FedEx Office® Print On Demand

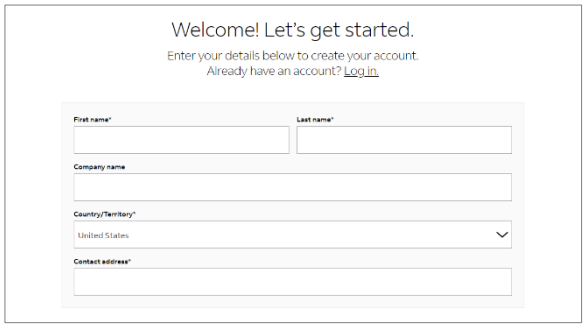
Quick Reference Guide: Create a New User ID

Login

1. To access your ordering site, go to: https://www.office.fedex.com/ondemand/soit-uc-posters
2. If you have not yet created a User ID, select **Create a New User ID**.
   NOTE: All users must create new login credentials to access their site. Do not use the same User ID as any other FedEx site.

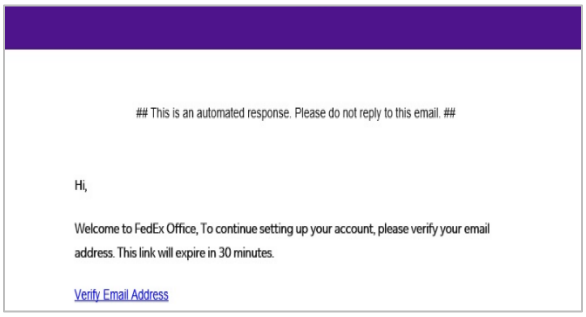
Create a New User ID

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

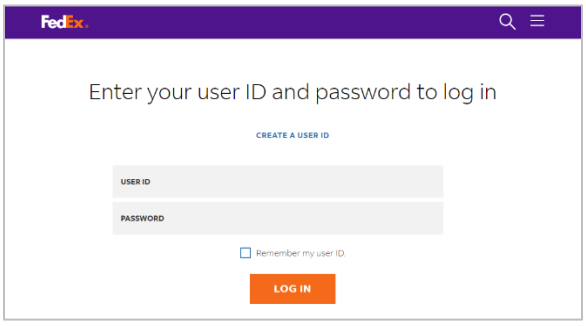


2. **Choose User ID type** (email address or create your own) and create a secure password.
3. Check the box to accept the standard fedex.com terms of use.
4. Select **Create My User ID**. Depending on your site configuration, you may be granted immediate access, or your access may need to be approved by your site administrator.
5. Select **Verify Email Address** on the FedEx Office Print On Demand User Verification email.

   NOTE: The verification link will expire in 30 minutes.



6. Enter your recently created user ID and password to log in.



7. Get started by selecting an ordering option such as **Upload & Print** or **Browse Print Products**.

Troubleshooting

1. After attempting to log in, if you are redirected to Print On Demand Retail (Public) home page (office.fedex.com/default/) or, Shipping homepage (fedex.com), follow step 1 & 2 under the **Login** section above. If you have already created a unique User ID for your site then you must log out and try logging in to your site again.

2. If you receive an error message, please clear your browser cache and try again, or contact customer support.

©2024 FedEx Office

For assistance, contact FedEx Office at 1.800.GoFedEx 1.800.463.3339