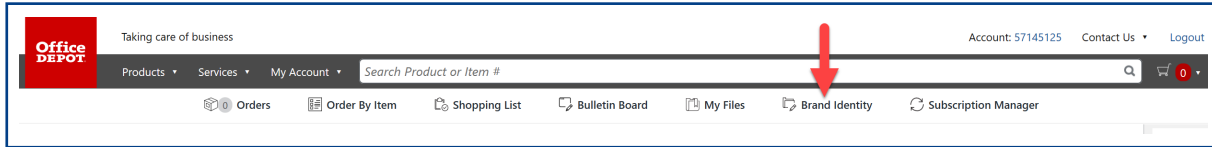


# Brand Identity Quick Start Guide

1 Login to <https://business.officedepot.com>

2 Click on the Brand Identity link towards the top, right of your screen.

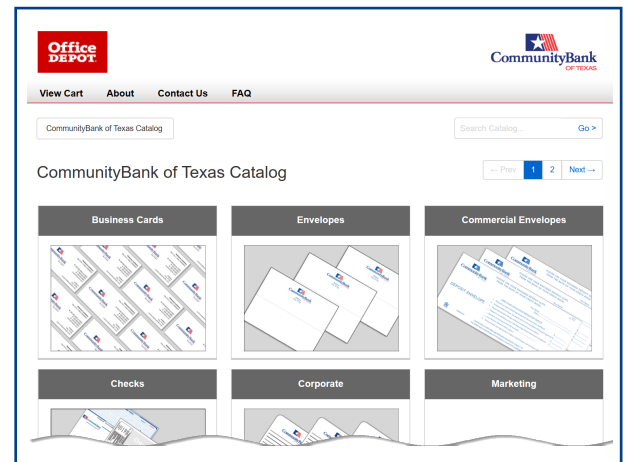


3 You are now viewing the Product Category Folders. Each one contains preconfigured and ready-to-order items.

Click on a folder to enter. Orderable items should now be visible.

To exit a folder, click on the CommunityBank of Texas Catalog link at the top of the page.

Click on the Office Depot logo to exit Brand Identity.



4 Select a Product Category Folder containing the item you wish to order.

- **For an item that that does not require customization**, simply select a quantity from the drop down menu and then click on the Add to Cart button.
- **For an item that does require customization**, select a quantity from the drop down menu, click on the Create button, choose your options and then click on the Add to Cart button.

