

My Files Quick Start



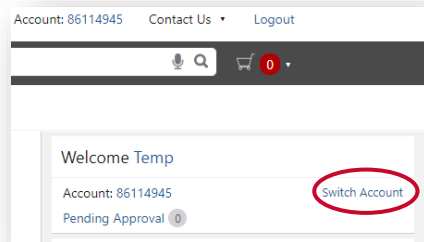
Login to **Business.OfficeDepot.com** using your existing credentials.

Important Note:

The Landry's Print Materials are Ready to Order on Account #31358540. Account #86114945 is used to order supplies.

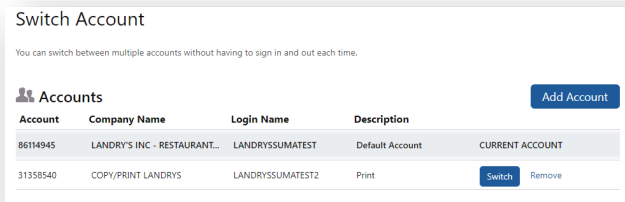


Click on **Switch Account** (Upper Right)



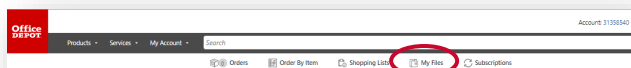
You will now be presented with the **Switch Account** Landing Page.

Click on the **Switch** Button to toggle to the Copy/Print Account to order



You will now be presented the Copy/Print Landry's Business.OfficeDepot.com account.

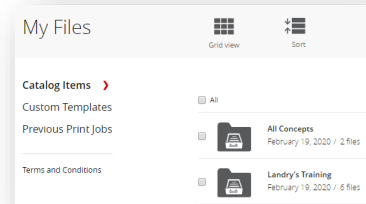
Click on the **My Files** button (Top Navigation)



You are now presented with specific **Catalog** Folders within the **My Files** Landing Page, which may contain sub-folders and ready to order print items.

Your view is dependent on your setup by a Training Manager

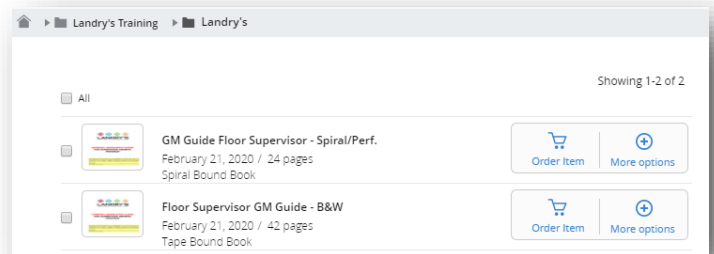
- Double Click to enter a File Cabinet



Once entered you will see **Orderable Items**

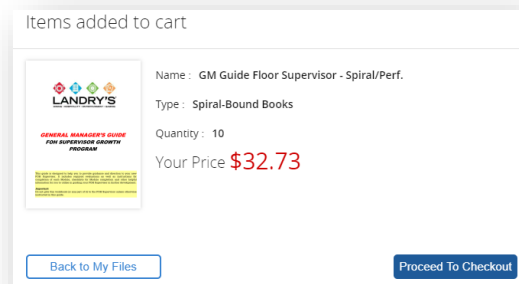
- Select the item you wish to order
- Enter the Quantity

A breadcrumb path will be created where applicable



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.

