

# Step by Step Ordering Guide

Step 1. Go to the website below to order Office supplies or marketing items – use your same login(store email) with new password – Welcome1. You must see this page to ensure you are at the correct site -- <https://business.officedepot.com>

Office DEPOT Taking care of business

Welcome to the Business Solutions Division

Registered Customers

Login Name

Password

Log In

☐ Keep me logged in

Forgot your login name/password?

Need Help Logging In?

You take care of business. We take care of you.

Not a customer? LET'S GET STARTED ▶

Step 2: Click on Switch Account

Step 2. Select Switch Account Pictured below to go to the Marketing Account for Marketing Supplies.

\*\*\*\*\*Use your Office Supply Account for Office Supplies, Stationery, & Deposit Slips -- Account: 58726602

Shopping List

Marketing Request – Clings, etc Bulletin Board Click "Read More"

Verify Account # after switching 58726602 Supplies 70977069 Marketing

Switch Account

| Account  | Company Name       | Login Name                   | Description     |
|----------|--------------------|------------------------------|-----------------|
| 58726602 | TITLEMAX STORES    | TM-HOUSTON-TX50@TITLEMAX.... | Default Account |
| 70977069 | TITLEMAX MARKETING | 41489TITLEMAXMKTG            | Marketing       |

Switch Account

You can switch between multiple accounts without having to sign in and out each time.

Accounts

Add Account

Switch Remove

## THINGS TO REMEMBER - Below are screenshots for Shopping lists and Stationary

- YOUR OFFICE DEPOT ACCOUNT NUMBER IS: Marketing – **70977069** Office Supplies & Stationary **58726602**
- LOG ONTO THE <https://business.officedepot.com> WEBSITE TO ORDER
- Use “Switch Account” to Change account numbers for supplies or marketing
- SHOP FROM YOUR SHOPPING LIST
- **Reach out to Marketing for ordering Bow Flags, Foamcores and Clings** found on Bulletin Board or email [marketingrequests@titlemax.com](mailto:marketingrequests@titlemax.com)
- **ONLINE TRAINING** – Click on Customer Services Link (located bottom of screen) for Online Training OR use guide on bulletin board.
- **Marketing Budgets are set Quarterly and charge back to marketing** – Supplies Budget are reset Monthly and charge back to stores
- Other questions for marketing– Please send to [marketingrequests@titlemax.com](mailto:marketingrequests@titlemax.com) or [cherub.landes@officedepot.com](mailto:cherub.landes@officedepot.com), [brandi.wright@officedepot.com](mailto:brandi.wright@officedepot.com) for – Supplies email the warehouse - [Warehouse@titlemax.biz](mailto:Warehouse@titlemax.biz)
- **CUSTOMER SERVICE DESK** – 1-888-777- 4044, 8:00 AM to 8:00 PM EST, Monday – Friday.
- **Help with Water Coolers** - email [water.service@officedepot.com](mailto:water.service@officedepot.com)

**INTERNET HELP DESK** (assistance with website, forgotten password \*Always Welcome1 never change) – 1-800-269-6888  
**Hours: 7 AM to 9:00 PM EST, Monday – Friday. Or via email:**  
[ecsupport@officedepot.com](mailto:ecsupport@officedepot.com).

**Order by selecting “Shopping Lists”**

**1. My Shopping List and find all items under your brand marketing item list**

### Where to find your shopping List

The screenshot shows the Office Depot website interface. At the top, the Office Depot logo is on the left, and 'Taking care of business' is in the center. On the right, there are links for 'Contact Us' and 'Logout'. Below the header is a navigation bar with 'Products', 'My Account', and a search bar. The 'My Account' dropdown menu is open, showing 'Orders', 'Order By Item', 'Shopping List' (highlighted with a red circle and a red arrow), and 'Brand Identity'. The main content area shows the 'My Profile Overview' page for user 'TITLEMAX 41489'. It includes sections for 'My Profile', 'Need Help?', 'Your User Settings', 'User Info', 'Subscriptions & Settings', 'Accounting Fields/Shipto', 'Permissions', 'Custom Catalogs', 'Associations', and 'Payment'. On the right side, there is a sidebar with 'Welcome Titlemax', 'Account: 70977069', 'Switch Account', 'Pending Approval', 'Proprietary Items', 'Cart' (empty), 'View Cart', 'Alerts & Notifications', 'Recently Viewed', 'Recommendations For You', and 'Order By Item'.

