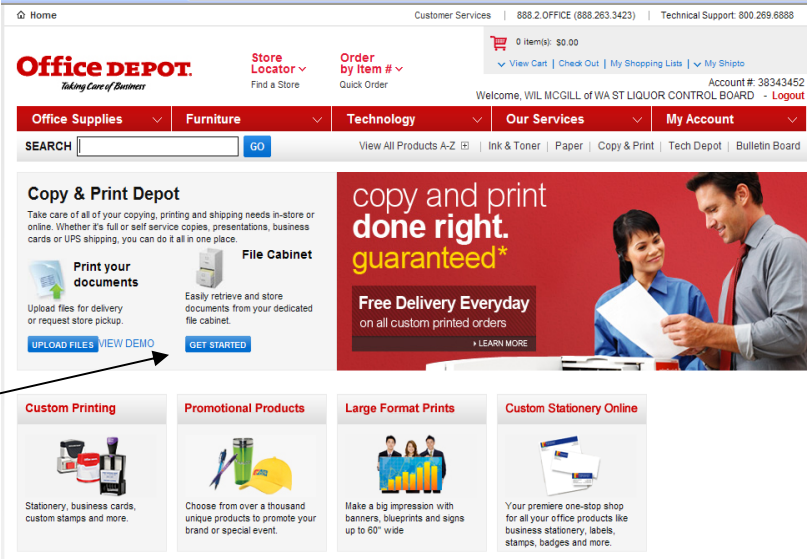
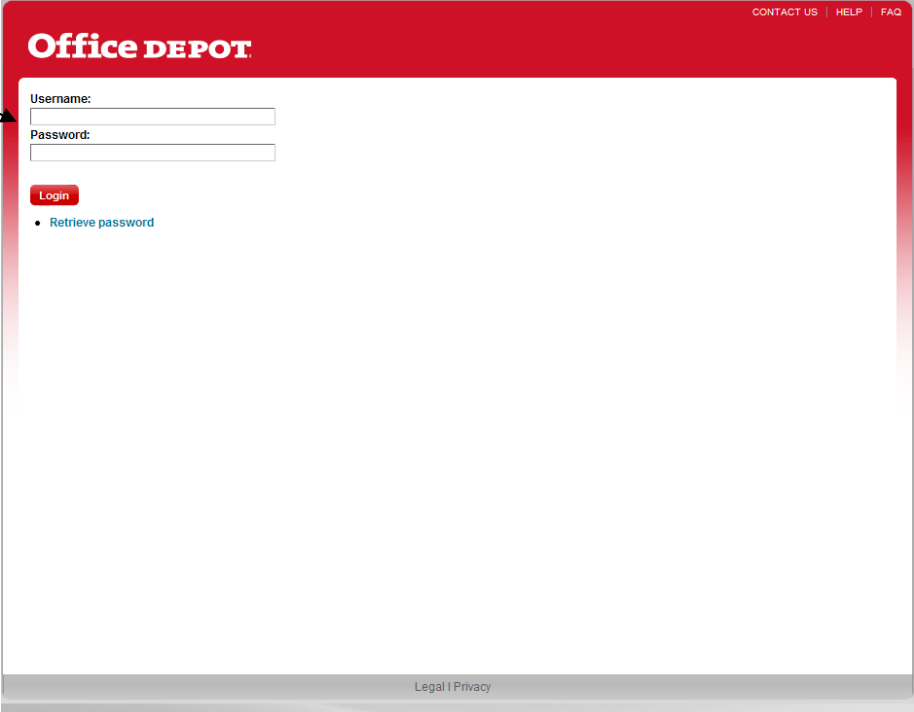
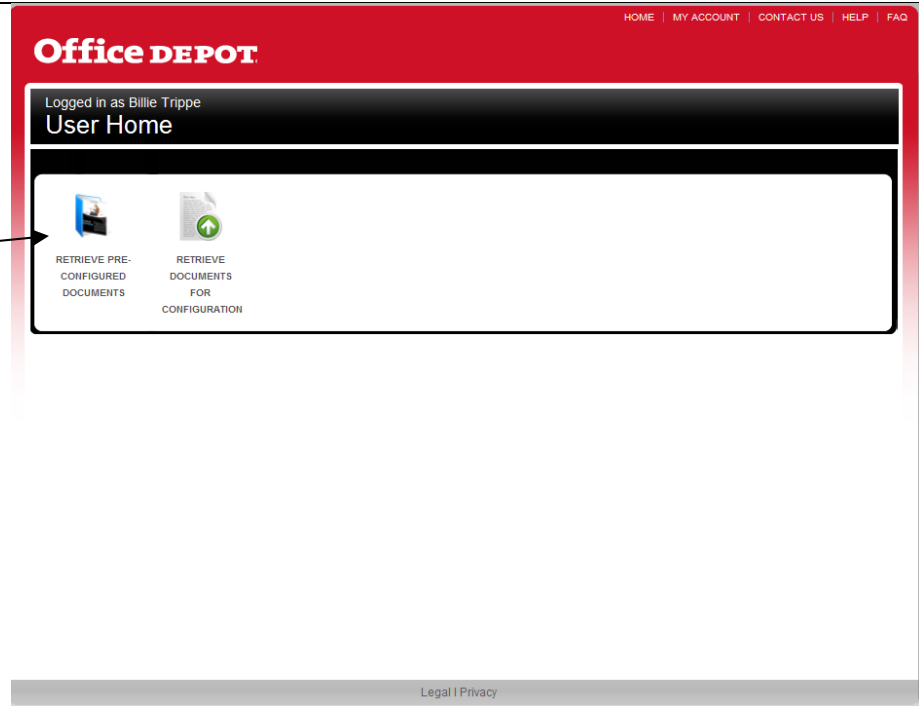


