

Log in to FedEx Office® Print On Demand

1. Go to:

www.fedex.com/apps/ondemand/ccim-103 and enter your User ID and Password to log in.

	<u>dam</u>
	Welcome
	Log in to start printing.
USER I	D
ccim	-103
PASSW	ORD
ccim	-103-2022
	Forgot your User ID or Password?
	LOG IN
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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**.

1 item selected	CANCEL	ADD TO CART
NAME 1	LAST MODIFIED	ACTIONS
Book title	4/29/21 at 3:59 AM by	:

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)

ITEM DESCRIPTION	QTY	0/000/01	TOTAL	FEDEX ACCOUNT NUMBER FOR DESC	DUNT
Training Manual	1	-82.02	\$18.16	FedEx Account Ending in 19865 REM	ove
un us lenne				This account will be used to apply a d	icovit
SHOW DETAILS ~					
				Subotal	\$20.18
				Tintal Discount	-62.02
				Estimated Total	\$18.16
				CHECKO	л
				Disarder provi digilard an estimate et d Narding Pagnoli	el a 2e L'est server sottaut treasfait net
				CONTINUE SH	DPPING
				Annual Ant	1.05

- 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.	 Delivery or Pick Up How would you like to receive your documents? Based on zip code: 48915
	Pick Up Get it as early as Thursday, April 29
	Delivery Estimated shipping \$12.19 with FedEx Home Delivery [®]
	CONTINUE TO NEXT STEP



Quick Reference Guide: CCIM 103

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.

Payment	
How will you be paying for your order?	
PAYMENT METHOD	
Fedex Account ending in *0000	\sim

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 <u>www.fedex.com</u> by entering your order number as your Tracking ID.

TRACKING ID	TRACK
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