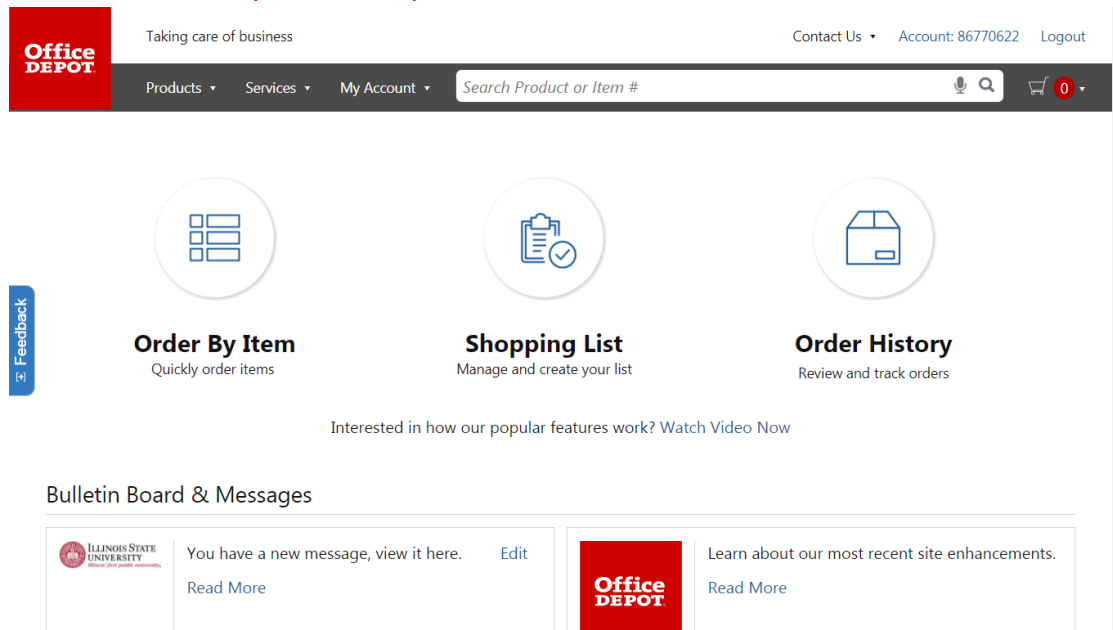


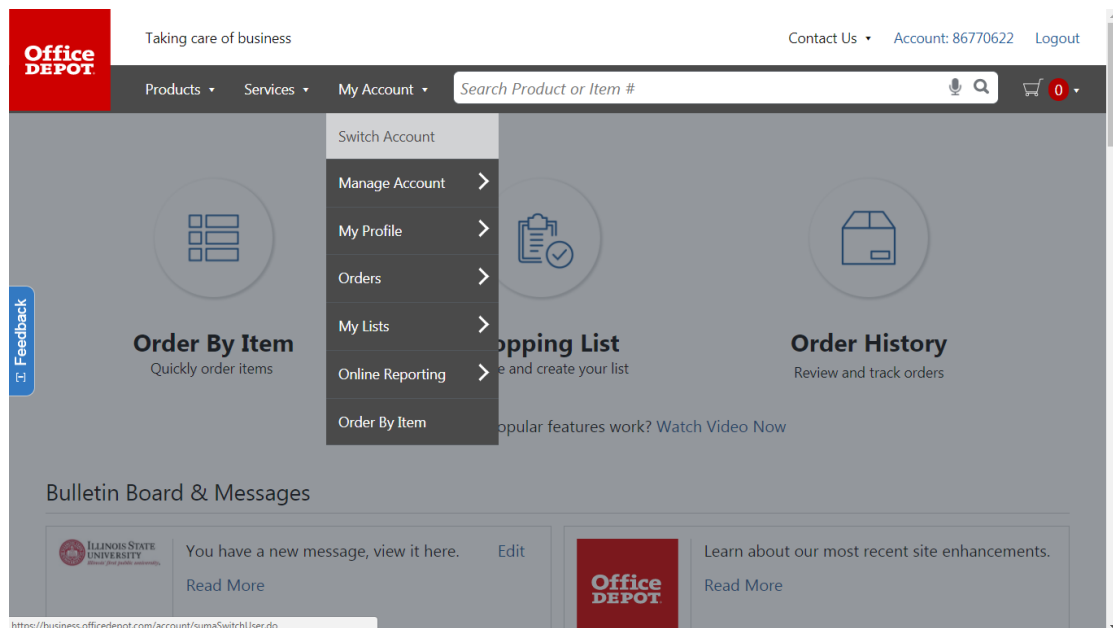
Illinois State University

Switching Between Supply and Foundation Accounts on the Office Depot Website.

