FedEx Office® Print On Demand

Quick Reference Guide: Create FedEx Common Login

To provide our customers a streamlined FedEx experience, FedEx Office has integrated user authentication with fedex.com. Your existing FedEx Office User Ids for print only has retired. Now you can log into Print On Demand with your existing fedex.com login. Or, you can create a new fedex.com login to access your Print On Demand site. Here is a step-by-step guide on how to set up and use it.

Log in to FedEx Office® Print On Demand

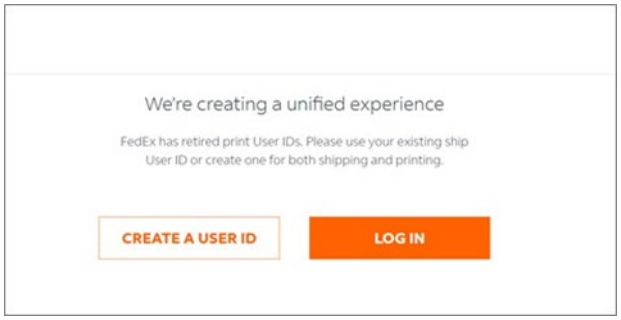
1. Go to www.office.fedex.com/csusm.

   NOTE: Append your site name at end of url /

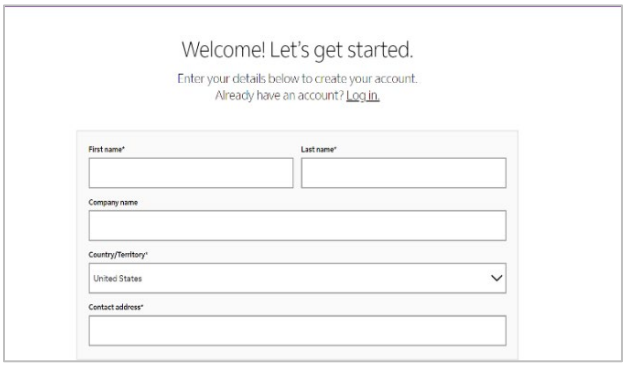
   Use your existing ship User ID or create one for both printing and shipping.

Create a User ID

1. Select **Create a User ID** to get started on creating new login credentials. You can use these new credentials for both printing and shipping.

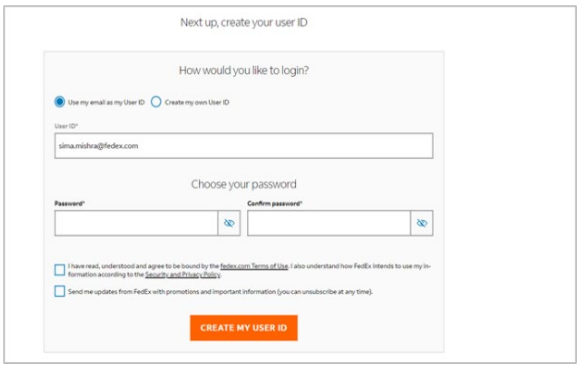


2. Enter your information – Name, Address, Phone Number and Email.



3. Create your new User Id and password. Check the standard fedex.com Terms of Use to create the new User ID and land on your site homepage.

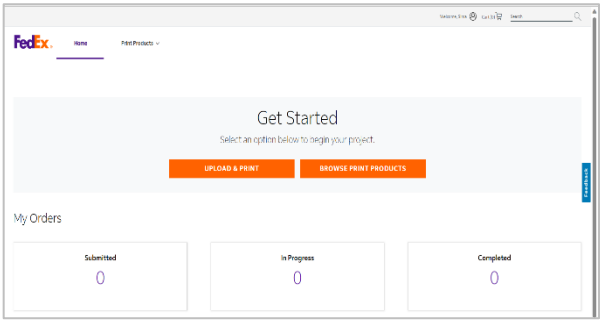
NOTE: You can use an existing email registered with FedEx.com and create a new User ID specific to your print access.



NOTE: You will receive an email from fedex.com confirming your registration.

4. Now you are on the homepage of your site. Get started by selecting **Upload & Print** or **Browse Print Products.**

NOTE: Once you create User Id and password, you can use those for both fedex.com and Print On Demand.



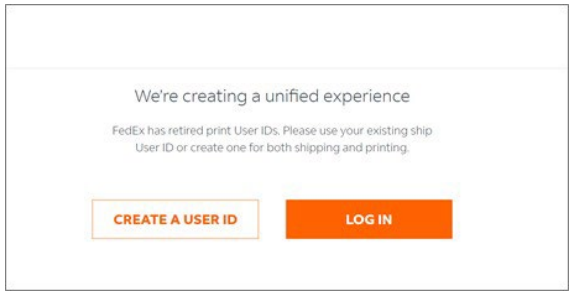
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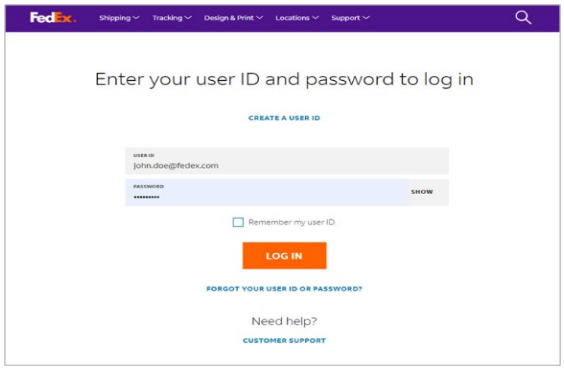
Log in with existing fedex.com credentials

1. If you already have an existing fedex.com login and would like to use it for logging in to Print On Demand, select **Log In**.

