



Children's National™

Business Card Ordering Guide

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DEPOT.**

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Registered Customers

Login Name:

Password:

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Business Card Program Customer Service

P: 800-965-6270, Option 1, Option 1

E: bieastregion@odcallcenter.com

- Delivery lead time is 3 to 5 business days following order approval
- Rush orders should be requested by contacting Brand Identity Customer Service
 - ALWAYS have your order ID number ready when calling customer service
 - P: 800-965-6270, Option 1, Option 1
- Custom business card requests
 - If your business card content does NOT fit the template space provided, please email brand@childrensnational.org with required information; prices will vary
- **APPROVAL PROCESS**
 - Follow the office supply order approval process



Brand Identity Customer Service

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Step 1: Enter "Login Name" and "Password"

Step 2: Select "Print & Copy"

Step 3: Select "Brand Identity (CSO)"

Step 4: Choose a Template

- A. Select "Standard Business Card" or "Multiple Address Business Card"
 - a. The standard business card has one address field
 - b. The multiple address business card has two address fields
- B. Select quantity (500 or 1,000)
- C. Select "Create"

Step 5: Add Your Customization

- A. Enter data in the open fields on the left
- B. Select appropriate "Back Logo"
- C. Review "Product Preview" on the right
- D. Select "Order More" to add more boxes of business cards to your order
- E. Select "Add To Cart" to begin the checkout process

Step 6: Shopping Cart

- A. Review the information for accuracy
 - a. 500 business cards will be listed as a quantity of 2
 - b. 1,000 business cards will be listed as a quantity of 4
- B. Continue adding items from other categories to your order (if applicable)
- C. Select "Checkout" to begin the checkout process
 - a. Checkout process is the same for business cards and office supplies



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Ordering Process Steps



Step 1: Enter "Login Name" and "Password"

A screenshot of the Office DEPOT Business Solutions Division website. A large yellow arrow points to the "Registered Customers" login section. The login section includes fields for "Login Name" and "Password", a "Keep me logged in" checkbox, and a "LOGIN" button. Below the login fields are links for "Forgot your login name/password?" and "Trouble Logging in?". To the right of the login section is a banner with the text "experience the benefits of business made personal" and a "GET STARTED" button. Below the banner are four columns: "industry solutions", "shop products", "services & support", and "sustainability programs", each with a "LEARN MORE" button. At the bottom, there is a "business services" section with a "LEARN MORE" button. The footer contains copyright information and links for "Privacy Policy", "Online Tracking Tools", "Terms of Use", and "Terms & Conditions".

Brand Identity Customer Service

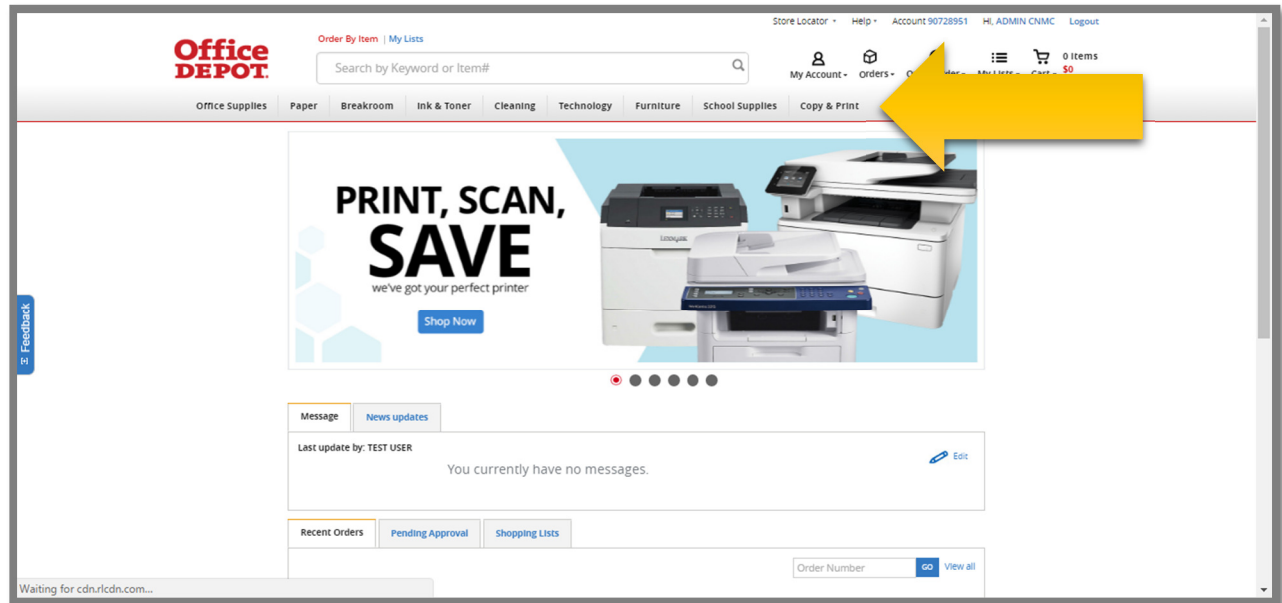
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Important Program Information



