



my^{cloud}
files

Quick User Guide

What is My Files?

My Files is a cloud-based solution from Office Depot that allows Prime employees to easily order on-demand print collateral for AT&T Stores and business opportunities alike. Available print collateral includes in-store signage, merchandising assets, event flyers, promotional assets, recruiting cards & exterior vinyl banners.

Who has access to My Files?

Field leaders – District Managers, Market Directors and Vice Presidents – plus PrimeBUSINESS employees. Stores do not have access.

Is there a budget?

Yes, the budget is as follows:

- District Managers – \$50/mo.
- Market Directors – \$100/mo.
- PrimeBUSINESS – \$300/mo.

Budgets will reset on the 1st of every month.



Accessing My Files

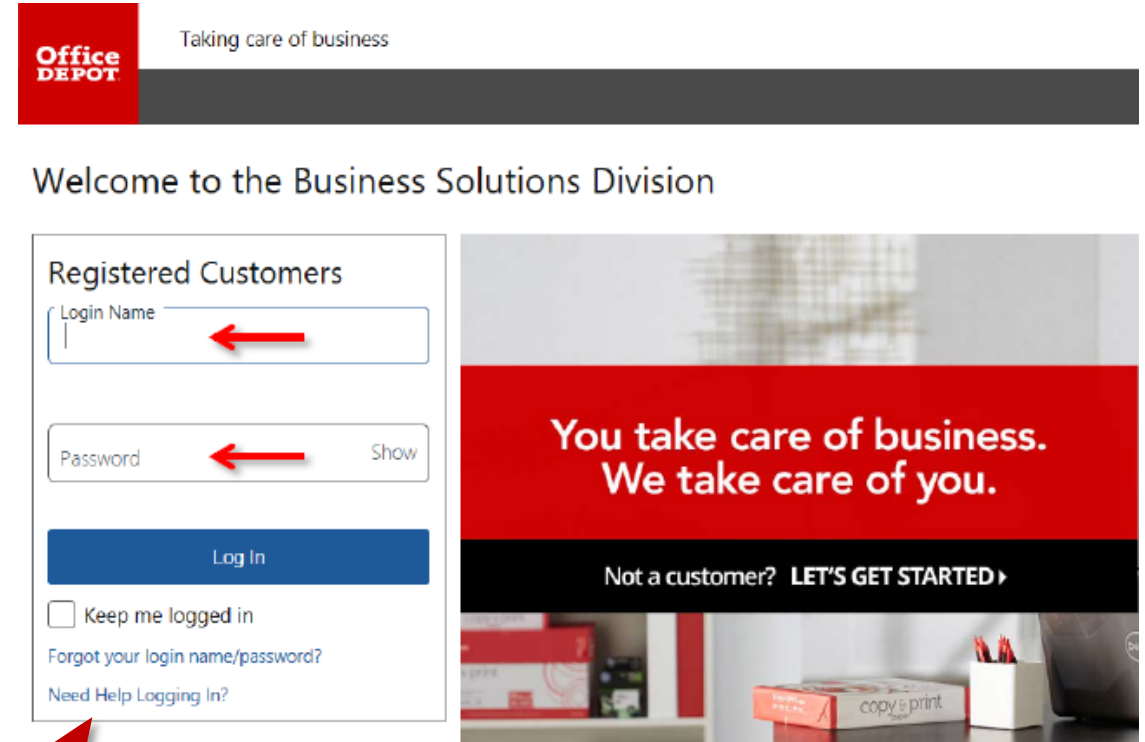
Follow these steps to access My Files:

1. Visit <https://business.officedepot.com>
2. Log in using your Prime email address & default password of 'Welcome1'
3. Once logged in, you'll be taken to the Bulletin Board, where you can learn about the site or begin placing orders

Upon accessing My Files for the first time, please change your password.

- Click on Account # in top right of screen
- Click on 'My Profile Overview' under 'My Profile' in the lefthand menu
- Select 'Edit Login Info & Password'
- Update password then click Save

Forget your password? Reset it by clicking on this link!



