

Office DEPOT[®]

OfficeMax[®]

Taking care of business



YOUR BRAND IDENTITY SITE



Step 1: Login to your BSD site using your username and password

Chat NowContact Us ▾

Welcome to the Business Solutions Division

Registered Customers

Login Name
LoginName ←

Password
Password ← Hide

Log In

☐ Keep me logged in

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

[Need Help Logging In?](#)



work

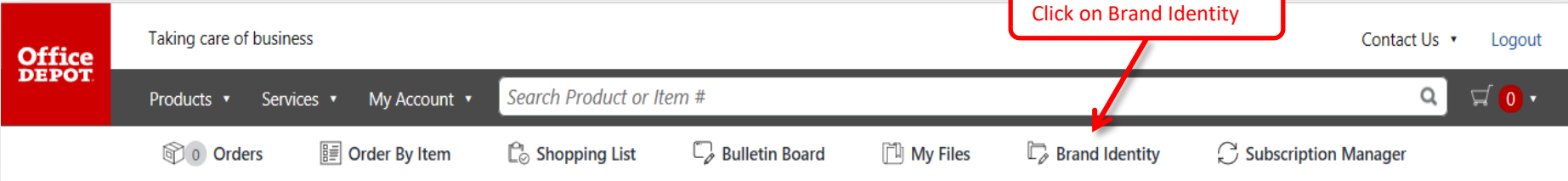
FROM ANYWHERE

Increase productivity for remote employees

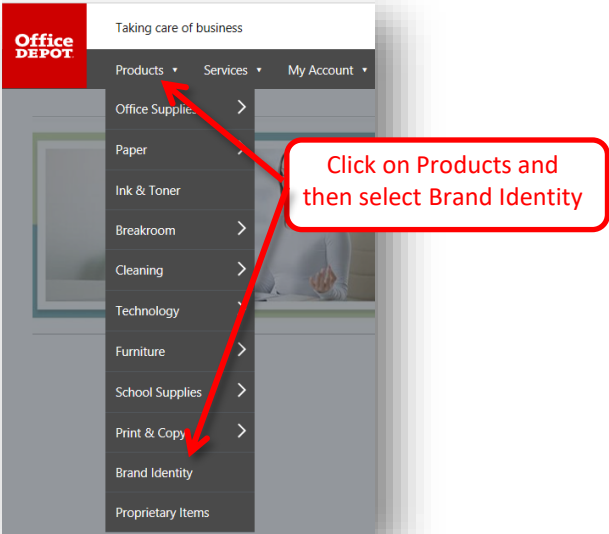
[Learn more](#)

Step 2: Access your Brand Identity Site:

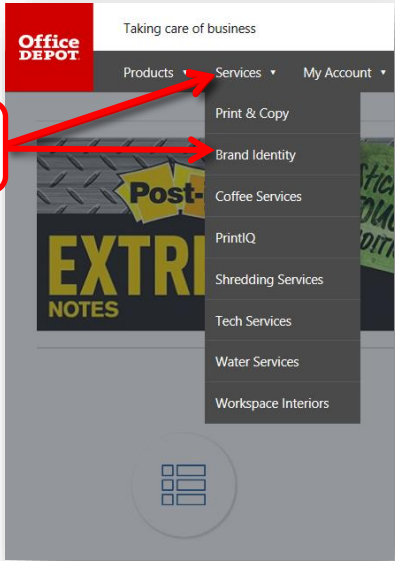
Option 1:



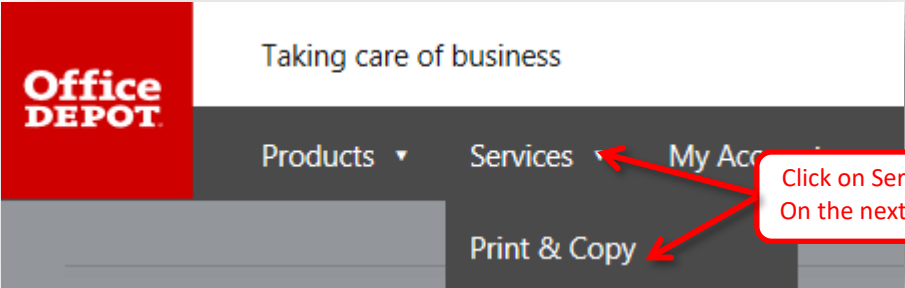
Option 2:



Option 3:



Option 4:



Step 3: *Select on Product Category*

Search
Feature

Q Search

[Click here](#) for Video Tutorial

Auto Club Catalog



Step 4: Selecting your item

- *Static Item* – Choose your quantity and click “Add to Cart”
- *Variable Item* – Choose your quantity and click “Create”

Static Items:

The screenshot shows the 'Auto Club Catalog / ACSC' page. At the top right is a search bar. Below the breadcrumb 'ACSC' is a red callout box with the text 'Breadcrumbs for easy navigation' and an arrow pointing to the breadcrumb. The main area displays five static items, each with a placeholder image, a title, a 'Details' link, a quantity dropdown menu (set to '500 envelopes'), and an 'Add to Cart' button. A red callout box with the text 'Quantity Drop Down' and an arrow points to the dropdown menu of the first item.

