

This quick tutorial explains the steps for ordering Promotional Products Online.

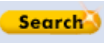
If you have additional questions, please call 1-800-929-4977.

ACCOUNT # 28400190

1. Open your Internet browser and type <http://bsd.officedepot.com> in the address field
2. At the login page, type in the provided **Login Name** (**mcclatchy promo**) and **Password** (**mcclatchy**)
3. Before beginning for the first time only, please click on **My Profile**  located on the navigation bar under Shopping Tools. Once there, click on "Select Ship Tos" and look to see if your shipping address is listed. If not, please contact your Account Manager to set up. If your address is listed, you can continue on with your order, by clicking on the **Design and Print** tab found at the top and following the prompts. When checking out, please make sure to select the appropriate address for shipping.

Click  and you will be on your way to ordering promotional products!

4. **IMPORTANT: Before continuing, please make sure that you have enough credit to charge this order on your card! This is a CREDIT CARD ACCOUNT ONLY. If your job will exceed your credit limit OR you are in need of items not found on the OfficeDepot website, please make sure to contact you local Office Depot Account Representative and they will assist you in placing the order. If you have any difficulty reaching your local OfficeDepot Representative please contact the program Administrator (Darrin Cowie) at (818) 359-7455 and he will gladly help you!**

5. If you know the sku#, enter it into the search field and click on  ...or you can simply browse for your desired item online.

Once you identify the item you wish to order, click on **Customize This Product**.

6. Enter the quantity that you would like to order and then determine whether you are uploading a logo, text & logo, or just plain text.
7. If uploading artwork, browse for your file, select file format, etc. and then **Upload Artwork**.
8. Once your artwork is uploaded, note the **Transfer ID #** and click on **Next** .
9. Customize your piece by selecting options from the various drop down menus. Also, make sure to indicate whether or not you would like an electronic proof. Then select **Next** .
10. Make sure to review your order for accuracy and then **Add To Cart** .

11. Now you are at the Shopping Cart page with the following options:

- Edit Order
- Continue shopping
- Add to List
- Empty Cart
- Update Shopping Cart

12. At **Checkout** , you're able to review the order options and edit required information. **Please make sure to choose your shipping address!**

13. Click **Place Order**  to submit your order.

14. Capture the 12 digit confirmation **order number** listed on the top portion of the screen. If you have any questions, please contact our Promotional Products Experts at 1-800-929-4977.

Thank you for using Office Depot's Online Promotional Products Website!