

Log in to FedEx Office Print Online Corporate

- 1. Open your browser and navigate to: <u>https://printonline.fedex.com/v3.8.0</u> <u>s8/calflowers/</u>
- 2. Input User ID and Password and click Log in.

g in to FedEx Office® Prin	t Online
	Onino
User ID:	
Password:	Log in

3. Select an option from the **Order Documents** menu to begin your order.

Par J	Order Documents	n more
	Past Orders	
	Upload & Print	a one-time document

Upload Files and Create Documents

 Click Upload to navigate to and select file(s) for uploading. Maximum file size is 150MB each. You may combine files to create single document, or upload files separately to create multiple documents.

0	Add Or Select Files	2	Set Print Options	3	Add to Cart
	Communications	Planner.pdf			Set Print Options
	Add files to this document	t from My Comput	er 🗰 My Online Documents		

 If your document has a custom page size, you may convert it to a standard size or use the file as-is. To use the file as-is, enter instructions into the **Keep this size** field about how you would like the document produced.



NOTE: Full preview and pricing may not be displayed for nonstandard page sizes. A FedEx Office team member will contact you within 30 minutes of order submission to discuss your order.

3. You may choose to add files to your document by adding them from **My Computer** or from **My Online**

Quick Reference Guide – Upload and Print

Documents (if available for your account). If combining multiple files into a single document, you may override the default document name, if desired.

 Once all files have been uploaded/selected, click Set Print Options to begin configuring your document(s).

Configure Document Print/Finishing Options

 Configure documents by selecting print and finishing options from menus. Document Preview and Estimated Price dynamically update to reflect selections.

TIP: Click on **Estimated Price** to reveal detailed document pricing.



- 2. Review your document preview by clicking and dragging pages, or by using the controls within the preview window. This is your online proof of the finished document.
- If the options you need are not available, use the Special Instructions field to describe how you would like the document produced.

NOTE: Full preview and pricing may not be available online for documents with special instructions. A FedEx Office team member will contact you within 30 minutes of order submission to discuss your order.

4. Click **Add to Cart** once you have finished setting up your document.

View and Reorder From Past Orders

- Documents are available to reorder for six months from last date of order. To reorder a document, use the From Past Orders button, or add a previously ordered document to your order from the My Cart page by clicking the Shop My Past Orders button.
- Switch to the **Reorder** tab to view eligible documents. Mark the checkbox beside all documents you would like to reorder.
- 3. Click the **Reorder** button at the bottom of the screen to place the selected items in **My Cart**.

My Cart Options

 Adjust document quantities as needed (defaults to 1).

My Cart	Re	iew Your Carl	2		Delvery	3	P	qment.	(4) Orde	Complete
Documents				Quantity		Unit Price	Subtotal	Discount 🕐	Document Total	Options
Communication	Planner.pdf			15	\$	\$8.00	\$120.00	\$(38.79)	\$81.21	VewEdt

2. You may continue shopping or Check Out.

Shipping and Production Details

1. Choose a FedEx Office production center from the **Preferred Centers** list, or click **Search** to access options for locating a center.

F	Preferrec	Centers	Se	arch				List	Мар
Sean	sh by: 3	33609	Go	or	City, State or S	Street Address	-	Displaying 1-5 of 42	More
	Location			Contact		Details			
0	13101 N I Tampa, F 813-961-5 usa1531g	L Carrollwood Dale Mabry Hwy FL 33618-2405 5223 Stedex.com from the center in m	niles 8.6	(813) 961- usa1531€	-5223 @fedex.com	<u>map≥</u> hours & se	irvices	<u>.</u>	-
0	8206 Citru Tampa, F 813-926-7 usa17208		niles 9.06	(813) 926- usa1720@	7461 (fedex.com	<u>map ></u> hours & se	ervices	3>	

2. Provide an address to see delivery options. If your order will be shipped, you may enter a FedEx Ship Account number

(if enabled for your account).

33710	- or -	City, State	Ŧ	
 Me 1234 	Central Avenue , St. Pe	tersburg FL 33710		
This is a 💿	business address	l ohome address		
3. Using a	FedEx account	?		

- Choose the date you would like to receive your order to see delivery options. Delivery options are calculated based on your project(s) and selected center. If you are unable to select your preferred method of delivery, you may select another center or change your order due date to see additional options.
- 4. Select your delivery option and click Continue.



5. Select the time you would like to receive your order and click **Continue**.

FedEx Office® Local Delivery
Choose a delivery timeframe. Someone will need to sign for the delivery.
🔘 8:00 AM - 12:00 PM
◯ 12:00 PM - 5:00 PM
Continue

Contact and Recipient Information

1. Complete the Contact Info and Recipient form.

Contact Info: Who should we contact	f for questions regarding the order?	,	Recipient: who will pick up the or	ber?	
Same As Recipient	Cear		Same /es Contact	Clour	* required
* First Name:			Th	is is a business address	
* Last Name:			* Fint Name:		
Company:			" Last Name:		1.
"Address 1:			Company		
Address 2			*Address 1:		1
* Chy.			Address 2:		
* State:	Select v		" Oly		
* ZP.			" State:	Select +	
* Country:	us	*	* ZP.		1.
* Phone:	D4:		* Country:	US v	
*Brait			" Phone:	Ed:	
			* Errak		
Delivery Instruc	tions: Add				

- 2. If **Recipient** address is a home address, remove the mark in the **This is a business address** checkbox.
- 3. Click the Add button to enter any special Delivery Instructions and click Continue.

Payment and Order Submission

1. Select a **Payment Method** from the drop-down list and complete the fields below.

Payment				*	Cart			Edit
Payment Method:	American Express	Ŧ	0		Documents	Qua	ntity	Price
+ Account Number:	Pay at Center				Communication Plan	iner.pdf 1	15	\$120.0
	American Express					Subtotal		\$120.0
+ Exp Date:	Diner's Club					Discount		\$(38.7)
- Name on Card:	Discover Card					Shipping		\$0.0
Purchase Order Number:	VISA	*				Packing		
	1					Tax		\$6.7
Billing Address	Same As Contact					Total		\$87.9
+ Billing Address:								
Billing Address 2:					Pickup/Delivery			661
+ City					Requested Pick Up:	10/25/11.052	24 PM (GMT	-41
+ State:	Select v				Delivery Method:	Pick up at a Fe	edEx Office	
+ State:	Select V				FedEx Office Center:	2201 W Plano	Plony	
= ZIP:						Plano, TX 750		
	Save this payment method in	My Profile				(885) 269-6778 View Map	3	
		and the second				usa5023@fed	lex.com	
Discounts						Individual Cust		
FedEx Office Account Number:	***************************************	Upd	ate Prices			FedEx		
his is your default discount account. This accou	of has been spelled to usur order	tated .		12		123 Test Rd. Dallas TX 752		

 Click Submit Order to complete your order. If your company has applied spending limits to your FedEx Office Print Online Corporate order site, you will receive a warning message if you exceed the limits. Adjust documents and quantities in your order so it does not exceed the limit, or click Continue to request approval.

NOTE: Orders requiring approval are not sent to the producing center until they are approved by your organization's approver.

3. You will receive an on-screen confirmation as well as an email confirmation. This confirmation is your receipt and will contain order details as well as a tracking number to allow you to track your order status.