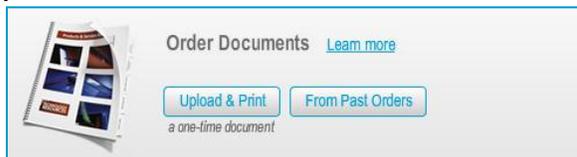## Log in to FedEx Office Print Online Corporate

1. Open your browser and navigate to
   https://printonline.fedex.com/v3.0.1_s7/xavier

2. Input **User ID** and **Password** and click **Log in**.

3. Select an option from the **Order Documents** menu to begin your order.

## Upload Files and Create Documents

1. Click **Upload** to navigate to the file(s) for your document.

2. Select file(s) for uploading. Maximum file size is 100MB each. You may combine files to create a single document, or upload files separately to create multiple documents.
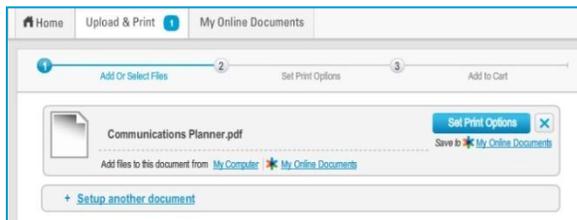
3. If your document has a custom page size, you may convert it to a standard size or use the file as-is. To use the file as-is, enter instructions into the **Keep this size** field about how you would like the document produced.

**NOTE:** Full preview and pricing may not be displayed for nonstandard page sizes. A FedEx Office team member will contact you within 30 minutes of order submission to discuss your order.

4. You may choose to add files to your document by adding them from **My Computer** or from **My Online Documents** (if available for your account). If combining multiple files into a single document, you may override the default document name, if desired.

5. Once all files have been uploaded/selected, click **Set Print Options** to begin configuring your document(s).

## Configure Document Print/Finishing Options

1. Configure your document by selecting print and finishing options from the menus at right. **Document Preview** and **Estimated Price** will dynamically update to reflect your selections.

   **TIP:** Click on **Estimated Price** to reveal detailed document pricing.

2. Review your document preview by clicking and dragging pages, or by using the controls within the preview window. This is your online proof of the finished document.

3. If the options you need are not available, use the **Special Instructions** field to describe how you would like the document produced.

   **NOTE:** Full preview and pricing may not be available online for documents with special instructions. A FedEx Office team member will contact you within 30 minutes of order submission to discuss your order.

4. Click **Add to Cart** once you have finished setting up your document.

## View and ReorderFrom Past Orders

1. Documents are available to reorder for a period of six months from last date of order (if enabled for your account). To reorder a document, use the **From Past Orders** button, or add a previously ordered document to your order from the **My Cart** page by clicking the **Shop My Past Orders** button.

2. Switch to the **Reorder** tab to view eligible documents. Mark the checkbox besideall documents you would like to reorder.
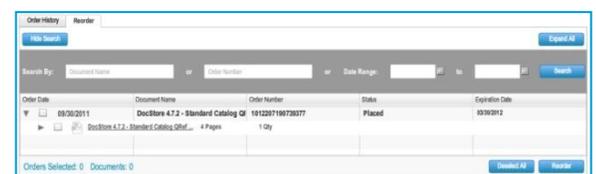
3. Click the **Reorder** button at the bottom of the screen to place the selected items in **My Cart**.
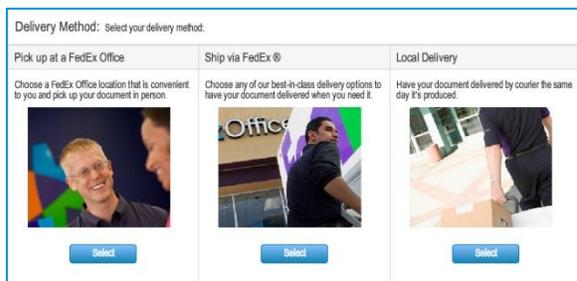
## My Cart Options

1. Adjust document quantities as needed (defaults to 1).
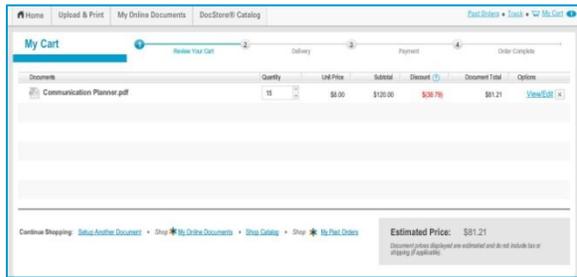
2. You may continue shopping or **Check Out**.

## Shipping and Production Details

1. The **Delivery Method** defaults to **Local Delivery/via FedEx Office courier.** You do have the option to pick up your order or have it shipped via FedEx .

2. Click an option in the **Order Due Time** list to specify when you want your order completed. **NOTE:** the **Order Due Time** does not include shipping or local delivery time.

3. If the option is available for your account, choose a production location from the **Preferred Locations** list, or click **Search** to locate a FedEx Office location by address.

   *Xavier University uses FedEx Office Hyde Park for all orders.*

4. Click **Continue**.

## Contact and Recipient Information

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

2. If **Recipient** address is a business address, mark the **This is a business address** checkbox.

3. Click the **Add** button to enter any special **Delivery Instructions**.

4. Click **Continue**.

## Payment and Order Submission

1. **Payment Method** is defaulted to the FedEx Office Account Number.

2. **Please enter your Organization or Fund Number and Department name for billing**

   Click **Submit Order** to complete your order.

3. You will receive an on-screen confirmation as well as an email confirmation (if enabled). 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.