1. Steps/ Actions	Screen
STEP 1: Login to your Office Depot BSD account. STEP 2: Click the Design and Print tab STEP 3: Click on “Get started now” box to enter file cabinet system	
STEP 4: Enter the Username and Password <i>*Note: This will be provided to you via email when your File Cabinet account is created. This may NOT be the same as your BSD account login</i>	

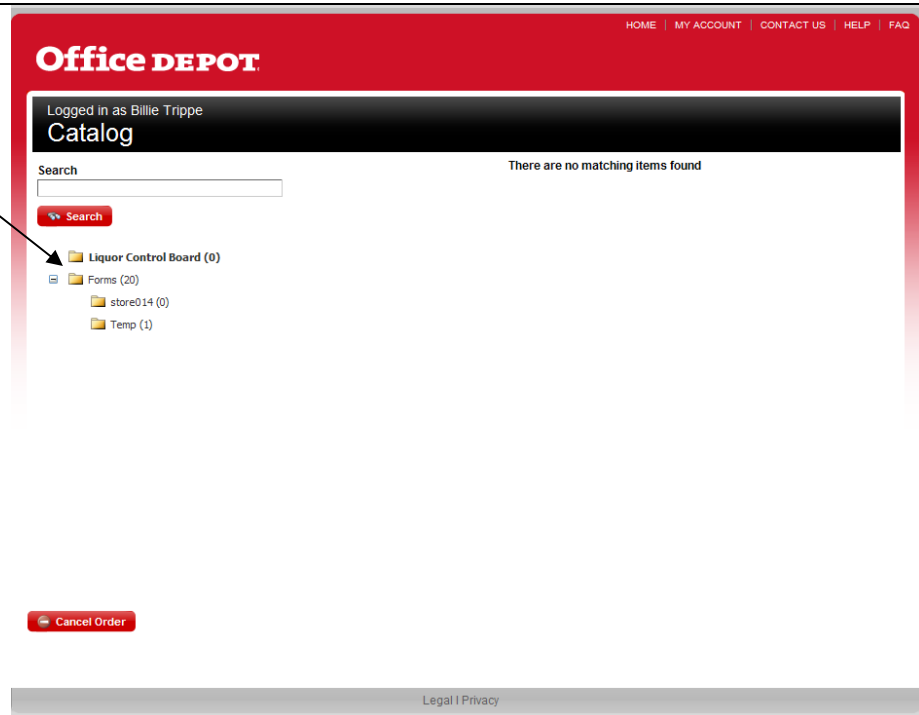
STEP 5:
PRE-CONFIGURED FILES:

