Login and password setup instructions for first time users.

On the Office Depot site, you can search for products, search by product categories, or click on *My Shopping Lists* to view your company's "Key Buy" lists without having to login. However, once you try to add items to *My Shopping Lists* or your shopping cart, try to view *Order Tracking,* or attempt to use the login button; you will be prompted to login. Logging in to the Office Depot site will align the correct pricing and profile defaults for your account. The Office Depot Site requires a unique login name - you cannot use the same login you used to for this provider's site or a login for the www.officedepot.com site. If you only viewed the catalog and decided not to order products, select the *Logout* button on the top right of the site and then close your browser. If you do not select the logout button on the top right side of the page, the next time you select Office Depot you will not see the bulletin board.

If you have previously ordered Office Depot products through this provider, you should have an existing login name and password, which you can enter on the Office Depot "Login" page. However, first time users need to create a login account.

Below the "Login" button, there is a link that states "Click Here to set up an account". After clicking the link, the "One Step Registration" page appears. This page prompts you to enter login, user, ship-to and payment information. Once you have completed the form click the "Create Account" button.

Create Your Login and Password: (required)

Please enter your first and last name or your company's business 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. The Login Name must be unique with regard to all other Office Depot users and is a maximum of 100 characters (email address or phone number are recommended). Login names can either be alpha, numeric, or a combination of both. 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 Account" 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.

Shipping Info: (required)

A Ship To Name must be provided for your location and may be your company's name. 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.