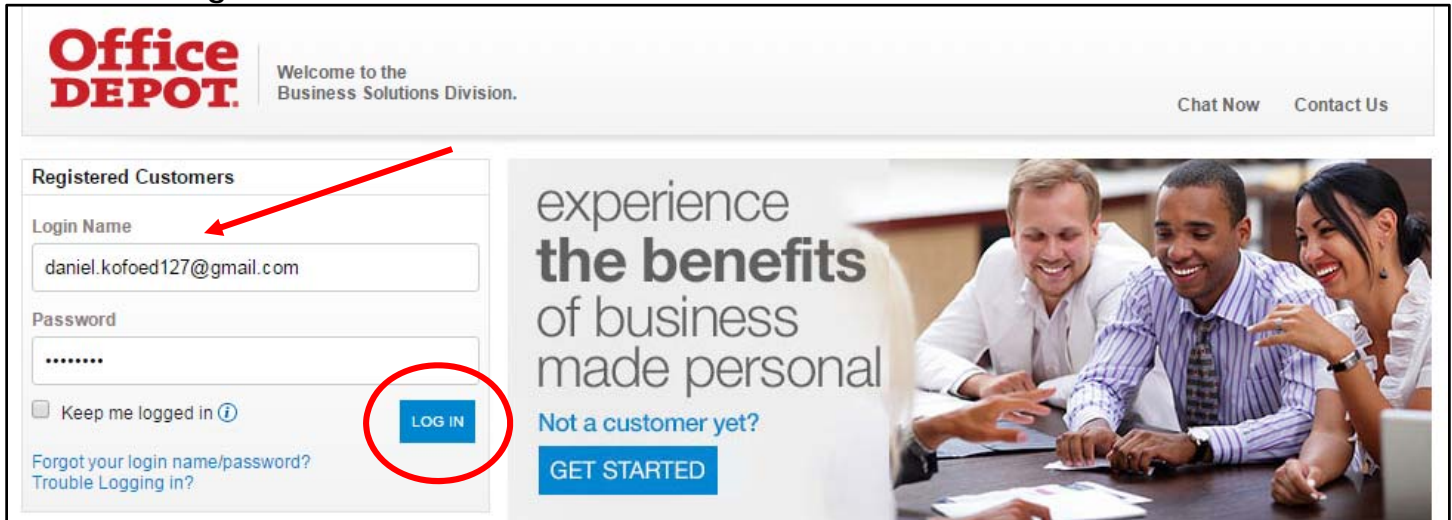


Logging into the system

1. Log into the following URL: <https://business.officedepot.com>
2. Enter your **Login Name** and **Password**.
3. Click **Login**.



