odp BUSINESS SOLUTIONS™

employbridge™

Your Brand Identity Site

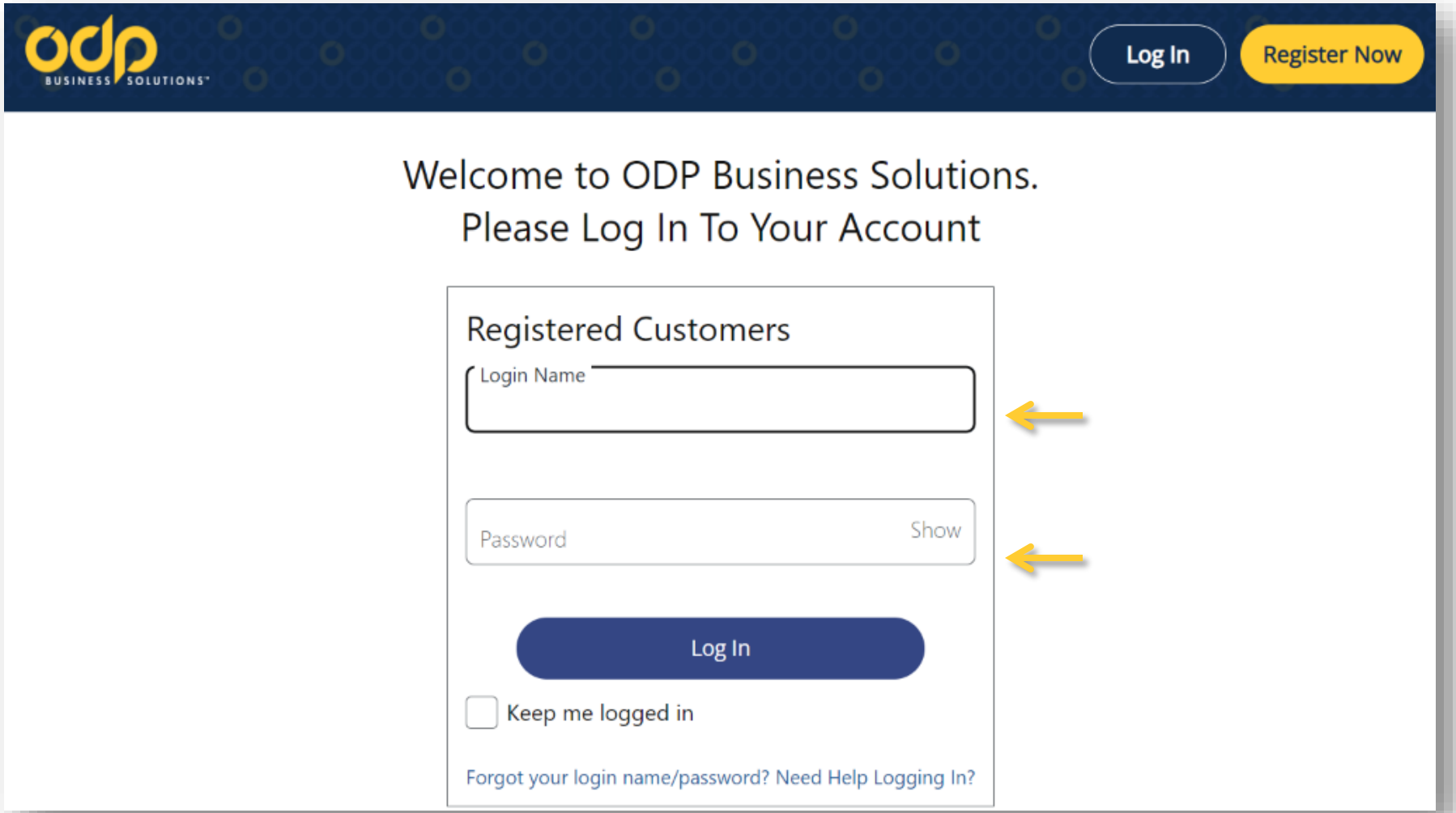
Banners

Envelopes

Flag Banners

Step 1: Login to your BSD site using your username and password

https://www.odpbusiness.com/home.do

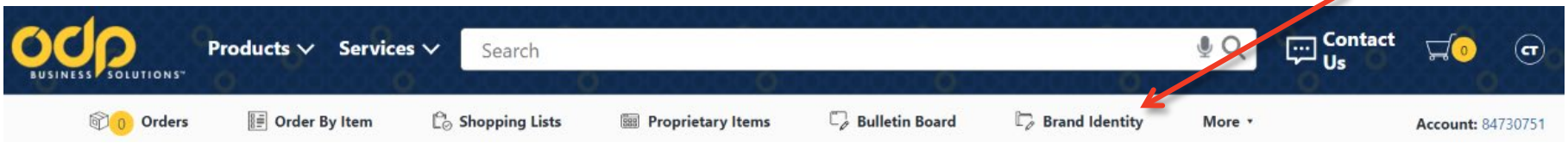


If you need assistance accessing your Office Depot Account, please submit a help desk ticket to Procurement/Sourcing. (Procurement/Sourcing > Office Depot Account Assistance)

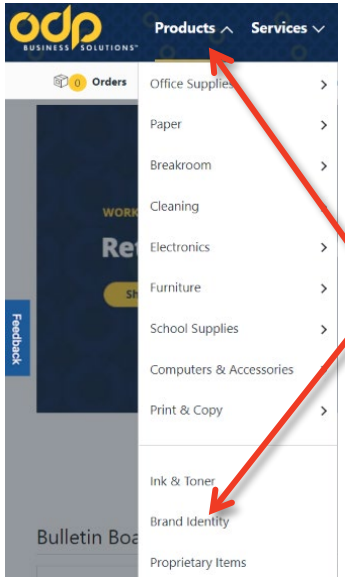
Step 2: Access your Brand Identity Site:

Option 1:

Click on Brand Identity



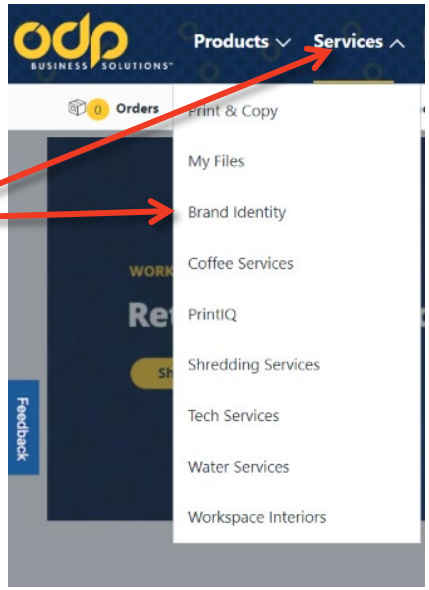
Option 2:



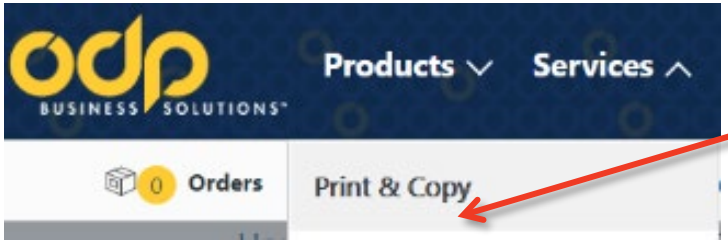
Click on Products and then select Brand Identity

Option 3:

Click on Services and then select Brand Identity



Option 4:



Click on Services and then Print & Copy. On the next page click on Brand Identity

Brand Identity

Step 3: Select a Category

Search Feature

Search

EmployBridge Catalog

Banners

Envelopes

Flag Banners

Flyers

BetterWorkLife

Better Worklife

Window Clings

Yard Signs

Step 4: Choose Your Quantity and Click "Create"

View Cart | About | Contact Us | FAQ

EmployBridge Catalog / Flyers

Breadcrumbs for easy navigation

Search

Flyers

IMAGE UPLOAD HERE

Custom Upload 8.5 x 11 Flyer - FL03

Details

50 flyers

Create

Smokin' Hot 8.5 x 11 Flyer - FL01

Details

50 flyers

Create

The Time Is Now 8.5 x 11 Flyer - FL02

Details

50 flyers

Create

Quantity Drop Down

Step 5: Add your customization

The Time Is Now 8.5 x 11 Flyer - FL02

Qty 50 flyers

Zoom 75% View Proof PDF Email Preview

Customization:
As you add to the text fields, the product will auto populate for instant product preview

