

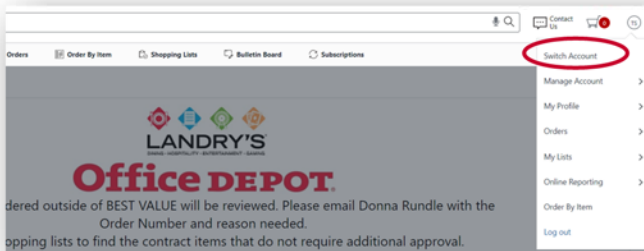
My Files Quick Start



Login to **Business.OfficeDepot.com** using your existing credentials.

Important Note:
The Landry's Training Materials are Ready to Order on Acct# 31358540.
You will switch to this account to checkout

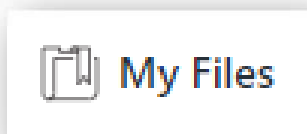
Hover over initials and choose **Switch Account** (Upper Right)



You will now be presented with the **Switch Account** Landing Page. Click on the **Switch** Button to toggle to the Copy/Print Account

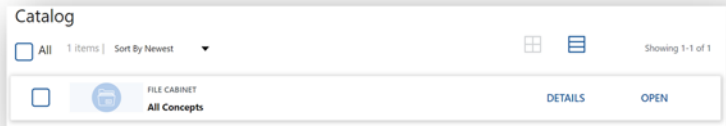
Account	Company Name	Login Name	Description	
86114945	LANDRY'S INC - RESTAURANT...	LANDRYSSUMATEST	Default Account	CURRENT ACCOUNT
31358540	LANDRYS TRAINING ONLY	PRINT-LANDRYSSUMATEST	print	Switch Remove

You will now be presented the Copy/Print Landry's Business.OfficeDepot.com account.
Click on the **My Files** button (Top Navigation)



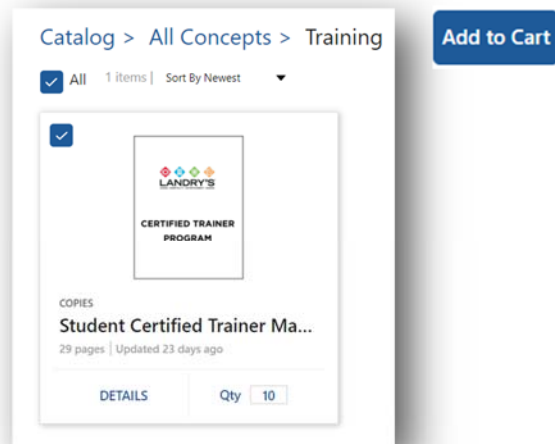
You are now presented with the **My Files Catalog**
The Catalog may contain File Cabinets, Sub-folders and Pre-configured, ready to order print items

- Choose a File Cabinet and Click Open



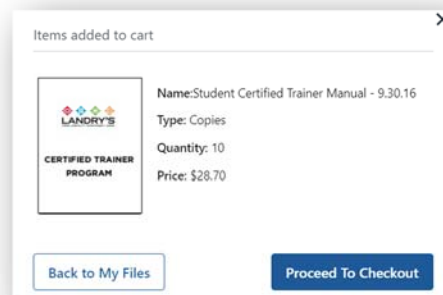
Once entered you will see **Orderable Items**

- Select the item you wish to order
- Enter the Quantity



You are now presented with the items that were added to your cart

- To continue shopping click **Back to My Files**
- To check out click **Proceed to Checkout**



Completing the **Checkout** Process

- If your order is over \$50 you qualify for free shipping.
- If your order is under \$50 you may choose a nearest retail location for pick-up or click on the Shopping List (Top) to add Paper or Toner.