Visit www.Business.OfficeDepot.com and please sign on with your login name and password. You will arrive at the landing page shown below. This is the default General Supply Account. ISU maintains a separate account for Foundation orders and you may switch to the Foundation account via the 'My Account' option on the Menu Bar.



Please click onto the 'My Account' option on the menu bar and select 'Switch Account'



You will arrive at the screen below. Please click onto the blue 'Switch' button to be taken to the Illinois State University Foundation Account.

Office DEPOT Taking care of business Contact Us Account: 86770622 Logout

Products Services My Account Search Product or Item #

Home / Switch Account

Switch Account

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

Accounts Add Account

Account	Company Name	Login Name	Description
86770622	ILLINOIS STATE UNIVERSITY	86770622	Default Account CURRENT ACCOUNT
86785801	ILLINOIS STATE UNIV FOUND...	86785801	Switch Remove

Customer Service: Help Center, FAQs
Company Info: Corporate Sustainability, Terms of Use
Resources: Store Locator, Services
Shopping: Subscriptions, Product Reviews

You have now switched to the Foundation Account. You may be asked to verify your information such as phone number, email address, etc. You may search for products and begin adding items to your shopping cart directly from this page. If you wish to start from the home page for the Foundation Account simply click onto the red Office Depot logo in the upper right of your screen.

Office DEPOT Taking care of business Contact Us Account: 86785801 Logout

Products Services My Account Search Product or Item #

Home / My Account / My Profile Overview

Manage Account

- Manage Contacts
- Manage Ship To
- Manage FUND
- Manage MAILCOD
- Manage Credit Cards

Manage Users

- Add New Users
- Edit Active Users
- Active/Inactive Users
- Tiered Approvals
- Credit Card Groups
- Procurement Card Registration

My Profile Overview

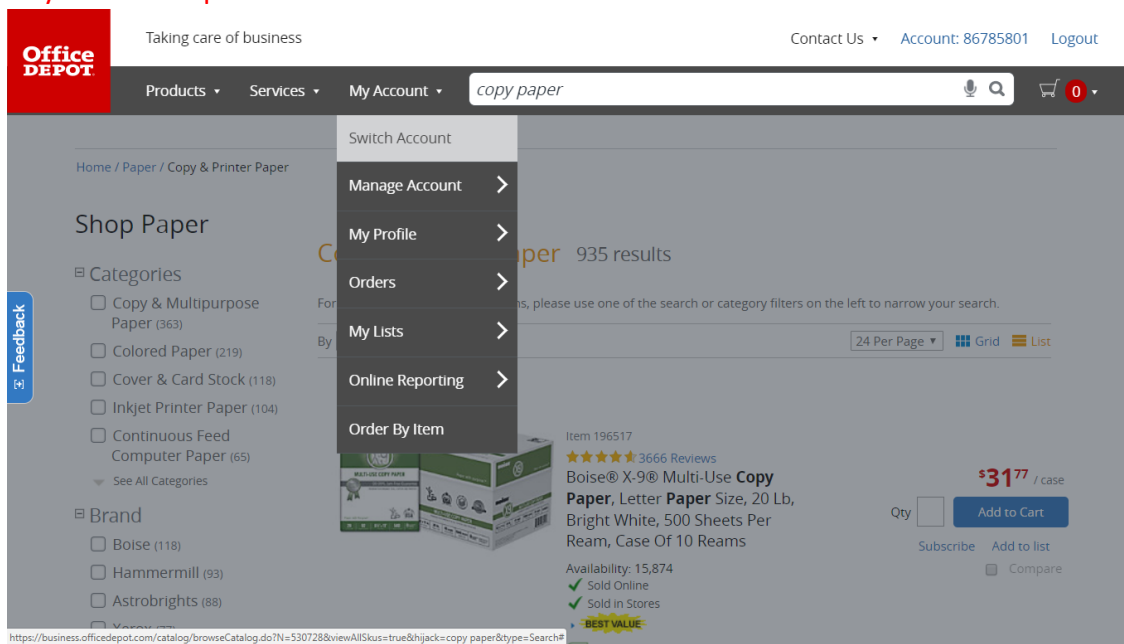
Welcome, ISU FOUNDATION ADMIN!
Please take a moment to verify the below information.