Zoom Level:
Increase or Decrease Preview Image

Customize Design

Layout Option
ProX

Postion 1
Position 1

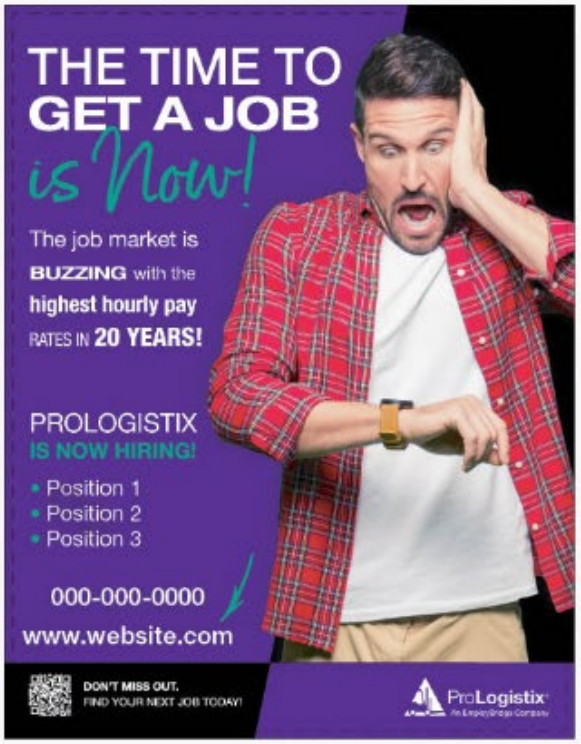
Postion 2
Position 2

Postion 3
Position 3

Phone
000 - 000 - 0000

Website
www.website.com

Special Characters Show Less



- View Full Size Image: To View a PDF Image
- Email Preview: Allows you to email a preview to others

Approving Your Proof

s proof I agree the layout, content, and spelling are correct. I understand that my order will be printed exactly as shown. Once added to your or return to this screen to make changes. Changes will not be allowed after checkout.

Cancel Next

Next: Advances to the "Order More Page"

Special Characters:
Allows you to add special characters to text
- Click in text field
- Click on Special Character link to choose from icons

Note: Due to the high resolution of the images, it may take some time for the preview image to load.

Step 6: Order More of the same item

Click "Next" to proceed to the Shopping Cart

Remove All Products | Next

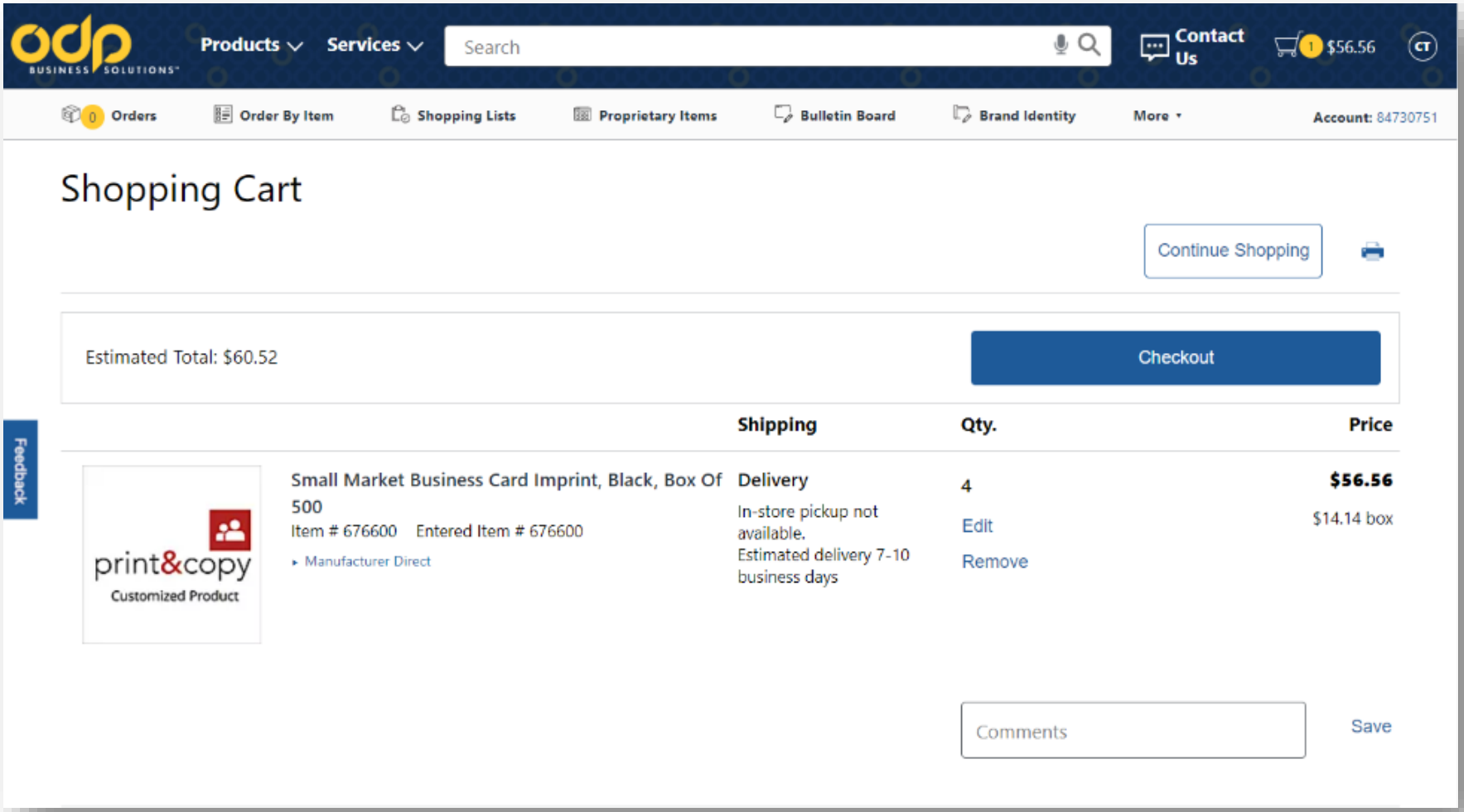
Notice: These items are not currently in your shopping cart. Once you have reviewed the configured items below, please click Next to add these items to your cart.

