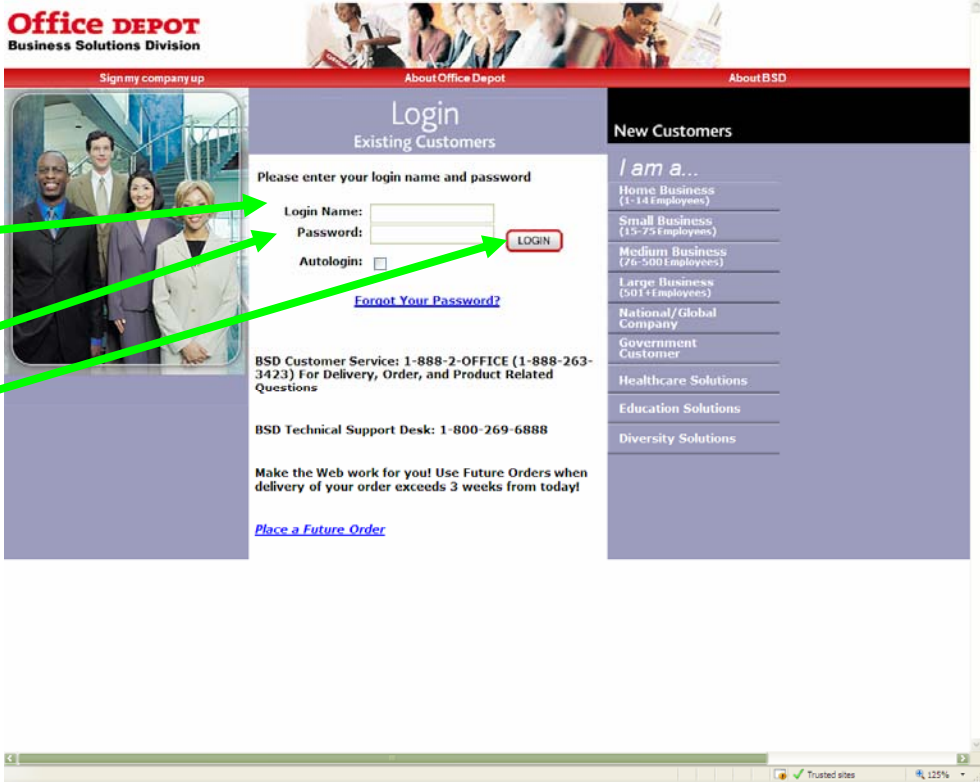
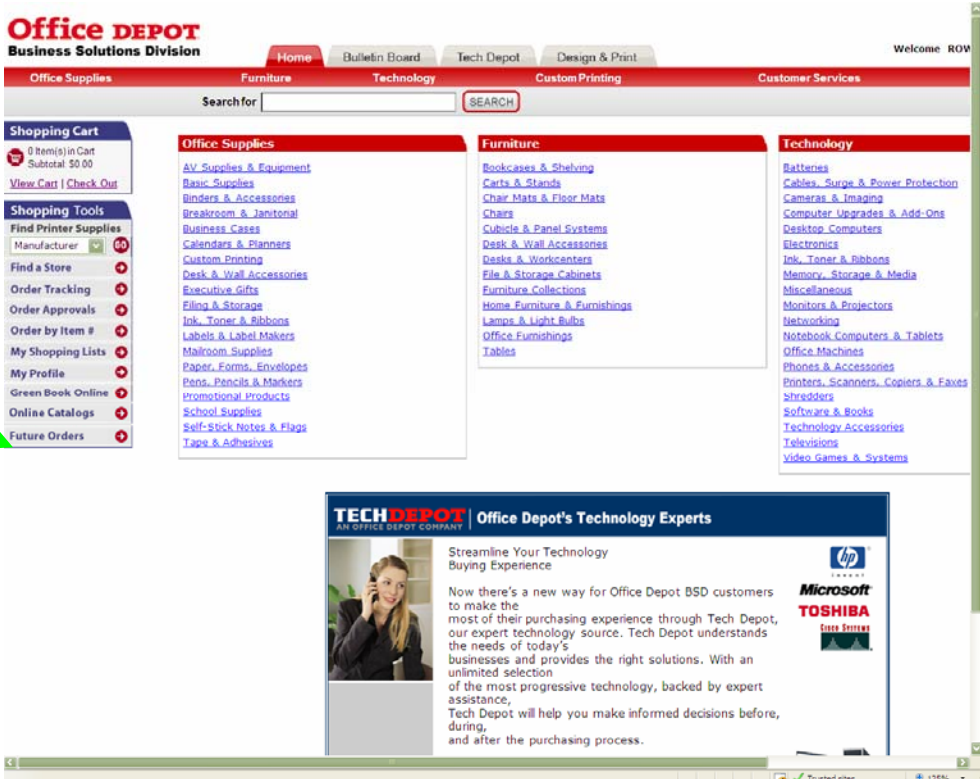
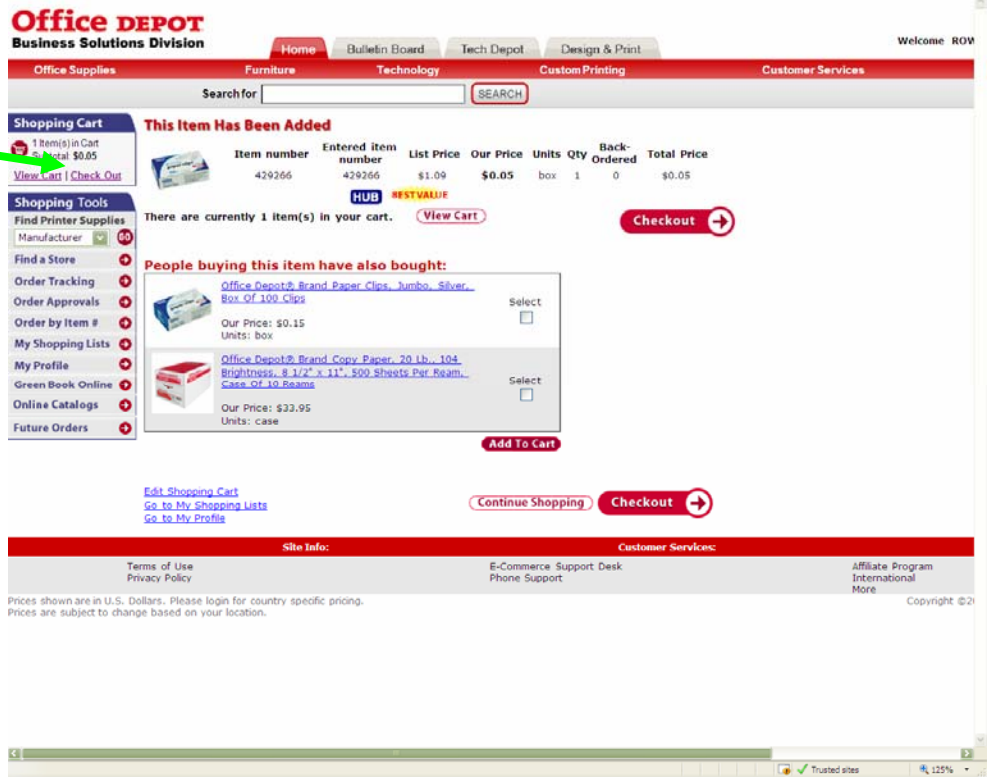


Steps/ Action	Screen
<p>STEP 1: Login to your Office Depot BSD account.</p> <p>Website: www.officedepot.com/bsd</p> <p>Login Name: 10 Digit Phone Number (This is the main phone number to the school; Example: 5092428560)</p> <p>Password: welcome</p> <p>Login: Click on the login and start shopping</p>	
<p>For Future Orders Only</p> <p>If you are doing an order to be delivered 3 weeks or greater then select this option.</p> <p>Example would be for a start-up order or annual order need.</p> <p>Future Order Link:</p> <p>Note that STEP 3 will ask for the delivery date, location of delivery, and contact at time of delivery</p> <p>If this is an order for next day delivery, please continue to STEP 2 on next page for next day orders.</p>	

STEP 2:

Checkout:

Select Checkout when you are ready to submit your order



STEP 3:

MARKFOR:

Enter your name here

EMAIL OPTIONS:

Enter your email address here

HOLD ORDER:

Review your order and select Hold Order to complete the process

When you see **"Thank you for ordering with Office Depot Business Services Division. This order will be placed on hold"** your order has been successfully submitted to your approver

