

## Log in to FedEx Office® Print On Demand

- Go to:  
www.fedex.com/apps/ondemand/ccim-101  
and enter your User ID and Password to log in.

## Order from Catalog

- Choose **Browse Catalog** to access your Catalog.

- Navigate the Catalog by selecting a folder to view items within the folder. Return to the previous folder level by selecting the “back” icon next to the folder name.

- Add items to your Cart by selecting the checkbox next to the item name and selecting **Add to Cart**.

- When you are finished adding items from the catalog, **Go to Cart** or click on your shopping cart icon.

## Cart

- From the Cart, you can modify item quantities, remove items from cart, return to editing print options for an item, or access other ordering options (based on your site configuration)

- Select **Continue Shopping** to create another project or add additional items from the catalog.
- Or select **Checkout** to proceed.

- Select your preferred Delivery method.

## Checkout with Delivery

1. Choose **Delivery**.
2. Enter an address for delivery and select **Continue**.  
**NOTE:** You may select an alternate contact for questions and updates related to the order.
3. Choose your **Delivery Method**. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location.
4. Enter the name, address and contact information for the recipient of the delivery.
5. Choose FedEx Account ending in \*0000 as your **Payment Method** from the drop down menu.

### 4. Payment

*How will you be paying for your order?*

**PAYMENT METHOD**

Fedex Account ending in \*0000
▼

Account will be charged for this transaction.

3. Choose the store where you would like to pick up your order.
4. Choose **Change Pickup Time** to modify your desired due date and time.
5. Complete required fields for **Contact and Payment Information**.  
**NOTE:** You can **Assign an Alternate Pick Up Person** by selecting the checkbox and entering contact information for that person.
6. Review your **Order Summary** and click **Submit Order**.

**NOTE:** you will receive an on-screen order confirmation as well as an email confirmation. Track your order at [www.fedex.com](http://www.fedex.com) by entering your order number as your Tracking ID.

TRACKING ID	TRACK
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6. Review your order and click **Submit Order**.

## Checkout with Pickup

1. Choose **Pick Up In Store**.
2. Enter an address or zip code to view the nearest FedEx Office stores.