Item	Options	Quantity
The Time Is Now 8.5 x 11 Fl... *#5292723* • *Position 1*	*Copy* — *With your customizations already in place, create the same product again* / *Start Fresh* — *Starting from a blank slate, create the same product again*	50

Remove All Products | Next

Add more of this item.

Step 7: *When finished ordering, select "Checkout" to enter billing and shipping data*



Please review your information. Your order will be printed exactly as shown. Once submitted, your order cannot be changed or cancelled. Estimated delivery is generally 7-10 business days, but shipping time varies depending on order.

Note on Custom Uploads:

- **There are some custom upload options available on the site.**

- **If you are looking for a specific design that is not available on the Office Depot store page, you can upload a custom image. We have a variety of premade designs available on the Order Fulfillment site that you can use.**

- **You can also create designs on Canva. (For assistance with Canva, please contact Morgan Mayback, morgan.mayback@employbridge.com)**

- **For flyers, please upload a flyer with the following dimensions: 8.75" x 11.25".**

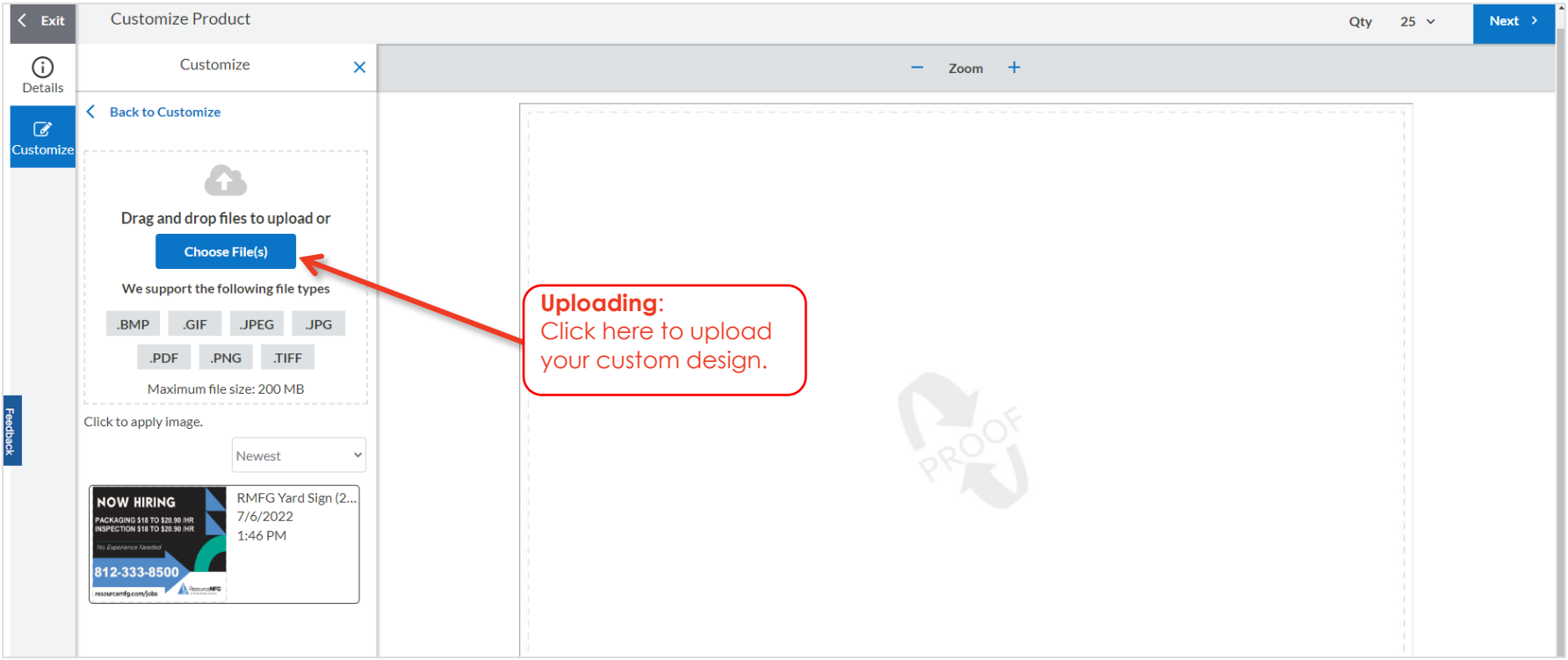
(This is to account for the flyer bleed. If you need assistance adjusting the dimensions of an image, please contact Morgan Mayback – morgan.mayback@employbridge.com)

