

Teller Ticket Quick Start Guide



- 1 Login to <https://business.officedepot.com>
- 2 Click on the Teller Tickets link on the Bulletin Board & Messages. The website that you will use will launch.
- 3 Use your Office Depot login and the password **teller**. The landing page will now be displayed.
- 4 Click on the CommunityBank of Texas link directly under your name. The Product page will now be displayed.
- 5 Click on Choose Template for either Cash In or Cash Out. An image of the product you selected will now be displayed.
- 6 Click on the Create New link near the bottom of the screen. This will take you to the next screen for customization.
- 7 Select the teller number from the drop-down menu. This will update the virtual proof on the screen.
- 8 Select the quantity to order from the drop-down menu and then click Add To Order. This will take you to the next screen to complete your order.
- 9 Review your order and click the Check Out link to continue to the next screen.
- 10 Confirm your pre-loaded shipping address is correct and fill in the first and last name of the person the order should be addressed to in the attention boxes. Click the Continue link to move to the next screen.
- 11 Review the shipping address, attention name and click the Continue link to move to the next screen.
- 12 Review the details of your order one last time and click the Submit link to complete your request.

Order Questions

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