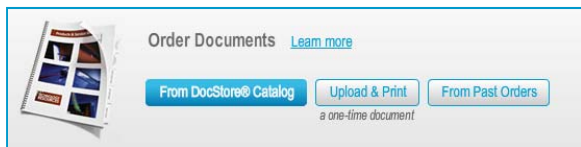


Log in to FedEx Office Print Online Corporate

1. Open your browser and navigate to:
<https://printonline.fedex.com/nextgen/sitename>
2. Input **User ID** and **Password** and click **Log In**.

3. Click the **From DocStore® Catalog** button in the **Order Documents** menu to start your order.



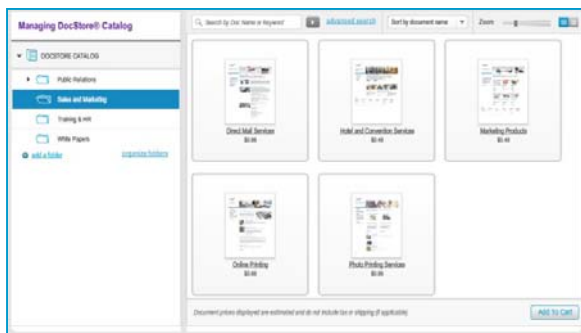
Select Documents From DocStore Catalog

1. Select a folder to view documents.



TIP: Click the (▶) icons in the folder list to expand and collapse folders as you browse the catalog.

2. When a folder is selected, documents within the folder are displayed on the right side of the catalog portal.
3. Use the **Zoom** slider to change the size of document thumbnails, or switch to List View using the buttons at right.



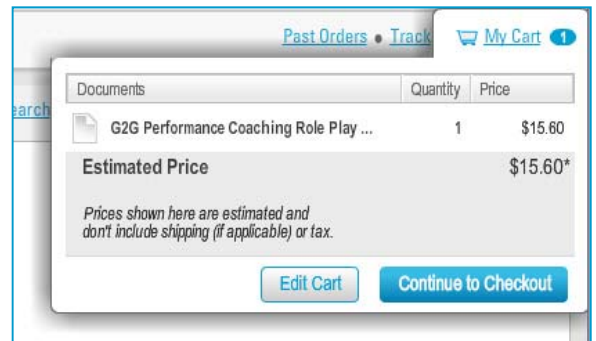
TIP: Utilize the **Search** field to locate documents by name or keyword. Access **Advanced Search** for additional options.



4. Select documents you would like to order and click **Add to Cart**.

TIP: Double-click a document to access a preview and additional document information.

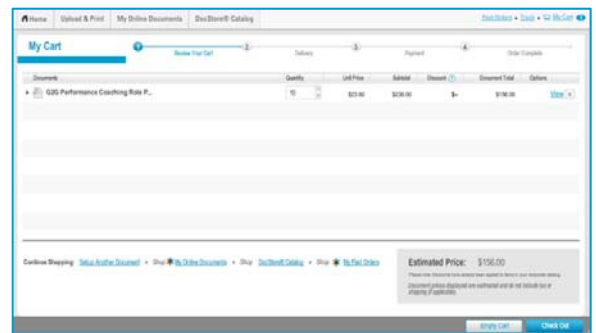
5. **My Cart** will display momentarily at the top right of your screen as you add documents. You may continue to add documents or **Continue to Checkout**.



TIP: Once you've added a document to **My Cart**, you must **Edit Cart** or **Continue to Checkout** to remove the document from your order or change its quantity.

My Cart

1. Adjust document quantities as needed (defaults to '1').



2. You may continue shopping or **Check Out**.

Shipping and Production Details

1. Choose a FedEx Office production center from the **Preferred Centers** list, or click **Search** to access options for locating a center.

2. Provide an address to see delivery options. If your order will be shipped, you may enter a **FedEx Ship Account** number (if enabled for your account).

3. Choose the date you would like to receive your order to see delivery options. Delivery options are calculated based on your project(s) and selected center. If you are unable to select your preferred method of delivery, you may select another center or change your order due date to see additional options.
4. Select your delivery option and click **Continue**.

5. Select the time you would like to receive your order and click **Continue**.

Contact and Recipient Information

1. Complete the **Contact Info** and **Recipient** forms.

2. If **Recipient** address is a home address, remove the mark in the **This is a business address** checkbox.
3. If Contact and Recipient info are the same, you may click **Same as Contact** to populate the Recipient info.
4. Click the **Add** button to enter any special **Delivery Instructions**.
5. Click **Continue**.

Payment and Order Submission

1. Select a **Payment Method** from the drop-down list and complete the fields below.

2. Click **Submit Order** to complete your order. If your company has applied spending limits to your FedEx Office Print Online Corporate order site, you will receive a warning message if you exceed the limits. Adjust documents and quantities in your order so it does not exceed the limit, or click **Continue** to request approval.
3. You will receive an on-screen confirmation as well as an email confirmation. This confirmation is your receipt and will contain order details as well as a tracking number to allow you to track your order status.

TIP: You may track your order by clicking the **Track Orders** link from the **Home** screen or by going to fedex.com/tracking.