Office DEPOT. Welcome to the Business Solutions Division. Chat Now Contact Us

Registered Customers

Login Name
daniel.kofoed127@gmail.com

Password

☐ Keep me logged in ⓘ

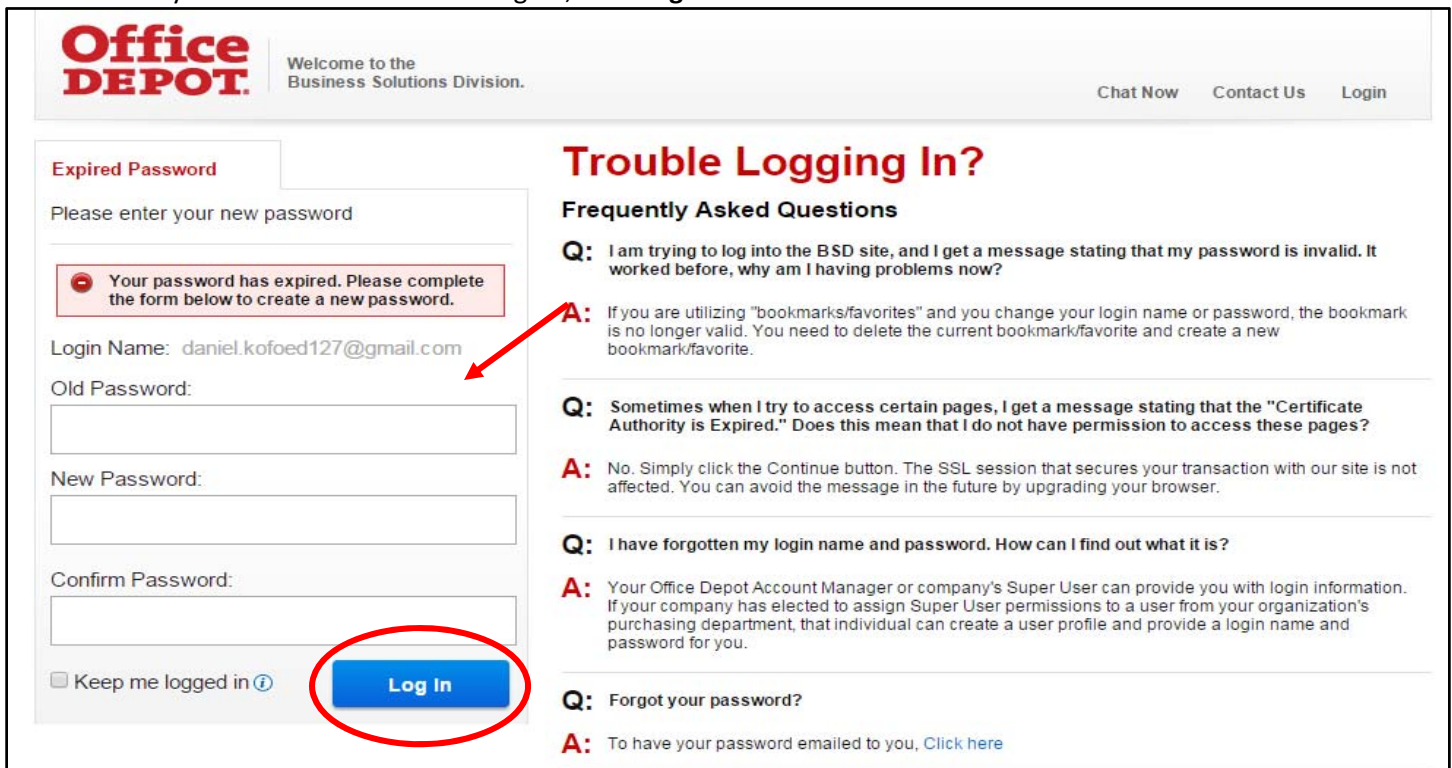
Forgot your login name/password?
Trouble Logging in?

LOG IN

experience the benefits of business made personal

Not a customer yet?
GET STARTED

4. If you are a first time user the following screen will appear.
5. Enter your **Old Password** and change it, then **Log in**.



Office DEPOT. Welcome to the Business Solutions Division. Chat Now Contact Us Login

Expired Password

Please enter your new password

Your password has expired. Please complete the form below to create a new password.

Login Name: daniel.kofoed127@gmail.com

Old Password:

New Password:

Confirm Password:

☐ Keep me logged in ⓘ

Log In

Trouble Logging In?

Frequently Asked Questions

Q: I am trying to log into the BSD site, and I get a message stating that my password is invalid. It worked before, why am I having problems now?

A: If you are utilizing "bookmarks/favorites" and you change your login name or password, the bookmark is no longer valid. You need to delete the current bookmark/favorite and create a new bookmark/favorite.

Q: Sometimes when I try to access certain pages, I get a message stating that the "Certificate Authority is Expired." Does this mean that I do not have permission to access these pages?

A: No. Simply click the Continue button. The SSL session that secures your transaction with our site is not affected. You can avoid the message in the future by upgrading your browser.

Q: I have forgotten my login name and password. How can I find out what it is?

A: Your Office Depot Account Manager or company's Super User can provide you with login information. If your company has elected to assign Super User permissions to a user from your organization's purchasing department, that individual can create a user profile and provide a login name and password for you.

Q: Forgot your password?

A: To have your password emailed to you, [Click here](#)

6. You will be asked a **Security Question**.
7. After entering click **Update**.

[Order By Item](#) | [My Lists](#)

My Account
 Orders
 Quick Entry
 My Lists
 Cart 0 items \$0

[Office Supplies](#)
[Paper](#)
[Breakroom](#)
[Ink & Toner](#)
[Cleaning](#)
[Technology](#)
[Furniture](#)
[School Supplies](#)
[Copy & Print](#)

[Home](#) / [My Account](#) / Login and Lost Password Information

Manage Account

- Manage Ship To

My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- My Proxy Approver

Need Help?

- Email Assistance
- FAQs

Talk with a Representative

[Chat Now](#)

Login and Lost Password Information

Update Security Question

Attention!
Your profile is not configured with a security question. Please select a security question and provide a confidential answer. If you forget your password, this information will be used to help us validate your identity.