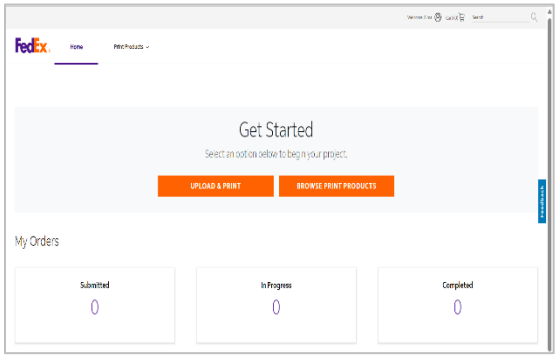
   NOTE: Check with your company's FedEx shipping administrator before sharing log in credentials.



2. Enter your user ID and password and select **Log In** to land on the Homepage of your Print On Demand site.



3. Now you are on the homepage of your site. Get started by selecting **Upload & Print** or **Browse Print Products.**



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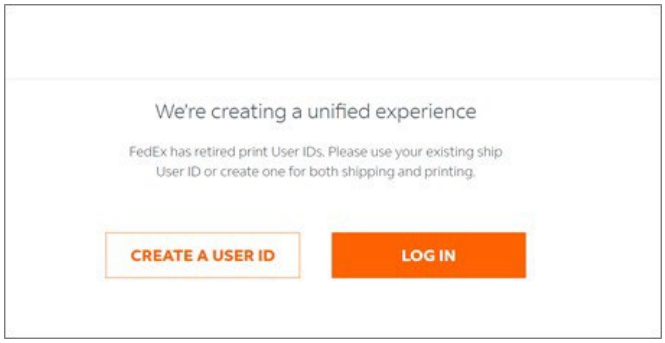
Quick Reference Guide: Create a Project

Log in to FedEx Office® Print On Demand

1. Go to:
   www.office.fedex.com/ondemand/csusm
   and enter your User ID and Password to log in.

NOTE: Append your site name at end of url /

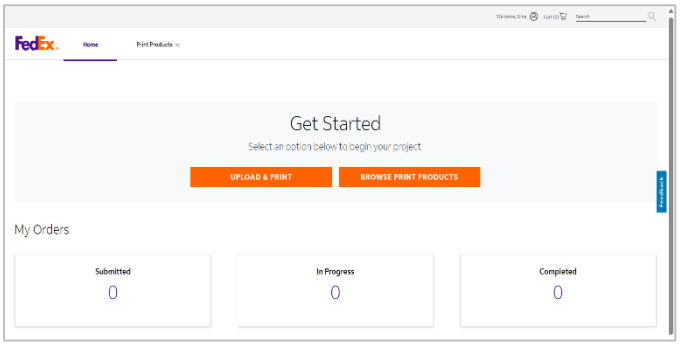
Use your existing ship User ID or create one for both printing and shipping.



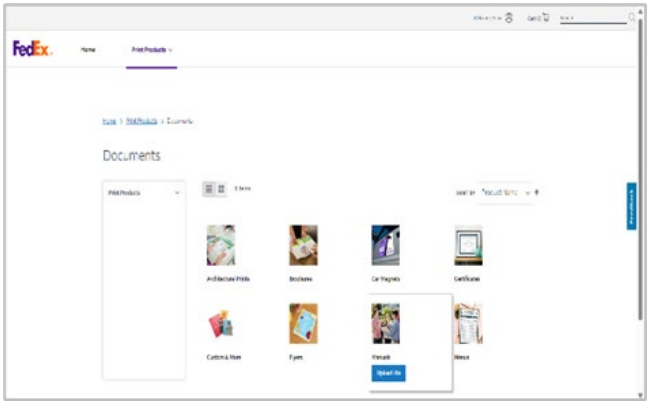
Create a Project

1. **Browse Print Products** to create a new project.

NOTE: For narrow format products, select Upload & Print to bypass product selection.