- **For yard signs, please upload a yard sign with the following dimensions: 24" x 18".**
  - **Note: The Custom Upload Yard Sign is setup to print full color on both sides and comes with an H stake.**

- **For banners, please upload a banner with the following dimensions: 3' x 8'.**

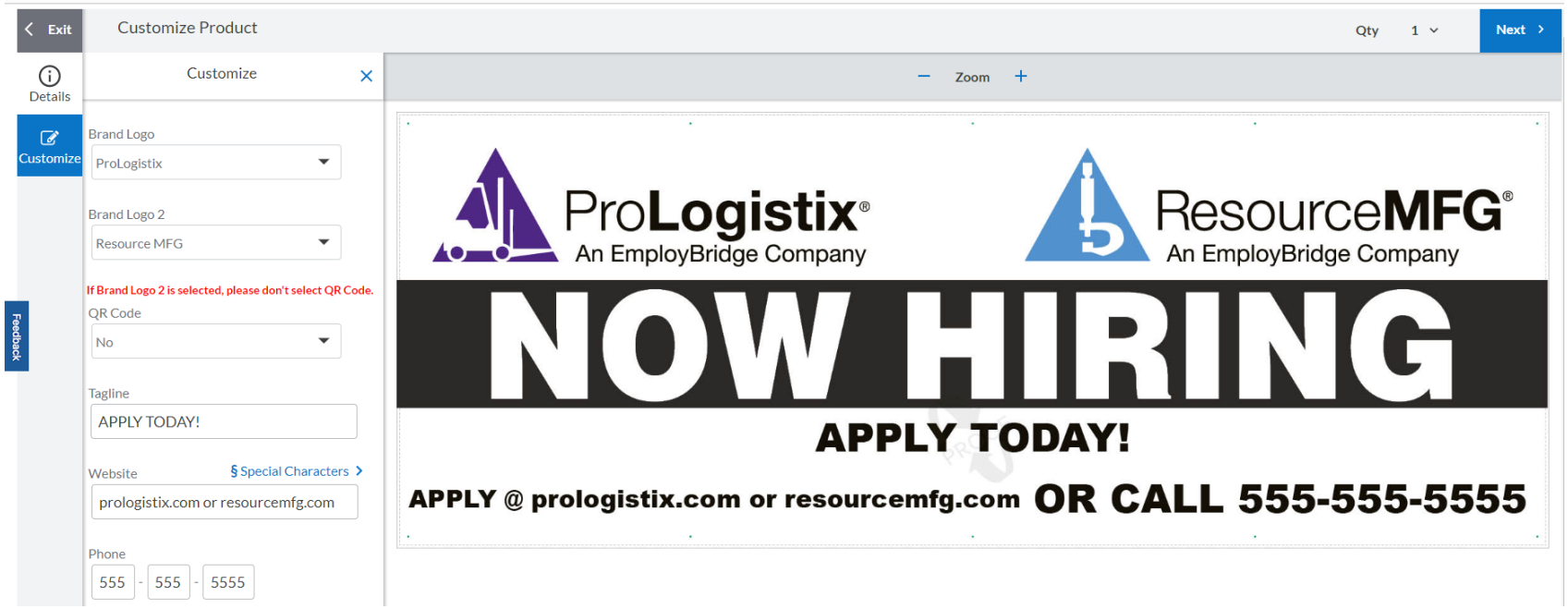
Note on Custom Uploads: (continued)