Office DEPOT Taking care of business

Welcome to the Business Solutions Division

Registered Customers

Login Name

Password Show

Log In

☐ Keep me logged in

[Forgot your login name/password?](#)

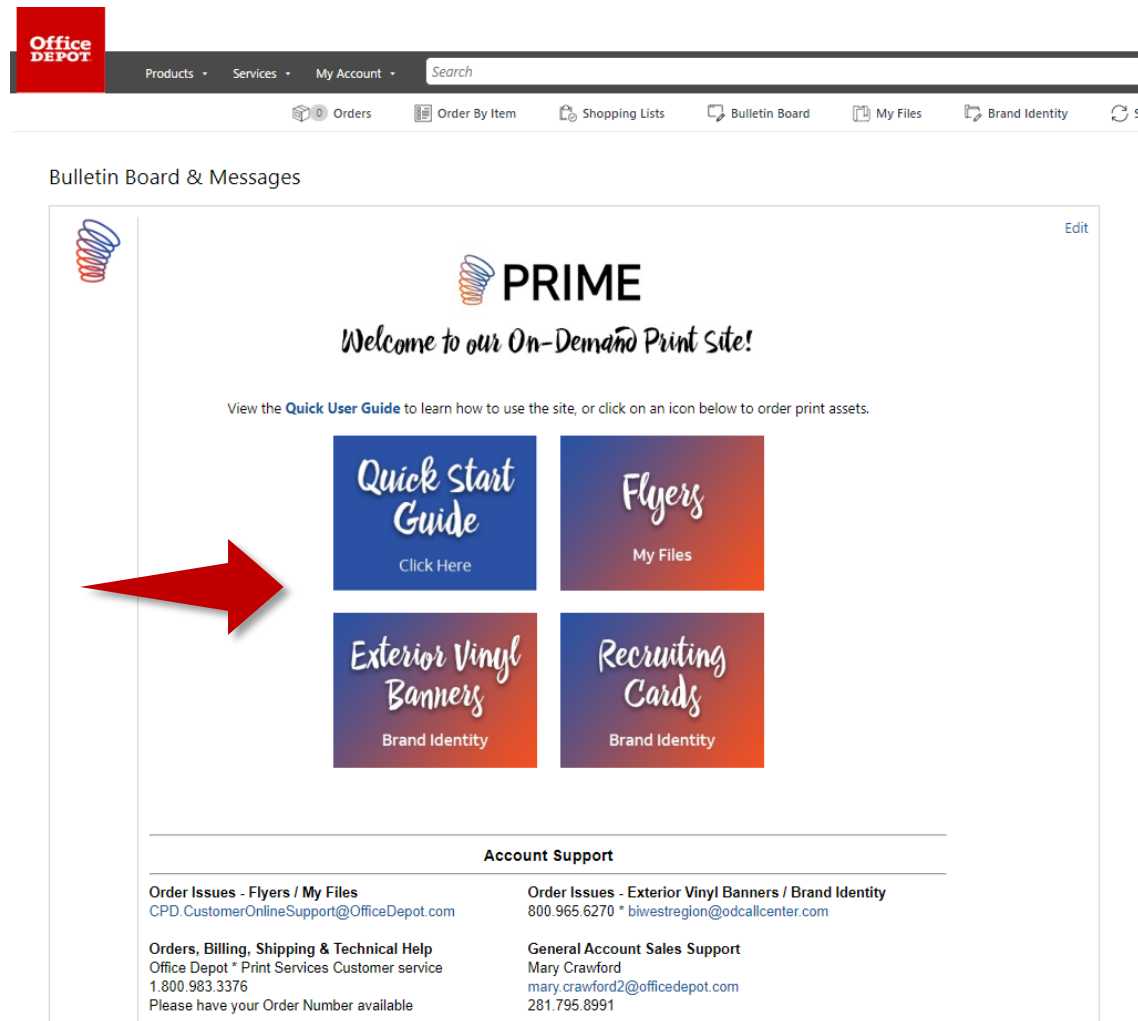
[Need Help Logging In?](#)

You take care of business.
We take care of you.

Not a customer? [LET'S GET STARTED >](#)

Accessing My Files – Bulletin Board

Once logged in, you'll be taken to the **Bulletin Board** where you can learn about using the site, or begin ordering print collateral by clicking on the colorful icons, as shown below:



Office DEPOT

Products • Services • My Account • Search

Orders Order By Item Shopping Lists Bulletin Board My Files Brand Identity

Bulletin Board & Messages

 **PRIME**

Welcome to our On-Demand Print Site!

View the [Quick User Guide](#) to learn how to use the site, or click on an icon below to order print assets.

