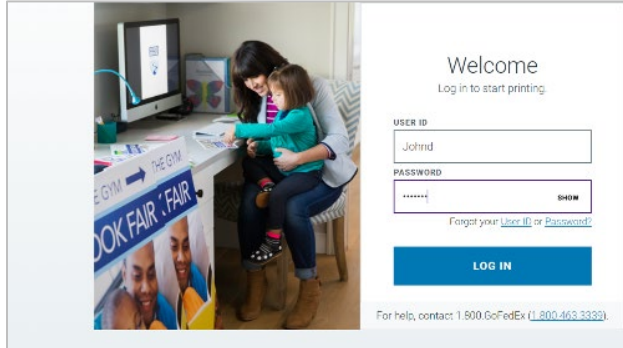


### Log in to FedEx Office® Print On Demand

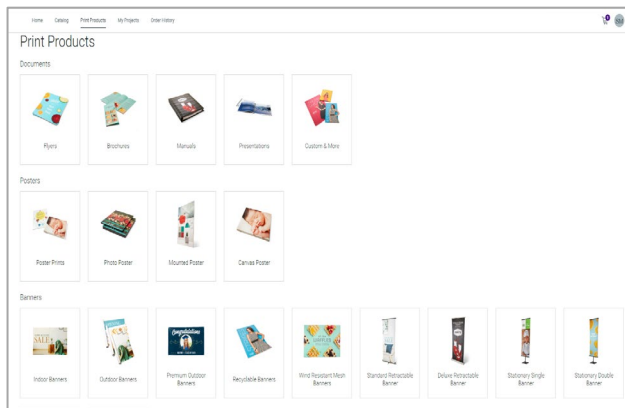
- Go to: <https://www.fedex.com/apps/ondemand/ucr> and enter your User ID and Password to log in.

**NOTE:** Append your site name at end of url /



### Create a Project

- Choose the product that best represents your desired finished product and select **Get Started**.

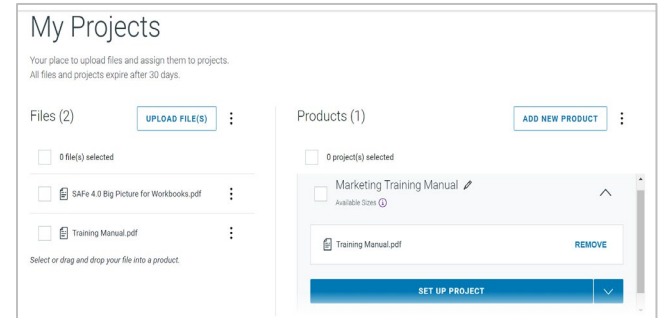


- Select **Browse Files** or drag and drop to add files from your device.
- You may upload multiple files and **Combine Files** as a single project or choose **Keep Files Separate** to create a separate project with each file.

### My Projects

- In My Projects, you can associate your uploaded files with one or more projects. Files and projects are retained in Workspace for 30 days.
- Select the pencil icon to give your project a unique name.

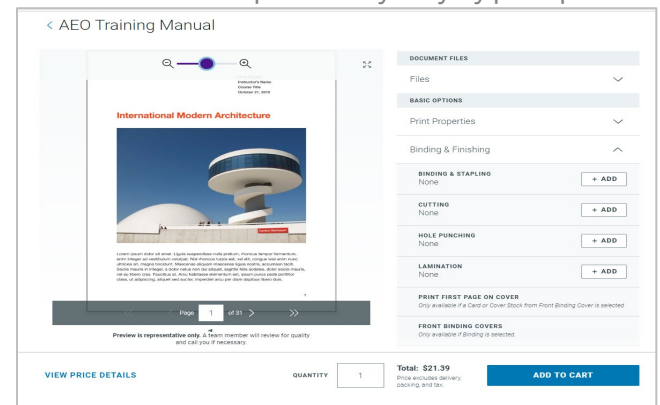
- Once you have assigned your files with your project, you can drag and drop to rearrange combined files and select **Set Up Project** to proceed.



### Set Up Project

- 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.



- Choose **View Price Details** for a price breakdown, including any discounts.
- Select **Additional Print Instructions** from **Advanced Options** to add project instructions that are not available as menu options.

**NOTE:** Projects with additional print instructions will not display pricing online. A FedEx Office team member will contact you to confirm your instructions and provide a price before producing your order.

