecourient processinglinged are writing thipping and to	dad and da not include c

Checkout with shipping

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

Shipping	methods		
Fedex Office	(1 Item)		
\$9.99	FedEx Home Delivery [®]	Saturday, October 07 End of Day	^
\$19.99	FedEx Local Delivery [®]	Friday, October 6, 5:00pm	
\$19.99	FedEx Local Delivery ^e	Monday, October 9, 12:00pm	

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

Checkout with pickup

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

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

		Tax	\$1.75
1. Pick up location		Tax Exempt?	
Select a FedEx store for pickup.	Show map	Total Discount(s)	
		Estimated Total	\$22.93
Map Satellite		+ ADD FEDEX OFFICE ACCOUNT	NT FOR DISCOUNT
TURNBRIDGE	Tolena C		
MANUA Denesio D Badello P Industrial PARK Google			
MARUN BURNELD	Central Annual Colling Terms of Law		
MARUN MINISTRIAL PARK	An and the set of the		
ARAUN INUUTIALE PAR Goode	Reservations include 2020 and 10		
Court C	remensione in constraints of the second seco		

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

Payment

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

CHANGE TO SHIPPING	
Cart > Store Pickup > Pay	ment
Credit card	FedEx Office account
Payment Information	n
How will you be paying for	your order?

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