1. Click on the Office Depot link www.officedepot.com/bsd/copyandprint

2. Enter your login credentials and click **LOG IN**

3. Within this landing page focus on the **Print Your Documents** tile and click **UPLOAD FILES**
   NOTE: click **VIEW DEMO** to see an online instructional video

5. Click **Browse...** to locate and choose your document

6. Enter a description for your document and then click **Upload and Continue >**

7. Click 🔍 to preview document uploaded

8. Click **< Exit and return** after preview to continue with order processing

9. Click **Continue >** to start choosing your print options

10. Review **Copyright** statement and click **✔ Yes** if you warrant and certify to Office Depot, Inc. that you either **OWN** all copyright, trademark, and other proprietary rights in and to the materials you are uploading or that you have the requisite **AUTHORITY** from the owner to upload and reproduce these materials.

11. Click **Print Options** to configure your document

12. Click **Printing & Binding** and **Lamination, Folding, Cutting, Stapling, And More** to choose your paper, binding and advance finishing options

13. Click **Special Instructions** to enter special instructions associated with your order such as seeking to pick-up items at a store

14. Click **⊖ Cancel** or **💾 Save** to proceed with order

15. Click **View Price Summary** to review itemized pricing

16. Click **Close** to remove pricing window

17. Click **Add To Order >** to order the document configured

18. Click **CHECK OUT** to review your order and edit required information

19. Click **PLACE ORDER** to submit your order

20. Capture the 12 digit confirmation order number listed on the top portion of the screen. If you have any questions, please contact our **Copy & Print Depot Customer Service Team** at **1-800-983-3376**