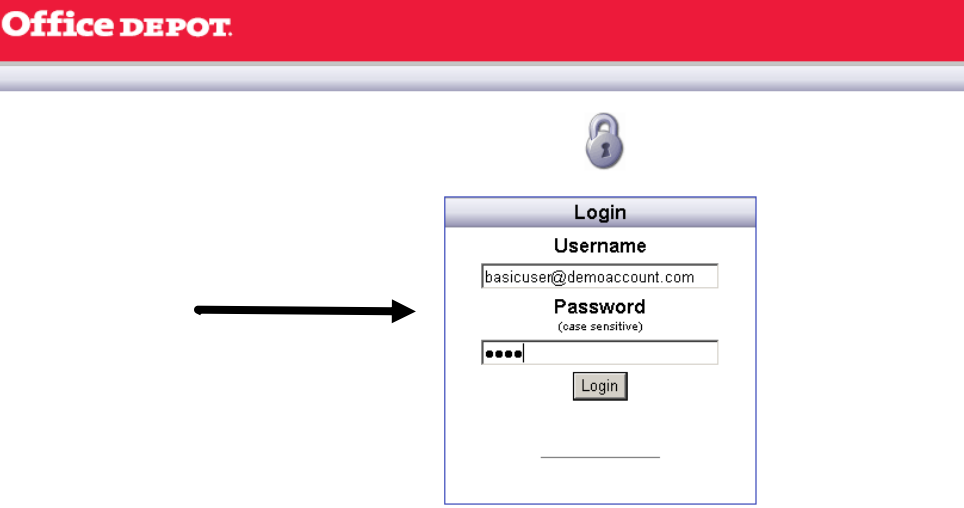


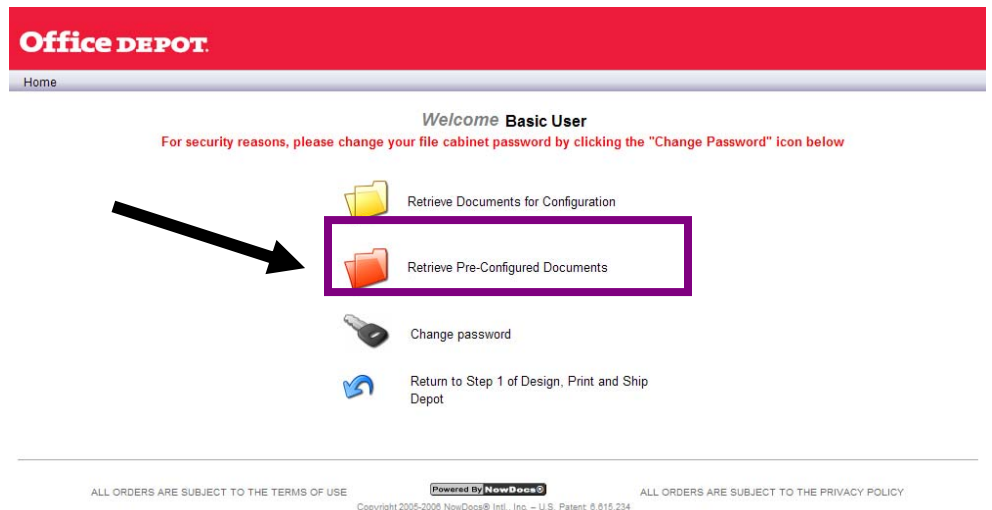
1. Steps/ Action	Screen
STEP 1: Login to your Office Depot BSD account. STEP 2: Click the Design and Print tab STEP 3: Click on "Get started now" box to enter file cabinet system	
STEP 4: Enter the Username and Password <i>*Note: This will be provided to you via email when your File Cabinet account is created. This may NOT be the same as your BSD account login</i>	

STEP 5:

PRE-CONFIGURED FILES:

Click the **Orange Folder** link to add pre-configured files to your order

NOTE: ALL DOCUMENTS ARE CONTAINED IN THE ORANGE FOLDER ONLY!

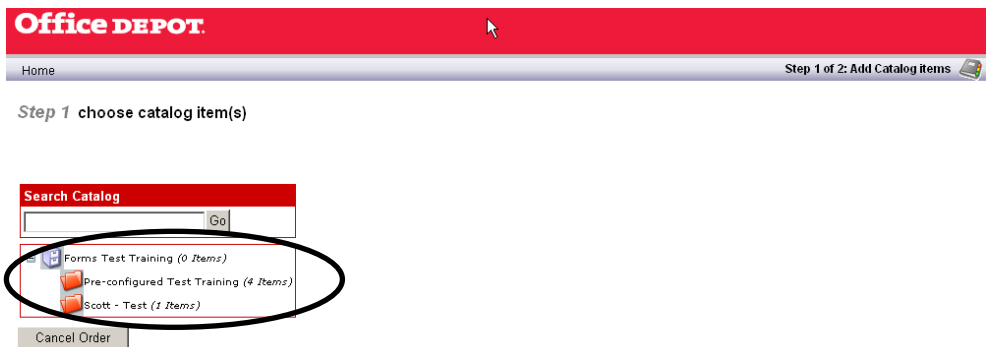


STEP 6:

Select the Folder that contains your desired FORMS. Click **Add to Order** any FORMS you wish to add to your order.

