

WellStar Job Aid

Online business card program

How to Login to order Business Cards:

- Login to Business.officedepot.com using the new login and password you have been provided to order office supplies:
 - New username and passwords are required due to the Tenet name change to WellStar
 - You will be instructed to create a new password upon your initial login for security purposes
- www.business.officedepot.com
 - If you do not have a login yet please contact sonya.shell@officedepot.com
 -

Office DEPOT. Welcome to the Business Solutions Division. Chat Now Contact Us

Registered Customers

Login Name

Password

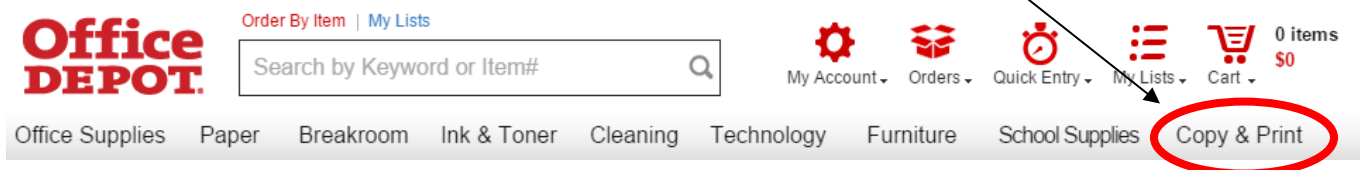
☐ Keep me logged in [?](#) [LOG IN](#)

[Forgot your login name/password?](#)
[Trouble Logging in?](#)

experience the benefits of business made personal

[Not a customer yet?](#)
[REQUEST ACCOUNT](#)

- Once you are logged in you can access the print platform by selecting **“Copy & Print”**
This is the only way to access your templates online.



To Begin Ordering

- Select **"Brand Identity (CSO)"** This is where all of the approved WellStar business card templates will reside for ordering

Copy & Print Depot™

Document Printing Services



Count on us for copies, brochures, forms, posters, banners and more.

[GET STARTED](#)

File Cabinet



Easily retrieve and store documents from your dedicated file cabinet.

[GET STARTED](#)

Brand Identity (CSO)



Order your company's branded stationery products here!

[GET STARTED](#)

- Now you are ready to begin ordering your business cards. Once you have selected the card which you would like to order, you can begin by clicking **"Create"**
- You can now begin customizing your business cards by entering the text into the fields on the left column.

Add Your Customization

Name

Title

Phone

 - -

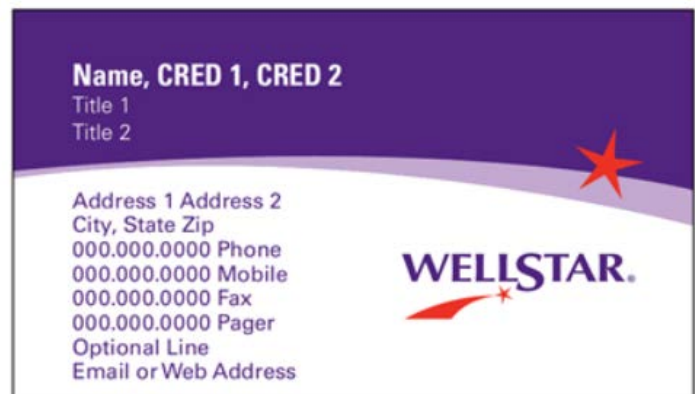
Fax

 - -

Address

City, State Zip

Ω Special Characters ▲



- As you type, the preview will update automatically with the information that you are entering.
 - **Make sure you have double checked your spelling, address, and phone number for accuracy**

- Once all information has been entered and verified, select **“Add To Cart”**
 - If you need to place multiple orders, you can select **“Order more”**
- Once you have added all of the cards to your order and are ready to checkout, you can select **“view cart”**.

Office DEPOT.

[View Cart](#) [About](#) [Contact Us](#) [FAQ](#)

- After you have selected **“View Cart”**, you will then select **“Checkout”**
 - You are now at the checkout process where you will enter all of your shipping and billing information.

[Home / Find Your Product](#)

Shopping Cart

[Continue Shopping](#)

[CHECK OUT ▶](#)

- **Once you click “place order” the cards immediately go into our production queue and cannot be changed**

Should you need to contact our customer service department, you can either call at **800.965.6270 Option 1** or email officedepotbi@odcallcenter.com