



FedEx Office® Print Online Corporate

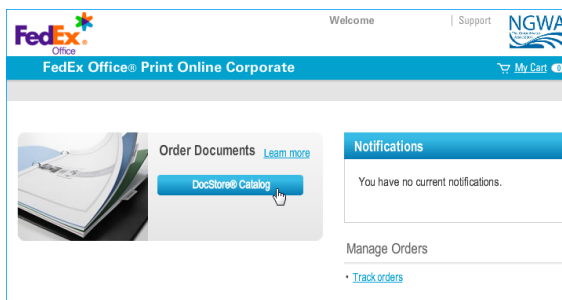
Quick Reference Guide – DocStore® Catalog

Log in to FedEx Office Print Online Corporate

From the NGWA web site, click on the FedEx Office link.

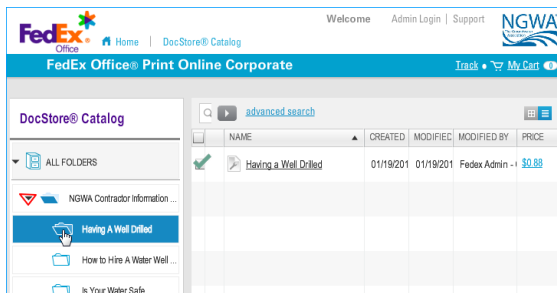
<https://www.ngwa.org/members/member-benefits/contractor-toolkit/contractor-information-handouts>

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



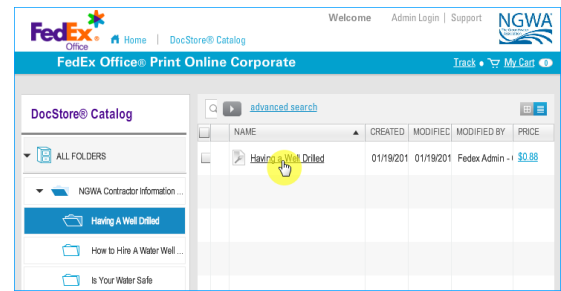
Select Documents From DocStore Catalog

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.

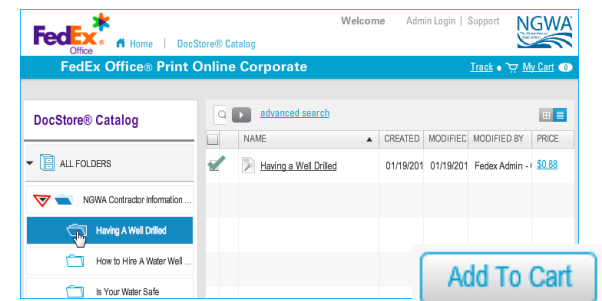
2. When a folder is selected, documents within the folder are displayed on the right side of the catalog portal.
3. Click on the title of the document title to see a preview before you add it to your shopping cart.



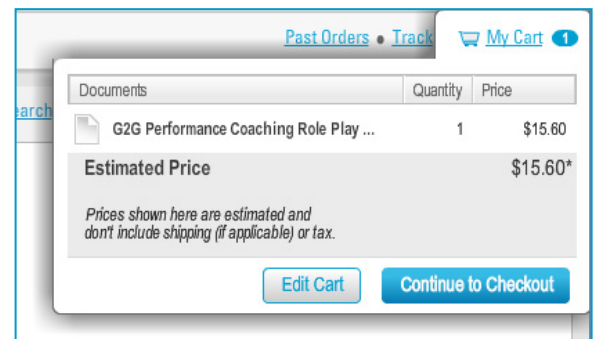
TIP: Use the **Search** function to locate documents by name or keyword. Click **Advanced Search** for additional options.



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



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. Enter the quantities for each item in your shopping cart.

Note: the default quantity is one.

