

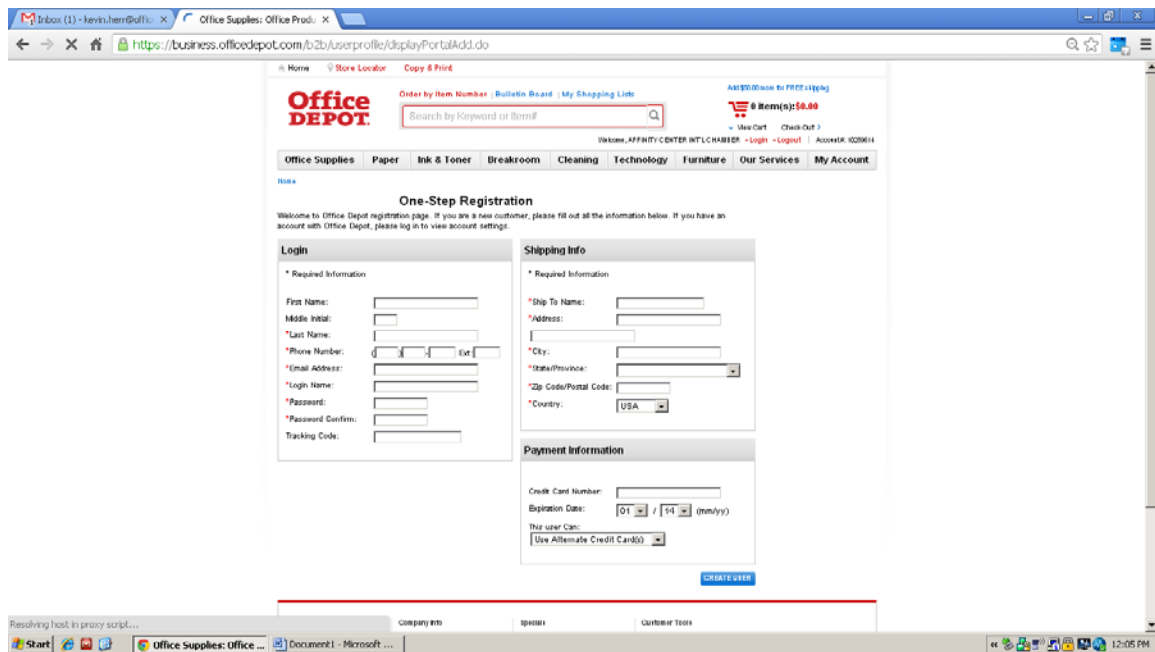


Office Depot/AchieveLinks Discount Program Registration

1. Log in to www.achievelinks.com website and click on the Office Depot Logo.
2. You will then be directed to Office Depot's registration page, where you will sign up and begin receiving your discounts.

The screenshot shows a web browser window displaying the Office Depot/AchieveLinks registration page. The page features the Office DEPOT BUSINESS SOLUTIONS logo at the top left, a login form with fields for 'Login Name' and 'Password', and a 'Log In' button. Below the login form is the ACHIEVELINKS logo with the tagline 'Value Through Association'. The main content area lists various services offered by Office Depot, Inc. and its affiliates, including Office Essentials, Cleaning and Breakroom Solutions, Copy & Print Services, Technology, and Furniture. A large image of a smiling woman in a business suit is also present. At the bottom of the page, there are several sections: 'CONTACTS' with a phone icon and the number 800 850 1222, 'ADDITIONAL INFORMATION' with links to Program Benefits, Online Account Setup Instructions, ACT Core List, and ACT FAQs, and the NATIONAL COMMERCE GROUP logo. Annotations with arrows point to specific elements: 'Customer Service Contact info' points to the phone number 800-850-1222; 'Online Shopping Registration' points to the 'Online Shopping Registration' button; and 'Account Mgr Contact info' points to the 'CONTACTS' section.

3. On this page you will find phone numbers for Office Depot's customer service, and your Office Depot Representatives.
4. Next click on "Online Shopping Registration." You will be directed to the following page so you can create your account and begin shopping online so orders can be delivered to you. After you have registered and created your online account, there will be further instructions on how to request a Store Purchase Card (SPC) so you can go to your local Office Depot Store to receive your discounts.