- **You can download a pdf from the [Order Fulfillment site](#) . (Or you can place a custom design request via Help Desk Ticket, see Help Desk Ticket slide for more information.)**
- **If the pdf has editable fields, fill in your custom information before uploading the design. (You do not need Adobe Acrobat to edit the flyer. You can edit it in your browser.)**



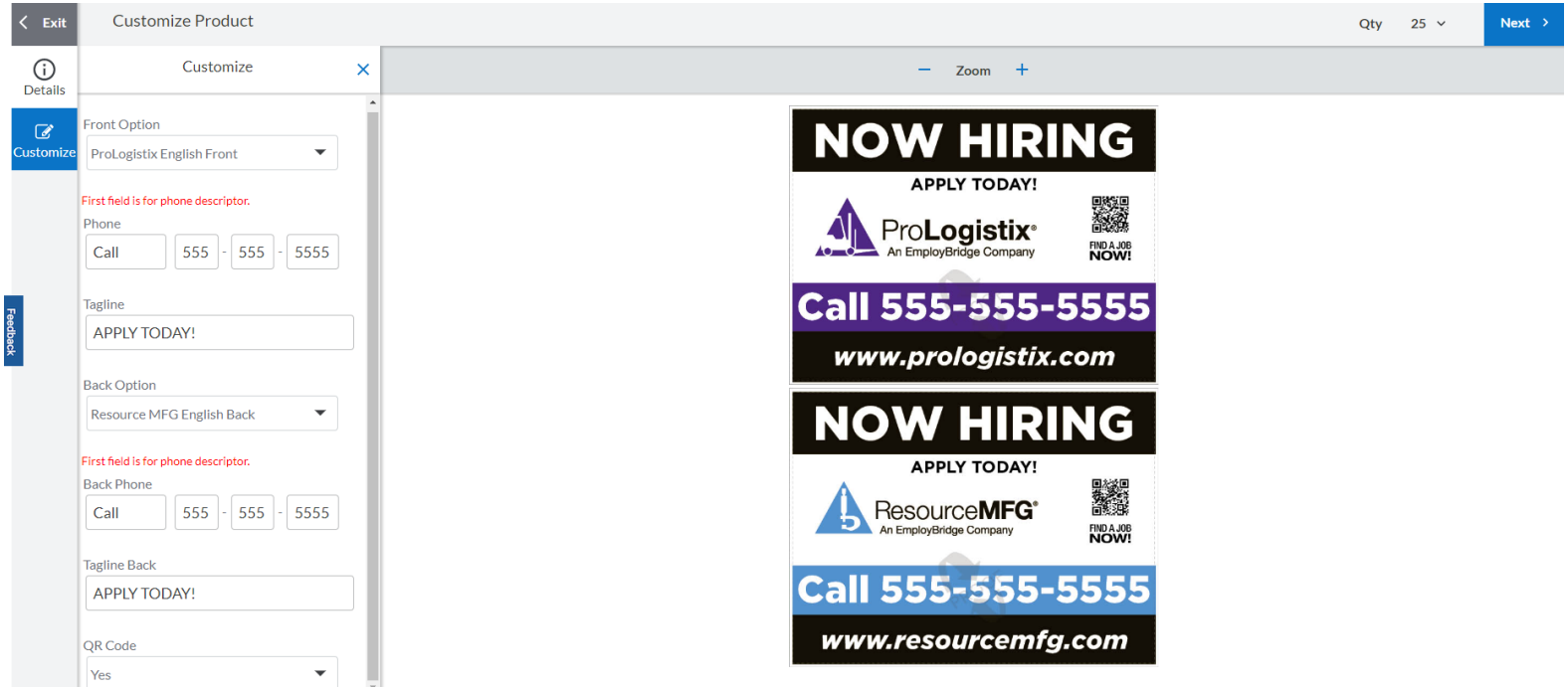
Note on Banners:

