

1. Click on the Office Depot link www.business.officedepot.com
2. Enter your login credentials and click **LOG IN**
3. Click **Copy & Print** link under **Our Services**
NOTE: You are now on the landing page titled “**Copy & Print Depot**”
4. Within this landing page focus on the **Print your documents** tile and click **UPLOAD FILES**
NOTE: click [VIEW DEMO](#) to see an online instructional video
5. Click **Browse...** to locate and choose your document
6. Enter a description for your document and then click **Upload and Continue** 
7. Click  to preview document uploaded
8. Click **< Exit and return** after preview to continue with order then
9. Click **Continue**  to start choosing your print options
10. Click **Print Options** to configure your document
11. Click **Printing & Binding** and **Lamination, Folding, Cutting, Stapling, And More:** to choose your paper, binding and advance finishing options
12. Click **Special Instructions** to enter special instructions associated with your order such as seeking to pick-up items at a store
13. Click **Cancel**  or **Save** 
14. Click **Add To Order**  to order the document configured
15. Click **CHECK OUT** to review your order and edit required information
16. Click **PLACE ORDER** to submit your order
17. Capture the 12 digit confirmation order number listed on the top portion of the screen. If you have any questions, please contact our **Copy & Print Depot Customer Service Team** at **1-800-983-3376**

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3. Click  link under 
NOTE: You are now on the landing page titled “Copy & Print Depot”
4. Within this landing page focus on the **File Cabinet** tile and click 
5. Enter Username / Password and click 
6. Click  Retrieve Preconfigure Documents
7. Locate your documents from the listed folders or click 
8. Click  to order the document(s) desired
9. Enter quantity desired and click 
10. Click  to review your order and edit required information
11. Click  to submit your order
12. Capture the 12 digit confirmation order number listed on the top portion of the screen. If you have any questions, please contact our **Copy & Print Depot Customer Service Team** at **1-800-983-3376**