5. Please enter your first and last name in the First and Last Name fields. The phone number should be ten characters including the area code. Order confirmations will be emailed to the email address entered in the Email Address field.

The Login Name and Password are what you will enter each time you order products from Office Depot online. For your Login Name we ask that you use your nine digit AchieveLinks member ID number. If the Login Name you selected is in use by another user, a message will appear at the top of the screen that reads, **"You must correct the following error(s) before proceeding: The login Name has already been used. Please enter another Login Name, then try your request again."** You will need to modify the Login Name you selected to make it unique and click "Create User" again. Passwords are a minimum of 6 characters and a maximum of 10 characters and may either be alpha, numeric, or a combination of both. You must type the same password in both boxes. Remember to keep your Login Name and Password in a safe place for security purposes.

Shipping Info: (required)

A Ship To Name must be provided for your location and you must use your nine digit AchieveLinks member ID number. If you do not use your nine digit AchieveLinks member ID number, your Links Reward Points will not be tracked and earned. The address consists of the street address, city, state, and Zip/Postal Code. The first line of the street address must be a valid physical delivery address and must match the U.S. Postal



Service database. If an invalid address is entered, the following message will be displayed **"You must correct the following error(s) before proceeding: address entered is invalid. Please verify."** Please be sure to include "Street, Avenue, Drive, Way, etc. when typing your street address and enter floor, suite, room, or building on the second address line.

If you are having difficulty with the street address you can verify your address on the "US Postal Service Zip +4 Code Look-up site" by clicking on this link: http://www.usps.com/ncsc/lookups/lookup_zip+4.html. Or you can browse to <http://www.usps.com> and click the "Find a Zip Code" link in the upper left corner.

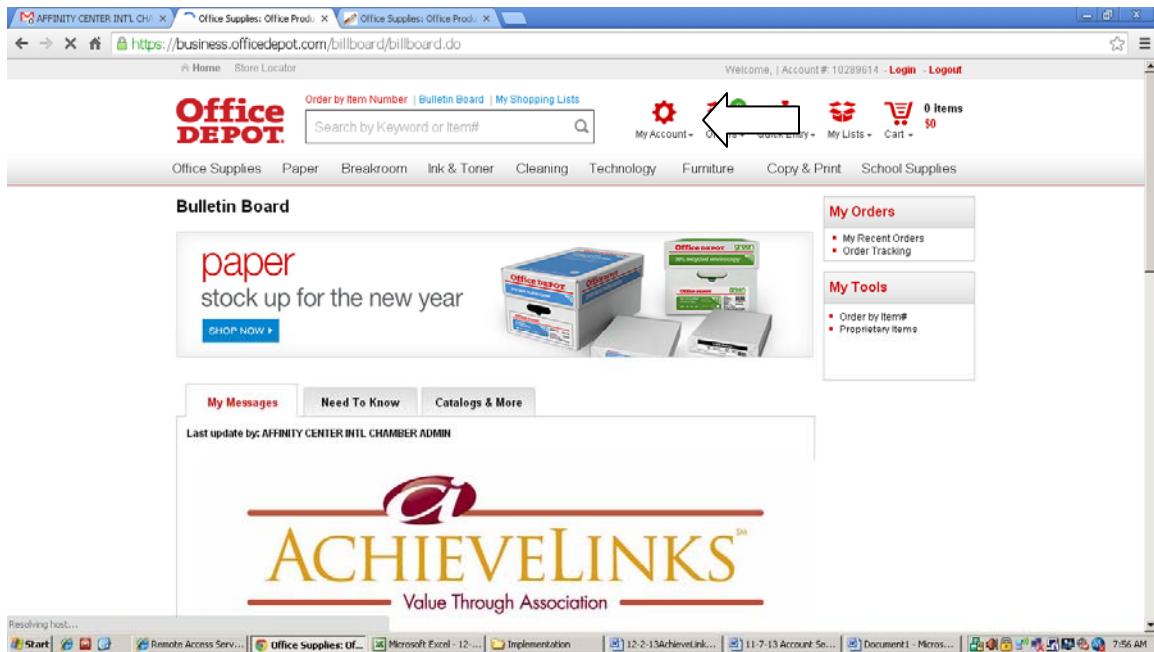
Payment Info: (optional)

You can choose to either enter your credit card number every time you place an order by leaving the credit card information field blank, or you can have your credit card information defaulted in your user profile by typing the credit card number in the payment information area. The Credit Card information entered in this area should be typed without spaces or dashes. You can restrict payment to only the default credit card by selecting "Use Default Credit Card Only" or have the option to change the credit card per order, by selecting "Use Alternate Credit Card(s)."

