

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 either Cash In or Cash Out Tickets. An image of the product you selected will now be displayed.
- 6 Click on the Choose Template link.
- 7 Do you see the teller number in the list you wish to order?

If so, select the quantity from the drop-down menu and then click Add To Order.

If not, click the Create New button, select the teller number from the drop-down and click save. It should now be in the list to select quantity and Add To Order.

- 8 Review your order and click the Check Out link to continue to the next screen.
- 9 Click on the drop-down menu to select your address and then type in the first and last name of the recipient in the attention boxes and then click Continue.
- 10 Review the details of your order one last time and click the Submit link to complete your request.

An email confirmation is sent to you for your records.