FedEx Office[®] Print On Demand

Quick Reference Create a Project

Login

- 1. To access your ordering site, go to: www.office.fedex.com/ondemand/uc_student
- 2. Create a new User ID.

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 new User ID, select I	you have already created a
new osen b, select	Loo 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.

	our details below to create your account. Already have an account? <u>Log in.</u>	
	Already have an account: <u>Edg.in.</u>	
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.

. . .	2	DOCUMENT FILES	
		File Options	~
E mar		Training Manual pdf	
International Maximum Audition/Law		REMOVE OR REPLACE FIL	ES .
		BASIC PRODUCT OPTIONS	
	>	Product Print Properties	~
		Binding & Finishing	v
(a) and (a) a start of the s		ADVANCED OPTIONS	
F		Tabs & Blank Sheets	Ŷ

- 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.

Item							
		Price	Qty	Discount	Subtotal		
Fedex Office						Summary	
2023 Acm	e Code Conduct	\$21.10			\$21.10	Items (1)	\$21.18
						тах	TED
						Tax Exempt?	
						Total Discount(s)	
						Estimated Total	\$21.18
Delivery Methods						+ ADD FEDEX OFFICE ACCOUNT	NT FOR DISCOUNT
1	128					PROCEED TO CH	IECKOUT

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 I	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*	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
 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 ACCOU	NT FOR DISCOUNT
TURNBRIDGE Quarty Park CUSTER BRIDGES	McKaney Towne King for		
Dereve of Dereve			
Reveal D Novel D NUSTRIAL PARK Coogle	Report Horizon Vac and 2000 Gouge Terms of Car		
Dereve of Dereve	<u>}</u> +		
November 2010 November 2010 Novemb	Report sortion . His car COLL Copy Terry Car 3.27 ml		
Coope	Report Annual May Jan 2000 Territoria S.2.2 mil Earliest Pickop		
Newson D INDUSTRIAL PARK (DD Coogle MCKinney TX Hwy 121 & Custer 0 7645 Custer Rd, McKinney, TX, 75070	10000000000000000000000000000000000000		

- 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.

Cart > Store Pickup > Pay	rment
Credit card	FedEx Office account
Payment Informatio	n
How will you be paying for	r your order?
ACCOUNT NUMBER*	

- 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.