My Cart

Review Your Cart 2 Delivery Payment Order Complete

Documents	Quantity	Unit Price	Subtotal	Discount	Document Total	Options
Q25 Performance Coaching Rate P...	10	\$23.00	\$230.00	\$-	\$158.00	View

Continue Shopping: [Setup Another Document](#) • [Shop My Online Documents](#) • [Shop DocStore® Catalog](#) • [Shop My FedEx Orders](#)

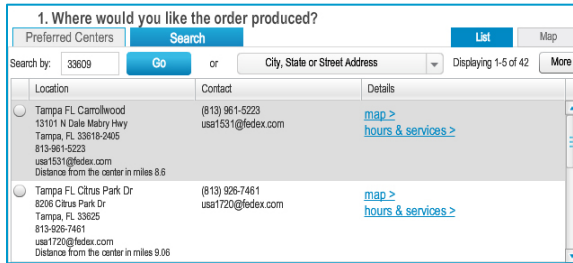
Estimated Price: \$158.00
Prices and discounts may change over time. Prices are subject to change without notice. Estimated prices displayed are estimated and do not include tax or shipping if applicable.

[Empty Cart](#) [Check Out](#)

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

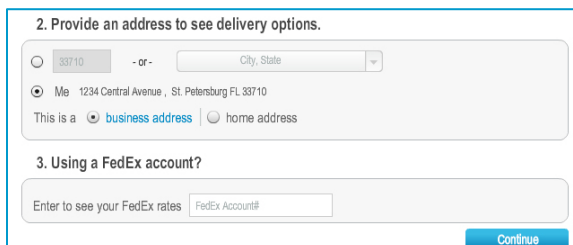
Shipping and Production Details

1. Click **Search** and enter the zip code to which FedEx Office will deliver your order.



Review the details for the FedEx Office locations and select the one that is right for your order.

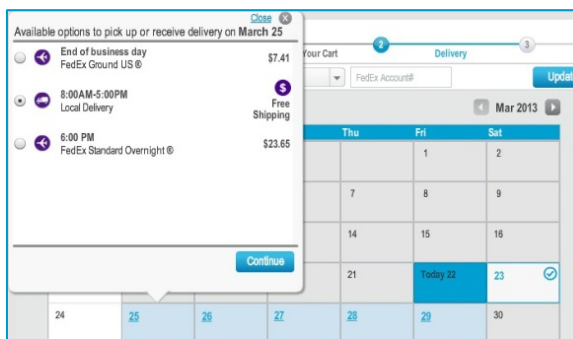
2. Enter the delivery zip code in step 2 to see delivery options.
3. If your order will be shipped, you may enter a **FedEx Ship Account** number in step 3. If you will pick up your order or select Local Delivery, leave blank.



4. 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 different FedEx Office center or change your order due date to see additional options.

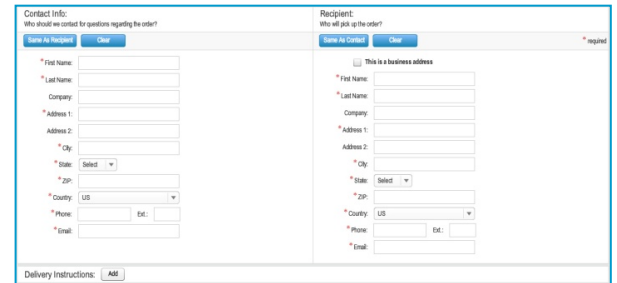
5. Select your delivery option and click **Continue**.



6. Complete the delivery information and click **Continue**.

Contact and Recipient Information

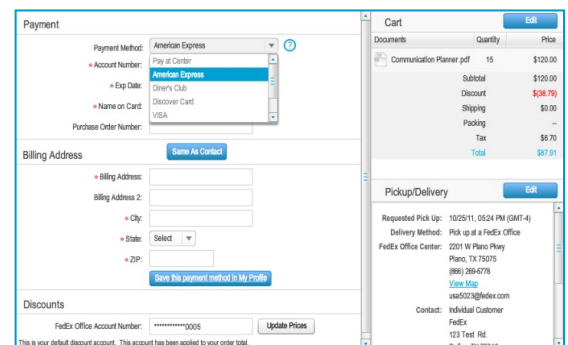
1. Complete the **Contact Info** and **Recipient** fields.



2. If Contact and Recipient info are the same, you may click **Same as Contact** to populate the Recipient info.
3. Click the **Add** button to enter any special **Delivery Instructions**.
4. Click **Continue**.

Payment and Order Submission

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



2. Click **Submit Order** to complete your order.
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 going to fedex.com/tracking and entering your order number.