## Ordering from the Shopping List

3. Select item and  
then Add to Cart

Home / My Lists / Edit My List

### TITLEBUCKS Items In Your List

☐ Select all

Add by Item #  Sku

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☐

Picture Not Available

**\$0.01 / pack**  
★★★★★ 0 Reviews  
FLYER, 20TH ANV TB 15/PK  
Item Number 9765420 Entered Item # 9765420  
Manufacturer # 20AN-TB FLYR-1

1

Update

Category  Group

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☐

Picture Not Available

**\$0.01 / pack**  
★★★★★ 0 Reviews  
TOPPER, 20TH ANV MONITOR 5/PK  
Item Number 9765493 Entered Item # 9765493  
Manufacturer # 20AN-MON TOP

1

Update

Category  Group

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☐



**\$2.25 / each**  
★★★★★ 0 Reviews  
Brochure Holder, Slant Back, Clear, 4 3/16" x 7" x 1 3/8". 1 Each.  
Not charged to store.  
Item Number 139139 Entered Item # 139139  
Manufacturer # TMAX-HC500  
**BEST VALUE**

1

Update

Category  Group

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4. Once Added to Cart,  
Proceed to Checkout  
  
Confirm Delivery address

Taking care of business

Products ▾ Services ▾ My Account ▾ Search Product or Item #

Contact Us ▾ Logout

Shopping Cart: 2 items \$25.09

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Home / My Lists / Edit My List

### TITLEBUCKS Items In Your List

☐ Select all

Add by Item #  Sku

---

☐

Picture Not Available

**\$0.01 / pack**  
★★★★★ 0 Reviews  
FLYER, 20TH ANV TB 15/PK  
Item Number 9765420 Entered Item # 9765420  
Manufacturer # 20AN-TB FLYR-1

1

Update

Category  Group

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Welcome Titlemax

Account: 70977069  
Pending Approval **13**  
Proprietary Items

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Cart

Estimated Total **\$25.09**

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Alerts & Notifications

# Ordering Stationary on the Supplies Account –

## Office Supplies & Stationary 58726602

**Shopping List for Quick Shopping**

**Bulletin Board**  
Click "Read More" for Important Information

**Verify Account #**  
that you are using 58726602 Supplies

**Under Services –**  
click on get to Print & Copy

**Select Brand Identity**  
for approved templates

**File Cabinet**

**Brand Identity**

The screenshot shows the Office Depot website interface. The top navigation bar includes the Office Depot logo, a search bar, and links for Products, Services, and My Account. The main content area features a 'Bulletin Board & Messages' section with a 'Read More' link. Below this, the 'Services' menu is expanded, showing options like Coffee Services, PrintQ, Shredding Services, Tech Services, Water Services, and Workspace Interiors. The 'Print & Copy' option is highlighted, and a sub-menu is shown with 'Brand Identity' circled. The 'File Cabinet' option is also visible. The right sidebar shows the user's account information, including the account number 58726602, a pending approval status, and a shopping cart. The bottom of the page displays a 'Print & Copy' section with a 'Shredding Services' banner and a 'Shop Now' button. The 'Brand Identity' option is circled in red, and a red arrow points to it from the 'Select Brand Identity for approved templates' text. Another red arrow points to the 'Print & Copy' menu from the 'Under Services – click on get to Print & Copy' text. A third red arrow points to the 'Read More' link in the 'Bulletin Board' from the 'Bulletin Board Click "Read More" for Important Information' text. A fourth red arrow points to the 'Shopping List for Quick Shopping' text from the top navigation bar. A fifth red arrow points to the 'Verify Account # that you are using 58726602 Supplies' text from the account information sidebar. A sixth red arrow points to the 'Brand Identity' option from the 'Select Brand Identity for approved templates' text. A seventh red arrow points to the 'File Cabinet' option from the 'Under Services – click on get to Print & Copy' text. A eighth red arrow points to the 'Brand Identity' option from the 'Select Brand Identity for approved templates' text. A ninth red arrow points to the 'Brand Identity' option from the 'Select Brand Identity for approved templates' text. A tenth red arrow points to the 'Brand Identity' option from the 'Select Brand Identity for approved templates' text.