Step 2: Select "Print & Copy"



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Brand Identity Customer Service

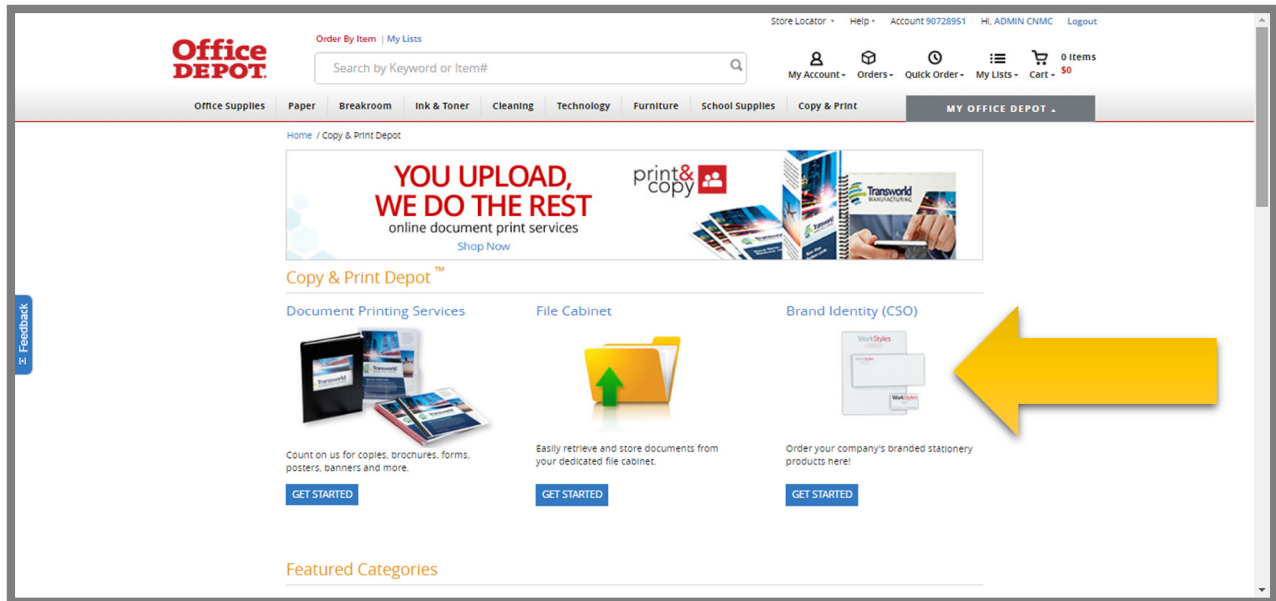
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Ordering Process Steps



Step 3: Select “Brand Identity (CSO)”