Auto Club Catalog / ACSC

ACSC

Breadcrumbs for easy navigation

Quantity Drop Down

ACSC #10 Envelope PMS 287 - EN10

ACSC #10 Envelope 2 PMS & Black - EN20

ACSC #10 Left Window Envelope PMS 287 - EN30

ACSC #10 Envelope 2 PMS & Black - EN40

ACSC #10 Envelope PMS 287 - Variable Option - EN131

500 envelopes

Add to Cart

Variable Items:

The screenshot shows the 'Auto Club Catalog / ACSC' page with a grid of variable items. Each item card includes a placeholder image, a title, a 'Details' link, a quantity dropdown menu (set to '500 envelopes'), and a 'Create' button. A red callout box with the text 'Quantity Drop Down' and an arrow points to the dropdown menu of the first item.

Quantity Drop Down

ACSC #10 Left Window Envelope PMS 287 - Variable Option - EN132

ACSC #10 Envelope 2 PMS & Black Variable Option - EN133

ACSC #10 Left Window Envelope 2 PMS & Black- Variable Option - EN134

ACSC 9x12 Booklet Envelope PMS 287 - Variable Option - EN135

ACSC 9x12 Catalog Envelope PMS 287 - Variable Option - EN136

500 envelopes

Create

Step 5: Add your customization

ACSC #10 Left Window Envelope PMS 287 - Variable Option - EN132

Customize Design

Customize Field 1

Custom Field 1

Customize Field 2

Customer Field 2

Address

Address

City, State Zip

City

ST

00000

Special Characters

Customization:
As you add to the text fields, the product will auto populate for instant product preview

Special Characters:
Allows you to add special characters to text
-Click in text field
-Click on Special Character box to choose from icons

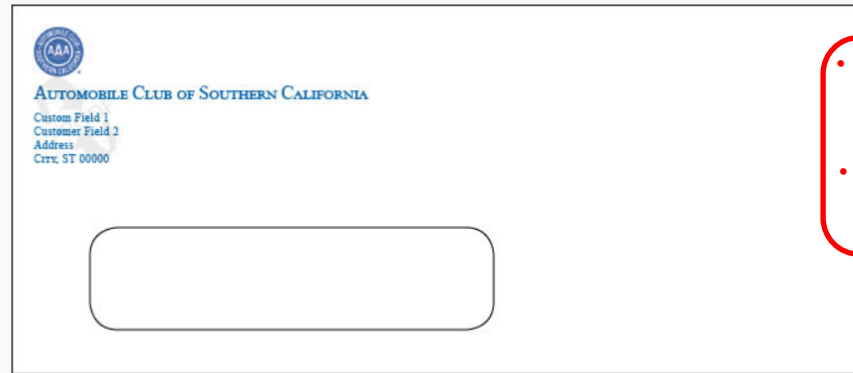
Zoom Level:
Increase or Decrease Preview Image

Quantity:
Choose quantity in drop down

Qty 500 envelopes

Zoom 100% View Full Size Email Preview

- View Full Size Image: To View a PDF Image
- Email Preview: Allows you to email a preview to others



Approving Your Proof

Important: By approving this proof I agree the layout, content, and spelling are correct. I understand that my order will be printed exactly as shown. Once added to your basket, you can print, email, or return to this screen to make changes. Changes will not be allowed after checkout.

Cancel

Next

Next:
Advances to the "Order More Page"

Step 6: Order More of the same item

Click "Next" to
proceed to the
Shopping Cart

Remove All Products

Next

Notice: These items are not currently in your shopping cart. Once you have reviewed the configured items below, please click **Next** to add these items to your cart.

Item	Options	Quantity
 ACSC #10 Envelope PM... #0829346 Automobile Club of Southern ...  	 Copy With your customizations already in place, create the same product again  Start Fresh Starting from a blank slate, create the same product again	500
		Remove All Products Next

Add more of this
item.

Step 7: *When finished ordering, select “Checkout” to enter billing and shipping data*

The screenshot shows the Office Depot website's shopping cart. The top navigation bar includes the Office Depot logo, a tagline 'Taking care of business', and links for 'Help' and 'Logout'. Below this is a secondary navigation bar with 'Products', 'Services', and 'My Account' dropdown menus, a search bar, and a shopping cart icon showing 1 item for \$2.00. The main content area is titled 'Shopping Cart' and features a 'Continue Shopping' button. A table lists the cart items, showing 'Business Cards, Imprint, Box of 500' with a price of \$2.00 and a quantity of 1. To the right of the table is an 'Order summary' section showing a subtotal of \$2.00 and a 'Checkout' button. At the bottom, there are links for 'Update Cart', 'Empty Cart', 'Save Cart To List', and 'Share Cart'.

Office DEPOT Taking care of business Help Logout

Products Services My Account Search Product or Item # 1 \$2.00

Shopping Cart

Continue Shopping Need Help? Live Chat Email FAQs Print

	Price	Qty.	Total
 Business Cards, Imprint, Box of 500 Item # 329309 Entered Item # 329309 Manufacturer Direct	\$2.00 / box	1 Edit View Remove	\$2.00

Comments Save

Continue Shopping

Order summary

Subtotal \$2.00

Estimate Shipping & Taxes

Total (1 Item) \$2.00

[Checkout](#)

[Order by item #](#)

Need Stamps?

Update Cart | Empty Cart | Save Cart To List | Share Cart

Please review your information. Your order will be printed exactly as shown so once submitted, your order cannot be changed or cancelled.