Quick Start Guide
Click Here

Flyers
My Files

Exterior Vinyl Banners
Brand Identity

Recruiting Cards
Brand Identity

Account Support

Order Issues - Flyers / My Files
CPD.CustomerOnlineSupport@OfficeDepot.com

Order Issues - Exterior Vinyl Banners / Brand Identity
800.965.6270 * biwestregion@odcallcenter.com

Orders, Billing, Shipping & Technical Help
Office Depot * Print Services Customer service
1.800.983.3376
Please have your Order Number available

General Account Sales Support
Mary Crawford
mary.crawford2@officedepot.com
281.795.8991

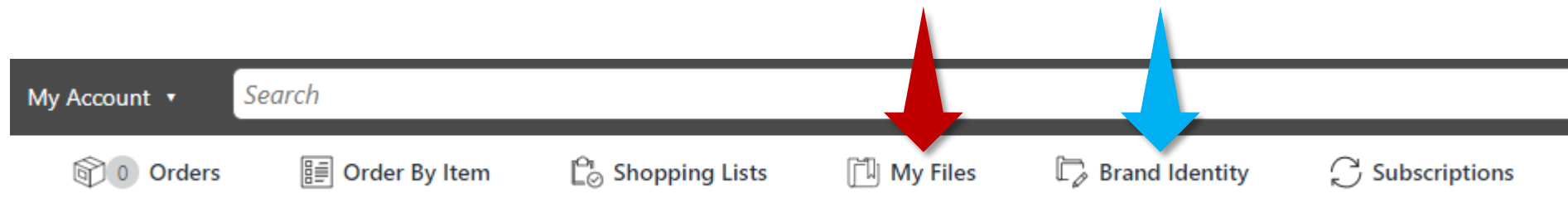
To place an order for print collateral, follow these steps:

Flyers

- Click on 'My Files' in the top navigation, or the 'Flyers' icon in the Bulletin Board
- The Catalog with available flyers will open for your viewing
- Double click on a folder to view available **static** & **variable** flyers
- For **static** flyers (non-editable), select 'Order Item' then input quantity (min. quantity is 10) and select 'Add to Cart'
- For **variable** flyers (editable), select 'Order Template'
 - Now, you must configure the flyer by inputting variable data, such as address, phone number, etc.
 - Review information for accuracy & spelling, input quantity (min. quantity is 50), then select 'Proceed to Cart'

Exterior Vinyl Banners & Recruiting Cards

- Click on 'Brand Identity' in the top navigation, or the 'Exterior Vinyl Banners' or 'Recruiting Cards' icons in the Bulletin Board
- Select the product & quantity, then click 'Add to Cart'



Ordering Print Collateral – Check Out

Once you've added all the collateral to your cart, you're ready to proceed with check out.

- Click on the shopping cart icon ()
- Carefully review the items in your cart and ensure quantities are correct
- Select Delivery or In-Store Pickup
 - Orders **less than \$50** must be picked up in-store
 - Orders **\$50 or more** may be delivered
- Easily change the In-Store Pickup location by clicking "Change"
- For Delivery, click "Select Store" to choose ship-to store
- Review selections, quantities, etc.
- Click on the Checkout button ()

Once the order has been placed, the user will receive an email confirmation with order #, as well as follow-up emails for In-Store Pickup and/or Shipping confirmation.

Your Pickup Store Location is 15375 SOUTHWEST FREEWAY SUGARLAND, TX 77478 [Change](#)

Shopping Cart

Continue Shopping

	Shipping	Qty.	Price
 Copies Item # 870284 Entered Item # 870284	☐ Delivery Available within 3-5 business days ☒ In-Store or Curbside Pickup	10 Remove	\$3.40 \$0.34 each

Pickup In Store

5 mi.  Houston, TX 77077, USA 

2602 ELDRIDGE PKWY. SUITE C, HOUSTON TX. 77082
1.39 miles
Hours: 09:00AM-05:00PM
[Store Details](#)

Select Store

1 of 1 available for pickup

10960 WESTHEIMER, HOUSTON TX. 77042
2.6 miles
Hours: 09:00AM-08:00PM
[Store Details](#)

Select Store

1 of 1 available for pickup

10217 KATY FREEWAY, HOUSTON TX. 77024
4.38 miles
[Store Details](#)

Select Store

Requirements for In-Store Pickup & Shipping of Orders

When a user places an order, they will be presented with two options at checkout to receive the print collateral – in-store pickup or delivery.

Orders **less than \$50** must be picked up in-store at Office Depot.

- In-store pickup orders are generally ready in 24 hours, or in some cases, same-day

Orders **\$50 or more** may be delivered.

- Shipping an order can take up to 7 business days – we do not recommend delivery
- Should delivery be needed, user can select preferred AT&T Store from dropdown in checkout process

It's very important that all users abide by these requirements set by Prime.



Order Issues – Exterior Vinyl Banners

biwestregion@odcallcenter.com

(800) 965-6270

Order Issues – Flyers

CPD.CustomerOnlineSupport@OfficeDepot.com

Orders, Billing, Shipping & Technical Help

Office Depot® Print Services Customer Service

1 (800) 983-3376

Please have your Order Number available



General Help

Prime Procurement

procurement@primecomms.com

Mehmet Cakmak

Sr. Procurement Manager

(281) 671-0516