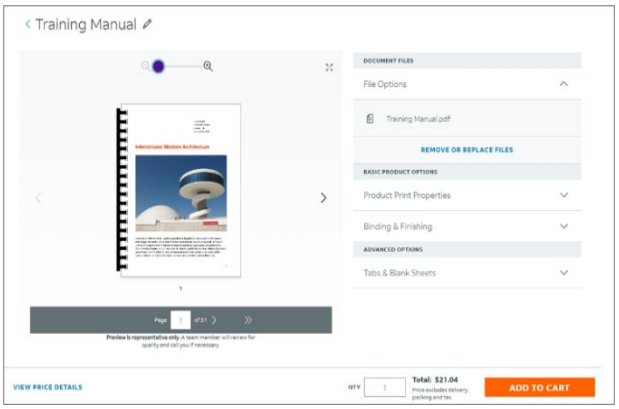
2. Choose the product that best represents your desired finished product and select **Upload file**.



3. Select **Browse Files** or drag and drop to add files from your device.
4. If you upload multiple files, they will be combined as a single project.

Set Up Project

1. Use the menus to select print and finishing options for your project. The dynamic document preview and pricing will update to reflect your selections.
   NOTE: Default options may vary by print product.



2. Select the **pencil icon** to give your project a unique name.
3. Choose **View Price Details** for a price breakdown, including any discounts.
4. Select **Remove or Replace Files** from **File Options** to add and/or remove files for the project in **My Projects** area.
5. Adjust quantity as needed and select **Add to Cart**.

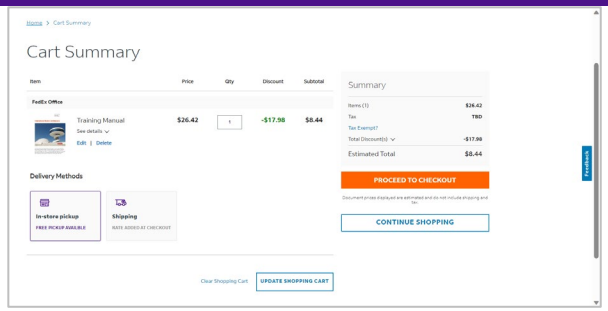
Cart

1. From the Cart, you can modify item quantities, remove items from cart, or return to editing print options for an item.
2. Select **See Details** to view all print and finishing options applied to an item.
3. Select **Continue Shopping** to create another project.
4. Select **Proceed to Checkout** or, a **Delivery Method** to proceed.

For assistance, contact FedEx Office at 1.800.GoFedEx 1.800.463.3339

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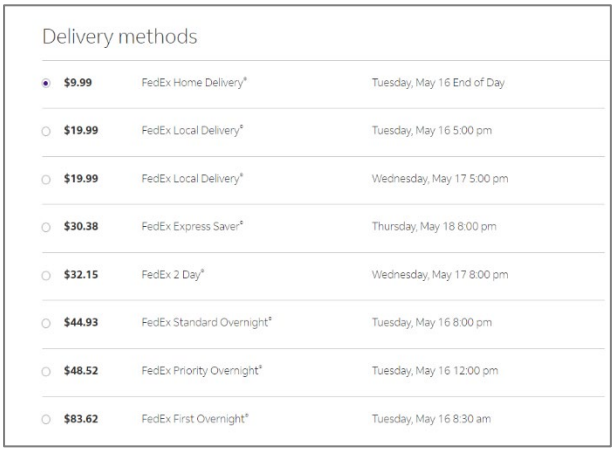
Quick Reference Guide: Create a Project



Checkout with Delivery

1. Choose **Shipping**.
2. Enter an address for delivery and select **See Shipping Results**
3. Choose your **Delivery Method**. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location. Local Delivery discount (if applicable) will be reflected in the Total Discount at Order Summary.

   NOTE: For FedEx shipping: enter a Shipping Account Number to bill shipping directly to your FedEx account. Enter a Shipping Reference ID if needed or required.



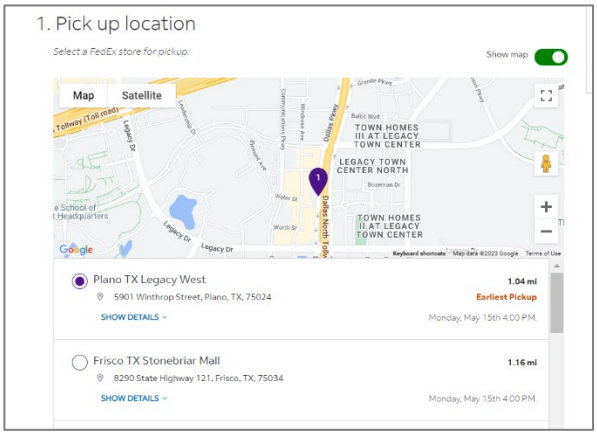
4. Enter **Payment** details.

NOTE: Specific billing information such as Department Code, Cost Center etc. may be required at checkout.

5. Review your **Order Summary** and click **Submit** Order.

Checkout with Pickup

1. Choose **Pick Up In Store or, Proceed to Checkout** on the cart.
2. Enter an address or zip code to view the



3. Choose Change Pickup Time to modify your desired due date and time.
4. 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.

   Specific billing information such as Department Code, Cost Center etc. may be required at checkout.
5. Review your **Order Summary** and click **Submit** Order.

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