- **If you are a dual branded branch, you can display both brand logos on the banner, side-by-side. (In this case, the color behind "Now Hiring" will be black instead of the brand color)**
- **If you are not a dual branded branch, just leave "Brand Logo 2" blank.**
- **You can add a QR code to your banner. (QR code is not eligible if you are displaying 2 brand logos) When scanned, this will direct the user to the jobs page on the main brand site. (ex: prologistix.com/jobs)**



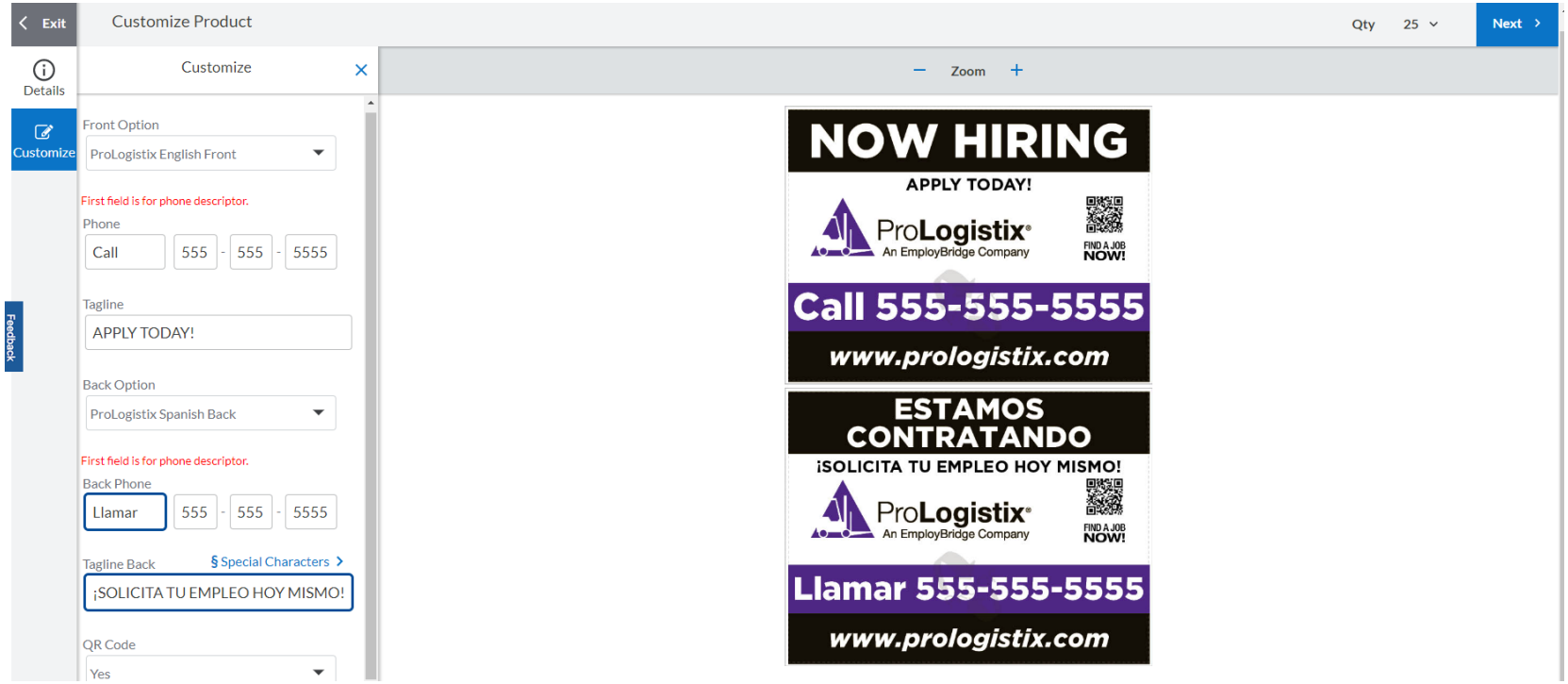
Note on Yard Signs:

- **For yard signs, there are multiple customization options.**
- **The yard signs have the option to have a different front and back. This can be used for dual-branded branches or to have the option of displaying 2 languages on the sign.**
- **For example, if you are a dual branded PLX and RMFG branch, choose "ProLogistix English Front" for "Front Option" and "ResourceMFG English Back" for "Back Option"**



Note on Yard Signs: (continued)

- **For example, if you would like both English and Spanish on your yard signs, choose "ProLogistix English Front" for "Front Option" and "ProLogistix Spanish Back" for "Back Option"**