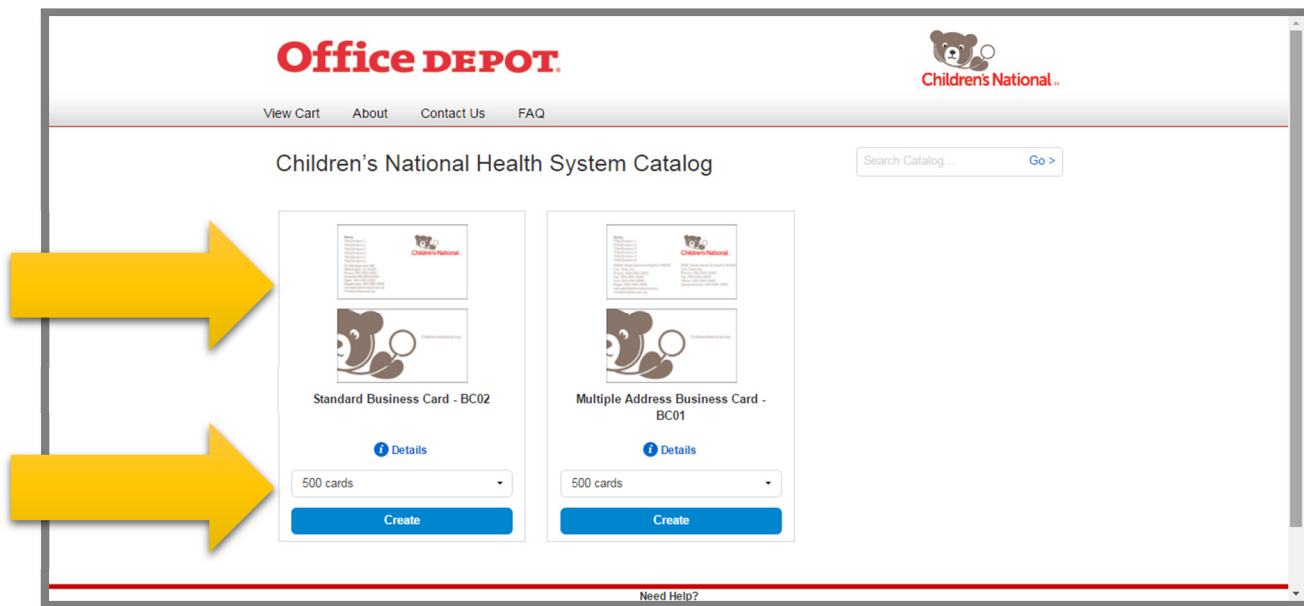
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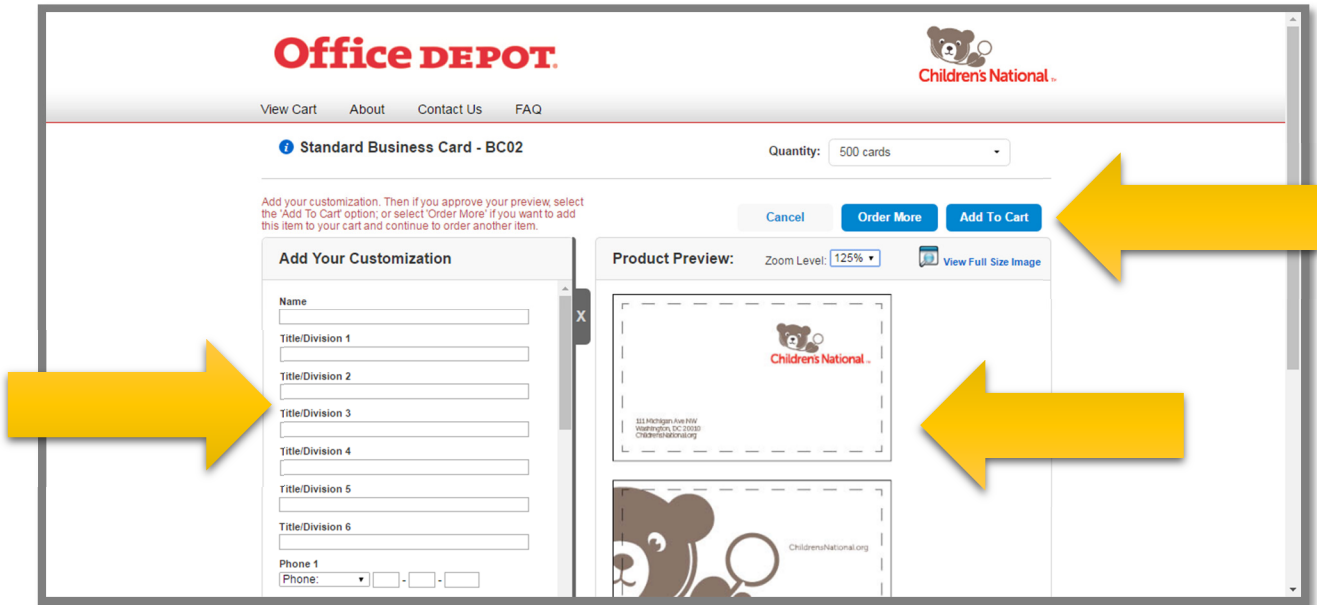