Click the **Blue Folder** link to add pre-configured files to your order

NOTE:
ALL DOCUMENTS
ARE CONTAINED IN
THE BLUE FOLDER
ONLY!

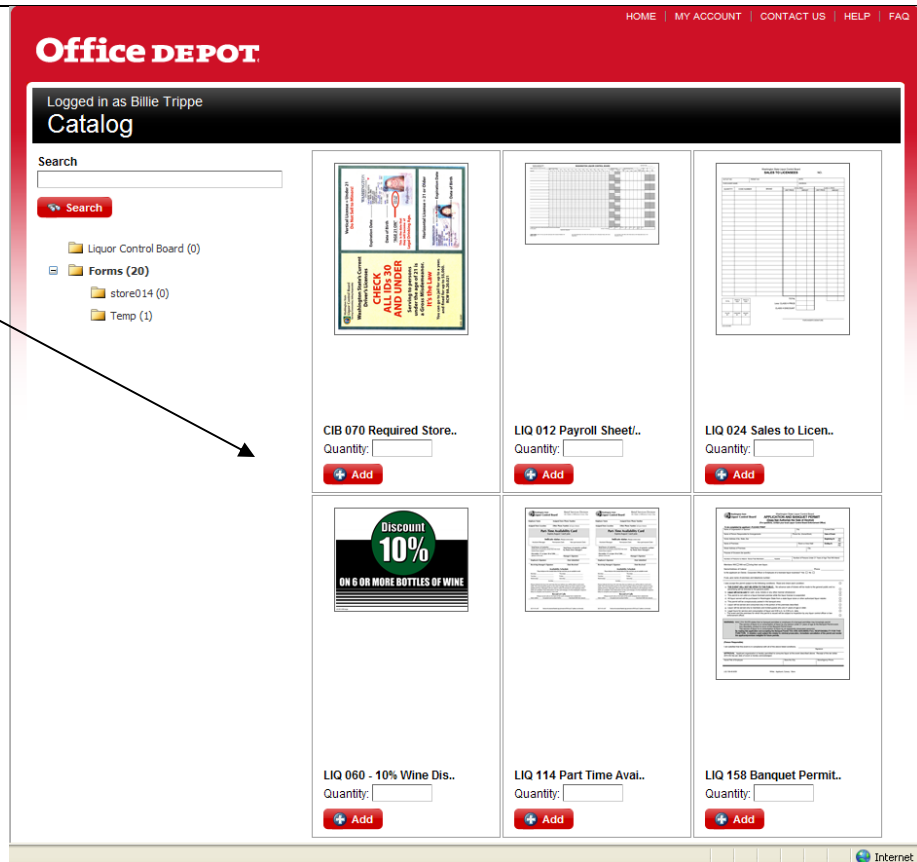


STEP 6:
Select the Folder that contains
(20 Forms).