STEP 7:

Click **Continue**

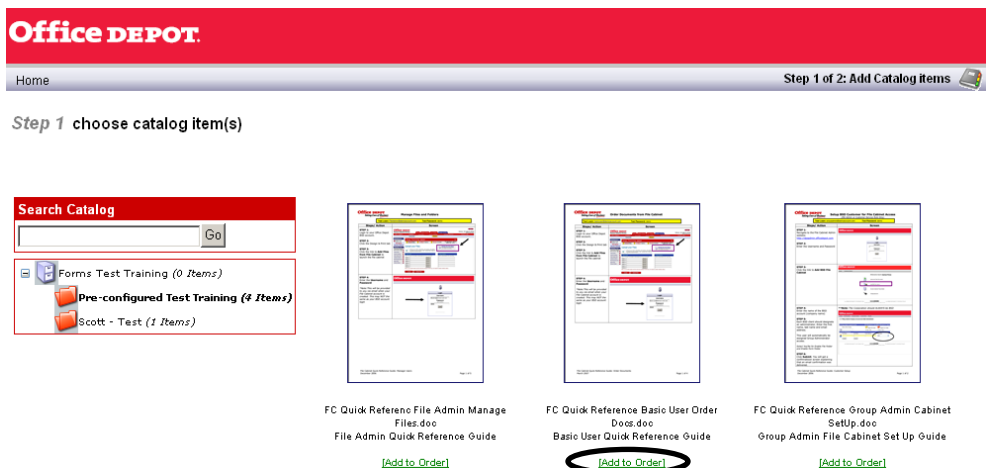


STEP 8:

Select the item to be ordered and click **Add to Order**

STEP 9:

Click **Continue**



STEP 10:

Follow normal procedures complete your Print on Demand order by clicking **Continue**

Your selected FORM(S) are already configured for you.

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0 Item(s) in Cart
Subtotal: \$0.00
Add 50 more for FREE shipping
View Cart | Check Out

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1 Upload Files | 2 Configure Options | 3 Review & Submit
Upload Additional Documents to Your Order
For questions, call us: (800) 983-3376

Document List Summary

Your files were uploaded successfully. Remember to proof your documents for accuracy.

	Document/Description	Type	Pages	Preview
Remove	FC Quick Reference Group Admin Cabinet SetUp.doc Group Admin File Cabinet Set Up Guide	MS Word	2	

Cancel Print Order | **Continue >>**

STEP 11:

Preview the document before placing order.

STEP 12:

Click **Change Quantity** to order more than one document.

STEP 13:

Check the box **Please proof the document and check the box before continuing.**

STEP 14:

Click **Continue**

NOTE: to merge the documents chosen click Merge Selected Documents

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Shopping Cart
0 Item(s) in Cart
Subtotal: \$0.00
Add 50 more for FREE shipping
View Cart | Check Out

Shopping Tools
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Find a Store
Order Tracking
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Configure Options Summary

Below is a summary of the current print specifications for each document. You can customize each document by clicking on "Modify Paper/Format".

	Document/Description	Qty.	Paper/Print Configuration	Preview
☐	FC Quick Reference Group Admin Cabinet SetUp.doc Group Admin File Cabinet Set Up Guide Change Quantity	1	Format: B & W - Single Sided Paper Type: 20lb Recycled Binding: -NONE- Paper Color: White	

Remove | Merge Selected Documents

*Note: If changes were made to document(s) that were already added to the cart, you must add the document(s) to the cart again.
☐ Please proof the document and check the box before continuing.

Cancel | **Continue >>**

STEP 15:

Review your order details and click **Add to Cart**

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Shopping Cart

0 Item(s) in Cart
Subtotal: \$0.00
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[1 Upload Files](#)
[2 Configure Options](#)
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[Help](#)

For questions, call us:
(800) 983-3376

Please review your print order details

Your order has been configured and ready to be added to your shopping cart. Thank you for using Design, Print, Ship.

Document/Description	Qty.	Paper/Print Configuration	Price
FC Quick Reference Group Admin Cabinet SetUp.doc	1	Paper: 20lb Recycled	\$0.00
Group Admin File Cabinet Set Up Guide		Format: B & W - Single Sided	\$0.14

*Note: Prices displayed do not reflect taxes. **Total Print Job Price: \$.14**

[Cancel Print Order](#)
[Add to Cart](#)

Please review policies regarding Special Order items for certain restrictions.

Delivery
Print on Demand orders require varying time for production. An Office Depot employee will call you to confirm delivery availability.

Returns
Office Depot Print Orders are made to your specifications and, as such, may not be returned unless printed incorrectly or if the merchandise arrives damaged. For your protection, please make sure to preview your order carefully.

For questions, call us:
(800) 983-3376