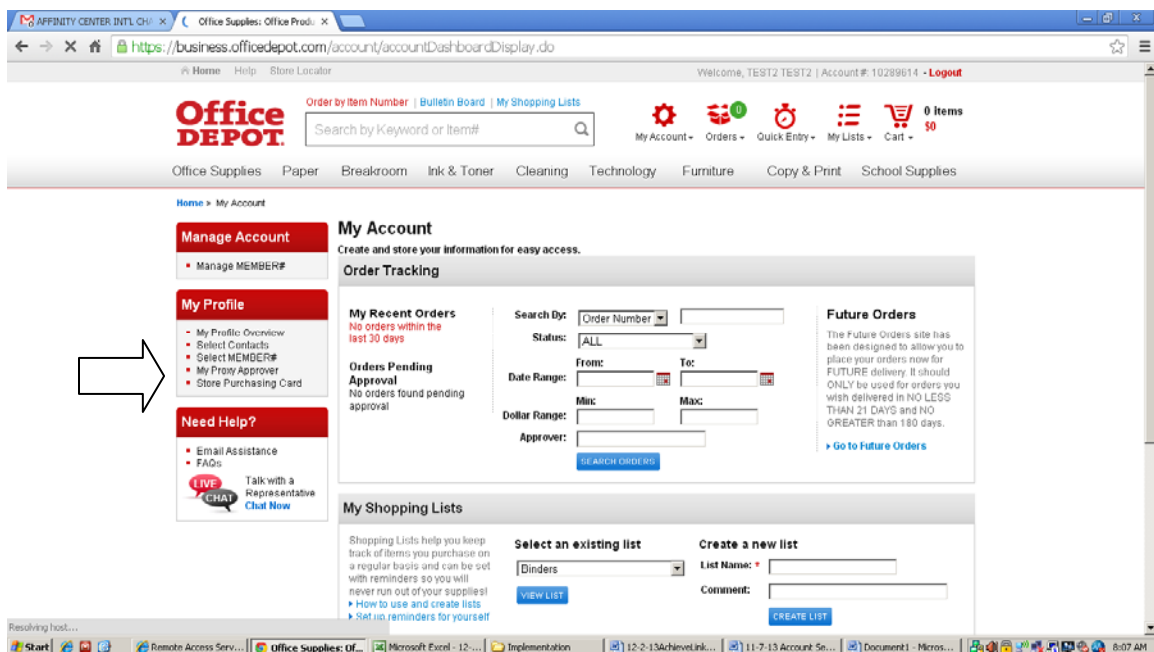
When all required fields have been completed, click the "Create Account" button at the bottom of the screen.

