


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**