--select your security question--

* Answer:

* Confirm Answer:

UPDATE

8. The following screen will appear.

[Order By Item](#) | [My Lists](#)

My Account
 Orders
 Quick Entry
 My Lists
 Cart 0 items \$0

[Office Supplies](#)
[Paper](#)
[Breakroom](#)
[Ink & Toner](#)
[Cleaning](#)
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[Furniture](#)
[School Supplies](#)
[Copy & Print](#)

pull away from the pack with cardfolio™ Business Cards

LEARN MORE

Welcome, **DAN KOFOED**

[Edit Profile](#)

[Proprietary Items](#)

Quick Order

Item Number	Qty
6 or 9-digit number	<input type="text"/>
Comments	
<input type="text"/>	

Message

News updates

Last update by: BB ADMIN



Welcome to the HealthSmart Copy & Print Depot!

To Begin Ordering...Click [Here](#)

To access the User Quick Start Guide...[Click Here](#)

Your Novitex / HealthSmart Contacts:

Sonja Daily, Customer Service Representative, Production Services,
Phone: O: 832-462-6833 | F: 713-658-0714, Email: sonja.daily@novitex.com

Lisa Liepold, Director of Service Delivery, Phone: 734-657-9290, Email: Lisa.Liepold@novitex.com

9. Click on the **Copy & Print** tab and select your option.

Office DEPOT Order By Item | My Lists

Search by Keyword or Item#

My Account Orders Quick Entry My Lists Cart 0 items \$0

Office Supplies Paper Breakroom Ink & Toner Cleaning Technology Furniture School Supplies **Copy & Print**

Welcome, **DAN KOFOED**
[Edit Profile](#)
[Proprietary Items](#)

Quick Order

Item Number	Qty
6 or 9-digit number	
Comments	

cardfolio

pull away from the pack
with cardfolio™ Business Cards

fits in pocket or purse

LEARN MORE

10. Click on the **Copy & Print Tab** and choose **Document Printing Services** (NOTE: This feature only allows you to upload documents that you will be printing one time) or **File Cabinet** (NOTE: This feature allows you to print items that you will be able to reprint). Click **Get Started**.

COPY & PRINT DEPOT

the mark of quality
custom stamps, business envelopes, checks & forms

SHOP NOW

Copy & Print Depot™

Document Printing Services

Count on us for copies, brochures, forms, posters, banners and more.


GET STARTED

File Cabinet

Easily retrieve and store documents from your dedicated file cabinet.

GET STARTED

11. When you login to **File Cabinet** the following screen will appear and you will have to put in your credentials.



* Required

Username:


Password:

Login Failed. Username is invalid or not found.

Contact 888-283-8948 if you need assistance.

[Login](#)

[Retrieve password](#)




Welcome to File Cabinet
Your Personal Digital Storage Center

File Cabinet: A Secure personalized online digital storage center by Office Depot.

To find out more about this service and to get your login and password for File Cabinet, contact your Account Manager today at 888-263-3423!


Free print assessment
Save time & money
Sign up for a free print assessment by a certified print specialist

[SIGN UP](#)




12. The following screen will appear.

Logged In As Danny Kofoed [Home](#) | [My Account](#) | [Admin](#) | [Contact Us](#) | [Help](#) | [FAQ](#)

