


1. Click on the Office Depot link [www.officedepot.com/bsd/copyandprint](http://www.officedepot.com/bsd/copyandprint)
2. Enter your login credentials and click **LOG IN**
3. Within this landing page focus on the **File Cabinet** tile and click **GET STARTED**
4. Enter Username / Password and click **Login**
5. Click  Order Catalog Items
6. Locate your documents from the listed folders or click **Search** for additional options
7. Enter quantity and click **+ Add** to order the document(s) desired
8. Click **View Cart**
9. Click **View Price Summary** to review itemized pricing
10. Click **Close** to remove pricing window
11. Confirm quantity and click **Add To Order >**
12. Click **CHECK OUT** to review your order and edit required information
13. Click **PLACE ORDER** to submit your order
14. 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**