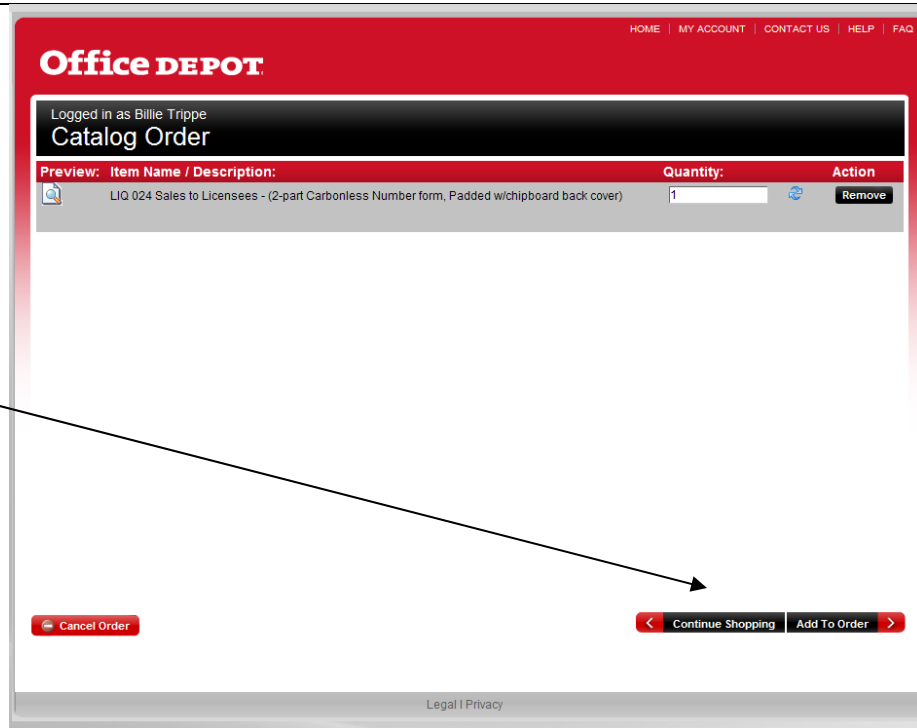
STEP 7:

Add the quantity that you wish to order. Click Add, and this will be added to your order.

**STEP 8:**

This page shows what you have added to your cart. At this point if you need more forms you can; Click the (Continue Shopping) button to go back and select more forms to be added.

If you are finished shopping for forms you can click the (Add To Order) button.



STEP 9:

You can now check out or order office supplies to add to your print order.

[Home](#) [Customer Services](#) | [888.2.OFFICE \(888.263.3423\)](#) | [Technical Support: 800.269.6888](#)

Office DEPOT
Taking Care of Business

[Store Locator](#) [Order by Item #](#)

1 item(s): \$45.23
[View Cart](#) | [Check Out](#) | [My Shopping Lists](#) | [My ShipTo](#)

Account #: 38343452
Welcome, WIL MCGILL of WA ST LIQUOR CONTROL BOARD - [Logout](#)

[Office Supplies](#) [Furniture](#) [Technology](#) [Our Services](#) [My Account](#)

SEARCH [GO](#) [View All Products A-Z](#) [Ink & Toner](#) [Paper](#) [Copy & Print](#) [Tech Depot](#) [Bulletin Board](#)

[Home](#) > Find Your Product

[Continue Shopping](#) [CHECK OUT](#) [Print This Page](#)

Description	Price/unit	Qty.	Backorder	Total	
 ONLINE PRINT CENTER Item # 102842 Entered Item # 102842	\$45.24	1	EDIT	0	\$45.23
Remove					
LIQ 024 Sales to Licensees - (2-part Carbonless Number form, Padded w/chipboard back cover)					
Comments UPDATE					

[Continue Shopping](#) [Update Cart](#) [Empty Cart](#) [Save Cart To List](#) [CHECK OUT](#)

Save for Later

[MY SHOPPING LIST](#)

[Go to My Account](#)

Subtotal: **\$45.23**
[Estimate Shipping & Taxes](#)
1 item(s): **\$45.23**
[CHECK OUT](#)

Need Help?

- Email Assistance
- FAQs

LIVE CHAT Talk with a Representative [Chat Now](#)

Order By Item #

Qty [ADD TO CART](#)

don't forget your ink

[SHOP NOW](#)