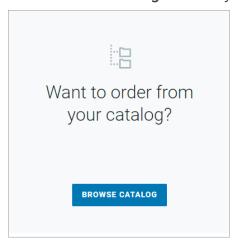## Log in to FedEx Office® Print On Demand

1. Go to:
   www.fedex.com/apps/ondemand/ccim-102
   and enter your User ID and Password to log in.

Order from Catalog

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

2. 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.

3. Add items to your Cart by selecting the checkbox next to the item name and selecting **Add to Cart**.
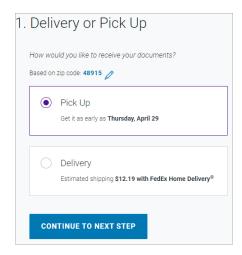
4. When you are finished adding items from the catalog, **Go to Cart** or click on your shopping cart icon.

Cart

1. 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)

1. Select **Continue Shopping** to create another project or add additional items from the catalog.

2. Or select **Checkout** to proceed.

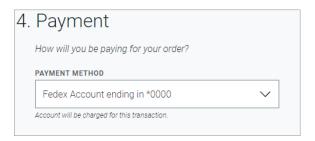3. Select your preferred Delivery method.

Checkout with Delivery

1. Choose **Delivery**.

2. Enter an address for delivery and select **Continue**.

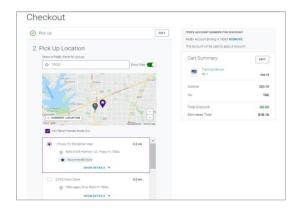   NOTE: You may select an alternate contact for questions and updates related to the order.

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.

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.

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 by entering your order number as your Tracking ID.