Your User Settings	User Info	Subscriptions & Settings
Manage your contact information, subscriptions and logins	ISU FOUNDATION ADMIN (800)409-1055 NO@REPLY.COM EDIT	Edit User Info & Communication Preferences

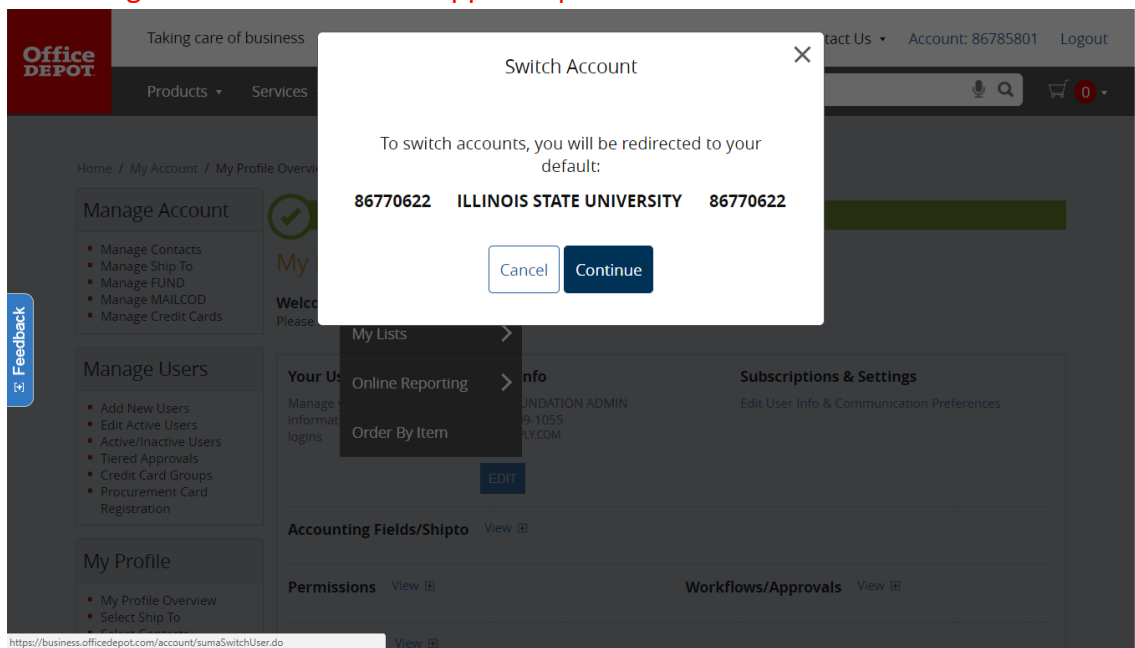
Accounting Fields/Shipto View

1:51 PM 3/23/2018

When your Foundation order is complete you may check out and logoff the system the usual way. If you would like to switch back to the General Supply Account simply click the 'My Account' option on the menu bar and select 'Switch Account'.



The dialog box shown below will appear – please select continue.



You have now switched back to the General Supply Account. You may search for products and begin adding items to the shopping cart directly from this page. If you wish to go to the home page for the General Supply Account simply click onto the red Office Depot logo in the upper right of your screen.

Taking care of business

Contact Us ▾Account: 86770622Logout

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

[Home](#) / [Switch Account](#)

Switch Account

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

Feedback

Accounts

Add Account

Account	Company Name	Login Name	Description
86770622	ILLINOIS STATE UNIVERSITY	86770622	Default Account
86785801	ILLINOIS STATE UNIV FOUND...	86785801	

Switch

Remove

Customer Service

Company Info

Resources

Shopping

Help Center

Corporate Sustainability

Store Locator

Subscriptions

FAQs

Terms of Use

Services

Product Reviews

Once you have completed your activity on the website simply log off.
THANK YOU FOR YOUR BUSINESS!

Taking care of business

Contact Us ▾Login

Thank you for shopping with Office Depot.

You are successfully logged out.

Login

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