



Credit Card Registration for Novo Field Sales

Office DEPOT® OfficeMax®



NEW USER

2 STEP PROCESS – READ THROUGH ALL BEFORE BEGINNING

STEP 1

Create New User Profile & Register Card for on Line Purchases

- To create your user profile, log on to your intranet Office Depot Customer Login Page

Office DEPOT. Welcome to the Business Solutions Division. [Chat Now](#) [Contact Us](#)

Customer Login

Welcome to the Office Depot Business Solutions. By leveraging the purchasing power of your organization, you can save on everything this site has to offer. If you have not registered, please create a user profile.

Returning Customers

* Required Information

* Login Name

* Password

[Login Name/Password Help](#)

New Customer

By creating your own user profile, you will be able to purchase items at the negotiated price for your company.

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- Once logged, create your user profile.
- ***** Note: save your username and password for future reference

Payment Information

- You can register your card here or enter your card each time you order.

Payment Information (Optional)

If you provide credit card information below, it will be set as your default card when making online purchases only. You will be able to edit the information and/or add a new card in the My Account section.

Credit Card Number: Visa, MasterCard, American Express and Discover cards accepted. Please enter your credit card
without spaces or dashes.

Expiration Date: / (mm/yy)

Your company or organization may require an internal code for tracking purposes. If this is the case please enter it here.

Company Code

Leave Company Code Field Blank

Click to Create User

STEP 2

Register Your Card for Store Purchase

- Once you are registered, log in to your account at business.officedepot.com. On the home page bulletin board as show below, click on the “Register Your Credit Card” link.

REGISTER TODAY and begin taking advantage of special discounts off already low prices offered by Office Depot Office Max either in-store or on-line!

Register Your Credit Card
for In-Store Purchases

You MUST register your credit card* AND use this same card in order to receive Novo Nordisk's discount while shopping in Office Depot Office Max stores.

Once registered, please allow 48 business hours before using your card.

- You MUST register your card in order to receive the store discount.
- Please allow 24 hours before using your card in-store.
- You must use your Diner's Club credit card which will require your 4 digit PIN.

TO UPDATE YOUR CREDIT CARD FOR ON LINE PURCHASES

Go to **My Account**, then **My Profile Overview**, then down to **Payment**, click **View** and click **Edit Payment Information**. Then fill out your information in fields as shown below and click update.

The screenshot displays the 'My Account' page. On the left, the 'My Profile' sidebar has 'My Profile Overview' highlighted. The main content area shows 'Permissions' and 'Associations' sections. Below these, the 'Payment' section is expanded, showing 'Payment Information' for a 'Credit Card'. A red box highlights the 'EDIT PAYMENT INFORMATION' button. To the right, the 'Credit Card' form fields are visible: 'Credit Card Number' (with a note 'No spaces or dashes (i.e. 000000000000)'), 'Expiration Date' (mm/yy), and 'CVV'. At the bottom right, there are 'UPDATE', 'CANCEL', and 'Return to My Account' links. Red arrows indicate the navigation path: from 'My Profile Overview' to 'Payment Information' to the 'UPDATE' button.

TO REGISTER YOUR NEW CARD FOR STORE PURCHASES

*****Return to the Bulletin Board and register you new card*****

Any questions, please contact your Account Manager Michele Arabella
Email: michele.arabella@officedepot.com Ph. 201.394.8623