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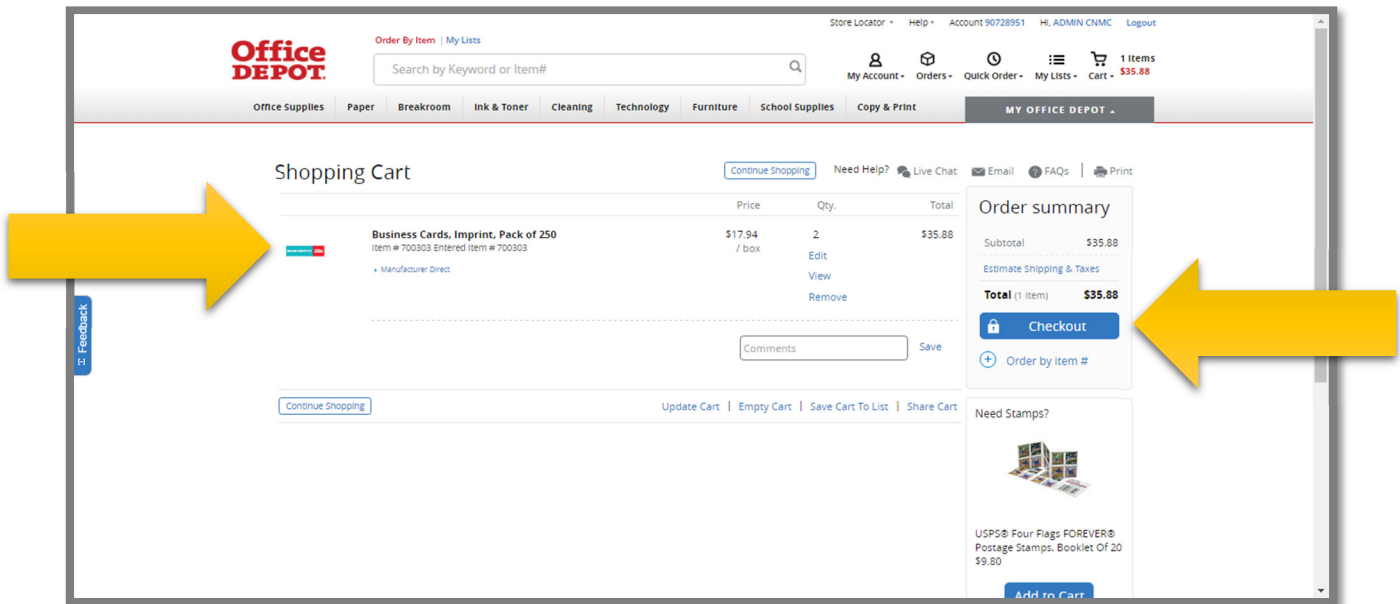
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