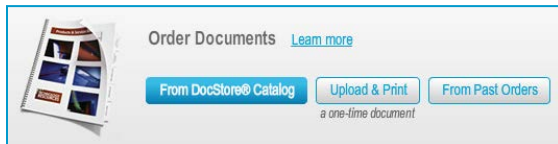


### Log in to FedEx Office Print Online Corporate

1. Open your browser and navigate to:  
<https://printonline.fedex.com/nextgen/ncefoodsafety>
2. Input **User ID** and **Password** and click **Log In**.

3. Click the **From DocStore® Catalog** button in the **Order Documents** menu to start your order.



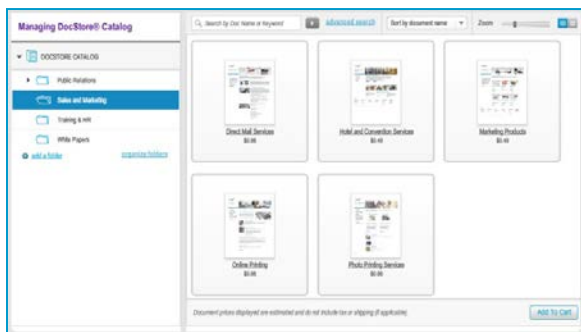
### Select Documents From DocStore Catalog

1. Select a folder to view documents.



**TIP:** Click the ( ▶ ) icons in the folder list to expand and collapse folders as you browse the catalog.

2. When a folder is selected, documents within the folder are displayed on the right side of the catalog portal.
3. Use the **Zoom** slider to change the size of document thumbnails, or switch to List View using the buttons at right.



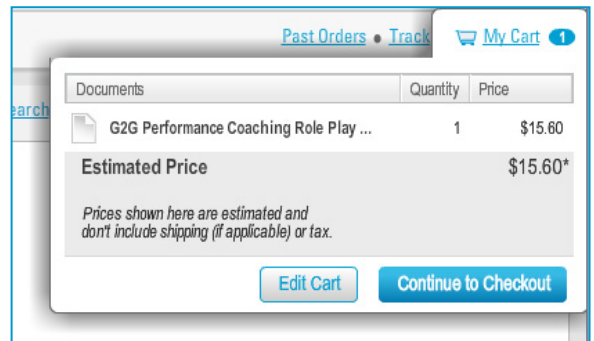
**TIP:** Utilize the **Search** field to locate documents by name or keyword. Access **Advanced Search** for additional options.



4. Select documents you would like to order and click **Add to Cart**.

**TIP:** Double-click a document to access a preview and additional document information.

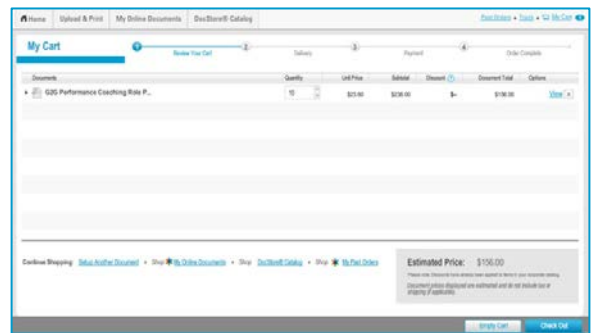
5. **My Cart** will display momentarily at the top right of your screen as you add documents. You may continue to add documents or **Continue to Checkout**.



**TIP:** Once you've added a document to **My Cart**, you must **Edit Cart** or **Continue to Checkout** to remove the document from your order or change its quantity.

### My Cart

1. Adjust document quantities as needed (defaults to '1').



2. You may continue shopping or **Check Out**.

## Shipping and Production Details

1. Enter the zip code for the recipient of this order and click **Go** or select a FedEx Office location from the **Preferred Locations** list if available. Then enter the delivery address.

The screenshot shows the 'Pickup or Delivery' step of the order process. It includes a search bar for preferred locations, a list of results for Lansing, MI, and a form to enter a delivery address. The form includes fields for zip code, city, state, and street address, along with a checkbox to indicate if it's a business address.

2. Click a date on the calendar indicating when you want your order completed.

The screenshot shows a calendar for March 2013. The date March 23rd is selected, and the interface displays delivery options for that date, including 'End of business day' and 'Local Delivery'.

3. The available delivery options for the date you have selected will be displayed. Choose your preferred delivery method and click **Continue**. You may be presented with additional options.

This block contains two screenshots. The top one shows the 'Available options to pick up or receive delivery on March 25' with a list of delivery methods and their costs. The bottom one shows a 'FedEx Office® Local Delivery' dialog box asking the user to choose a delivery timeframe (8:00 AM - 12:00 PM or 12:00 PM - 5:00 PM).

## Contact and Recipient Information

1. Complete the **Contact Info** and **Recipient** forms.

The screenshot shows two side-by-side forms: 'Contact Info' and 'Recipient'. Both forms have fields for first name, last name, company, address, city, state, zip, phone, and email. The 'Recipient' form has a checkbox labeled 'This is a business address'.

2. If **Recipient** address is a business address, mark the **This is a business address** checkbox.
3. If **Contact** and **Recipient** info are the same, you may click **Same as Contact** to populate the **Recipient** info.
4. Click the **Add** button to enter any special **Delivery Instructions**.
5. Click **Continue**.

## Payment and Order Submission

1. Verify that the billing information is complete and accurate on the **Payment** page.

The screenshot shows the 'Payment' and 'Cart' sections. The 'Payment' section includes fields for payment method, account number, exp date, name on card, and purchase order number. The 'Cart' section shows a list of items with quantities and prices, including a subtotal, discount, shipping, and tax.

2. 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.
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.

**TIP:** You may track your order by clicking the **Track Orders** link from the **Home** screen or by going to [fedex.com/tracking](http://fedex.com/tracking).

**TIP:** You may view order details and status of your order by clicking on **Past Orders**.