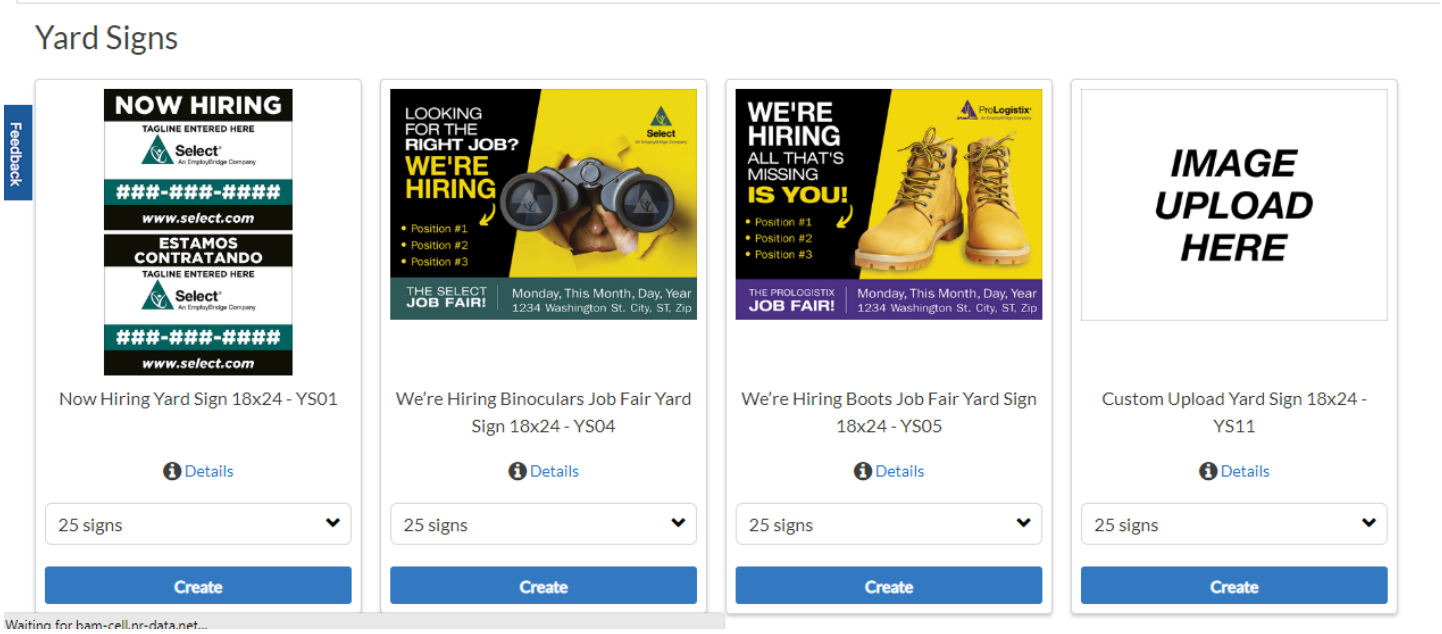


Note on Yard Signs: (continued)

- **You can also have QR codes on your yard signs. If the brands on either side are different, the QR code will reflect the brand on that side. (For example, if the front of the sign is for ProLogistix, the QR code will direct to prologistix.com/jobs)**

- **There are currently only 2 design options for yard signs: Now Hiring and Job Fair. There is also a custom image upload option.**

- **Note: The Binoculars job fair yard sign is for ProDrivers, Remedy, RemX, Select, and Westaff. The Boots job fair sign is for ProLogistix and ResourceMFG.**



Where to Submit a Help Desk Ticket

- **For Print Design Requests:**
  - **Candidate Recruitment Marketing > Grassroots and Print Marketing > Print Design Requests (Flyers, postcards, etc.)**

- **For Banners and Signs:**
  - **Candidate Recruitment Marketing > Grassroots and Print Marketing > Banners and Signs**

- **For Office Depot Account Assistance (including log ins):**
  - **Procurement / Sourcing > Procurement / Sourcing > Office Depot Account Assistance**

Contact Information

- **Megan Lazarou – Office Depot Representative**
  - **For Assistance with Custom Orders and EmployBridge Office Depot Store**
  - **Megan.Lazarou@odpbusiness.com**

- **Morgan Mayback – Marketing Specialist**
  - **For Assistance with EmployBridge Office Depot Store and General Graphic Design**
  - **Morgan.Mayback@employbridge.com**