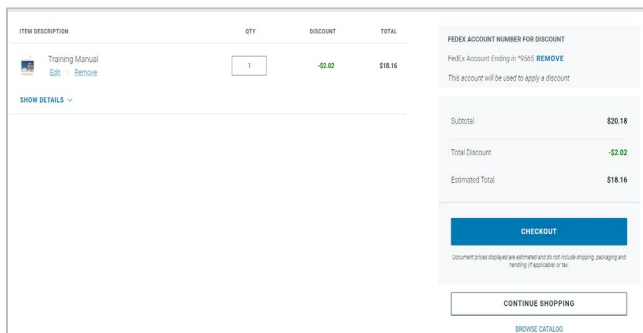
- Adjust quantity as needed and select **Add to Cart**.

### Save to Catalog

1. After selecting print and finishing options for your project, use the **Save As** option to add your project to your **Personal Catalog** for fast and easy reordering. Admins can save projects to the **Shared Catalog** for others to order.
2. Choose a folder location for your project or add a new folder, if needed.
3. Select **Save**. After saving your project, you may continue to checkout or utilize other site functions. If you do not proceed to checkout, your project will remain in **My Projects** for 30 days, or until you remove it.

### 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)



2. Select **Show Details** to view the price breakdown for an item.
3. Select **Continue Shopping** to create another project or add additional items from the catalog.
4. Select **Checkout** to proceed.

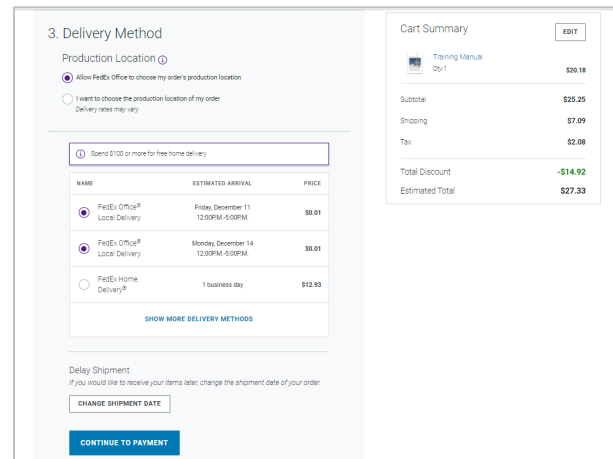
### Checkout with Delivery

1. Choose Delivery.
2. Enter an address for delivery and select **Continue to Next Step**.

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

3. If enabled for your account, you can choose to select the **Production Location** that has been specifically identified by your organization to support your program (such as on-site or near-site locations), by selecting **I want to choose the production location of my order** option. The preselected store is displayed, and you can select “edit” to choose a different store for production.
4. 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.



5. Enter **Payment** details.

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

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

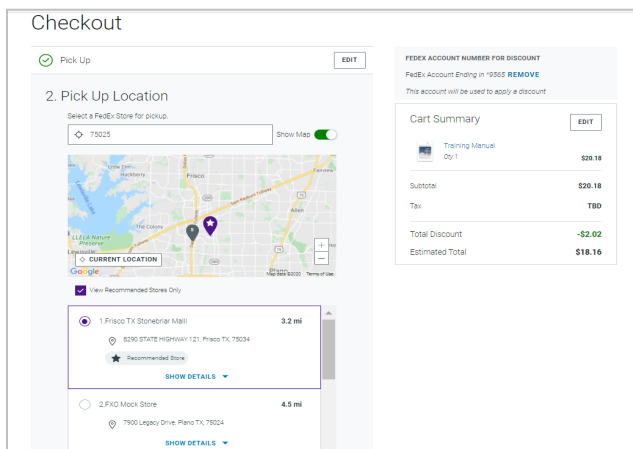
**NOTE:** If enabled for your account, accept **Terms & Conditions** before submitting the order.

### Checkout with Pickup

1. Choose **Pick Up In Store**.

For assistance, contact FedEx Office at 1.800.GoFedEx 1.800.463.3339

2. Enter an address or zip code to view the nearest FedEx Office stores.
3. **Recommended Stores** are FedEx Office locations that have been specifically identified by your organization to support your program (such as on-site or near-site locations), and are identified with a "star" icon. If enabled for your account, you can switch between the full FedEx office network of 2000+ locations, and your organization's Recommended Stores.



4. Choose the store where you would like to pick up your order.
5. Choose **Change Pickup Time** to modify your desired due date and time.
6. 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.

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

**NOTE:** If enabled for your account, accept **Terms & Conditions** before submitting the order.