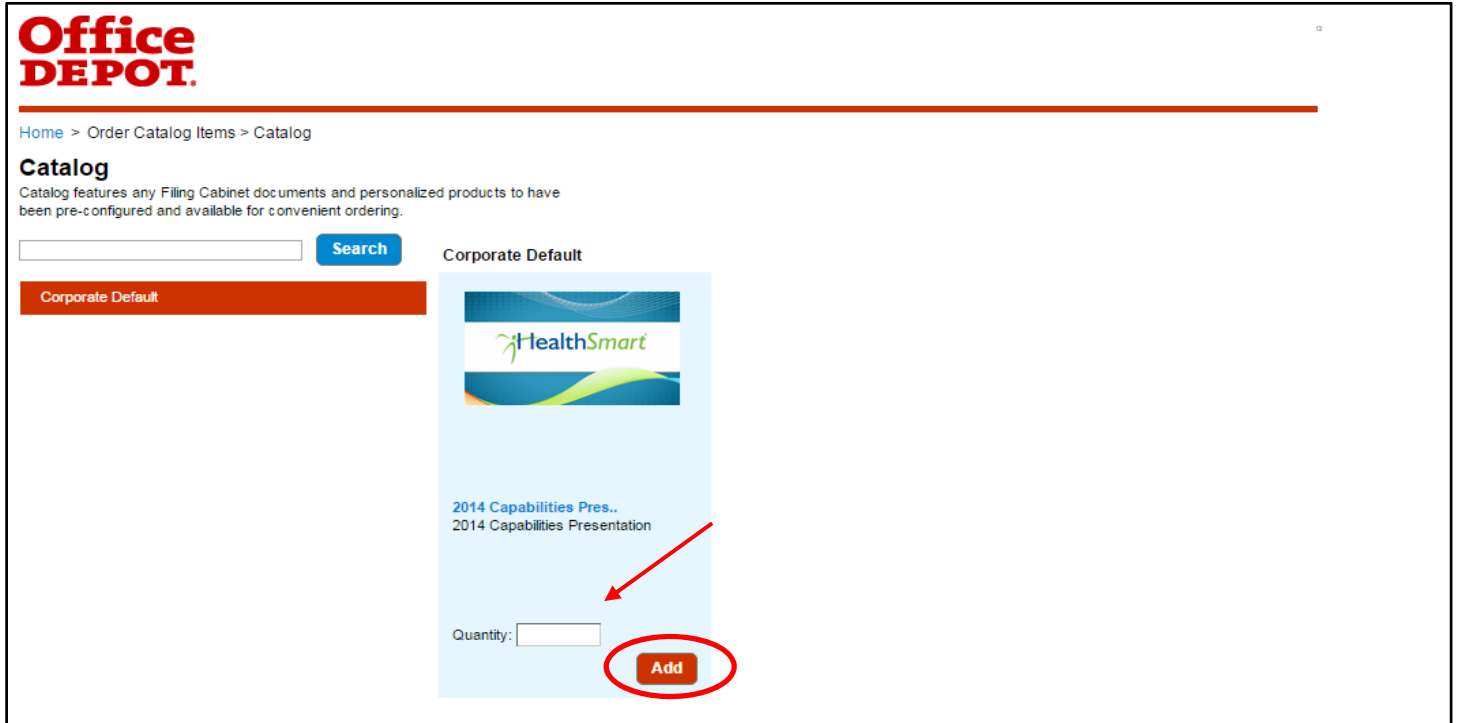


Featured Options
To begin, click on one of the options below:


[Order Catalog Items](#)


[Order Modifiable Documents](#)

13. **Order Catalog Items** and select the document you want to print, enter quantity and add to cart or you can preview and enter the quantity on the next screen and **Add to Order**.



14. If you Preview the item enter your **Quantity** here and **Add To Cart**.



Logged In As Danny Kofoed [Home](#) | [My Account](#) | [Admin](#) | [Contact Us](#) | [Help](#) | [FAQ](#)



Order Summary

[Cancel Order](#)

Add To Order


X






- Order Subtotal: \$0.00

Edit Order

Accept & Continue

17. The **Check Out** screen will appear. You may now **Check Out**, **Edit** your quantity or **Remove** your item(s).



[Order By Item](#) | [My Lists](#)

 My Account ▾
  Orders ▾
  Quick Entry ▾
  My Lists ▾
  Cart ▾
 1 Items \$226.70

[Office Supplies](#)
[Paper](#)
[Breakroom](#)
[Ink & Toner](#)
[Cleaning](#)
[Technology](#)
[Furniture](#)
[School Supplies](#)
[Copy & Print](#)

[Home / Find Your Product](#)
[Print This Page](#)

[Continue Shopping](#)
[CHECK OUT](#)

Description	Price/unit	Qty.	Available	B/O ⓘ	Total
 Online Print Center Item # 102842 Entered Item # 102842	\$22.67 / each	10 EDIT	10	0	\$226.70
Remove Item					
2014 Capabilities Presentation 2112015 1.pptx Comments <input type="text" value="2014 Capabilities Presen"/> Update					

[Continue Shopping](#)
[Update Cart](#) | [Empty Cart](#) | [Save Cart To List](#) | [Share Cart](#)
[CHECK OUT](#)

Available:	\$226.70
Backorder:	\$0.00
Subtotal:	\$226.70
FREE shipping	
Estimate Shipping & Taxes	
1 item(s):	\$226.70

Need Stamps?
 