How to register to get your discounts for in store purchases

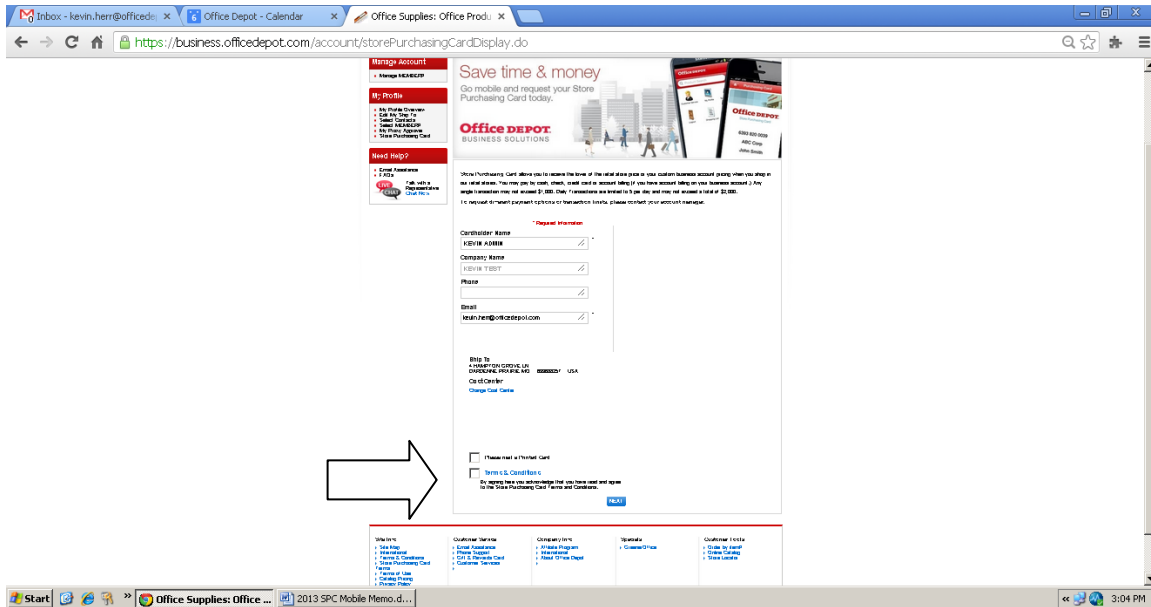
1. Once you have registered your online account profile you will need to wait 24 hours to request that you receive a Store Purchase Card. Once the 24 hours has past you will need to log back into the website using the Login Name (your AchieveLinks nine digit member ID number) and password you created the day before. You will need to go to www.business.officedepot.com . Once you have logged in you will land on the following page:



2. Hover over the “My Account” button at the top center of the page(see arrow), and then click on “My Account” in the drop down window. Once you have clicked on “My Account” you will be re-directed to the page below.



- Once on this page you will need to direct your attention to the left hand side of the page and click on the button "Store Purchasing Card." You will then land on the following page, so you can sign up for the Mobile Store Purchasing Card Application for your smart phone (please note this app is only compatible for Android and Apple devices). Please note at this time you can also request a printed card be sent to you.



The screenshot shows a web browser window with the URL <https://business.officedepot.com/account/storePurchasingCardDisplay.do>. The page is titled "Save time & money" and "Go mobile and request your Store Purchasing Card today." It features the Office DEPOT BUSINESS SOLUTIONS logo and a sidebar with navigation links like "Manage Account", "My Profile", and "Need Help?". The main content area contains a form for requesting a Store Purchasing Card. The form includes fields for "Cardholder Name", "Company Name", "Phone", and "Email". Below these fields, there are two checkboxes: "Please mail a printed card" and "Terms & Conditions". A large white arrow points to the "Please mail a printed card" checkbox. At the bottom of the form, there is a "Next" button. The footer of the page contains a "View Site" section with links to "Site Map", "Privacy Policy", "Terms & Conditions", "Store Purchasing Card", "Contact Us", and "Feedback".

- You will need to complete all fields on this page insuring you check the boxes labeled "Please mail a printed card" and "Terms and Conditions." Once you have checked the two boxes you will need to click the "Next" button. After you click next you will land on the following page.

Save time & money

Go mobile and request your Store Purchasing Card today.

Office DEPOT.
BUSINESS SOLUTIONS

Please confirm your information below.

Cardholder Name TEST USER	Phone 5614381283	Ship To 2200 OLD GERMANTOWN RD DELRAY BEACH FL 334458223 USA
Email tammy.troy@officedepot.com	Printed Card NO	
Company Name ALLY_CO		

CHANGE
CONFIRM

- This is the Mobile SPC confirmation page and you will need click the confirm button in order to process your request. Finally, after clicking confirm you will receive a thank you page as seen below.

Save time & money

Go mobile and request your Store Purchasing Card today.

Office DEPOT.
BUSINESS SOLUTIONS

Thank you

You should receive a notification within the next 24 hours to allow you to print a temporary card.

Go Mobile

You can now view and use your Store Purchasing Card on your mobile device. > LEARN MORE

GET IT ON Google play
 Available on the App Store



6. Please note on this page it informs you that you will receive an email notification within 24 hours allowing you to print a temporary card. The “hard” card will deliver within the next few weeks. In addition, if you prefer to “Go Mobile”, this page provides instructions on how to download your SPC onto a mobile app from your Android or Apple phone/device.