Log in to FedEx Office® Print On Demand

1. Go to: fedex.com/apps/ondemand/xavier and enter your User ID and Password to log in.

Create a Document

1. Choose Print Products to create a new document. Feature availability is dependent on your site configuration.

2. Choose a product type that best represents your desired finished product, and select Get Started.

3. Select Browse Files to add files from your device, or drag and drop your files.

4. You may upload multiple files and Combine Files as a single project, or choose Keep Files Separate to create a separate project with each file.
Workspace

1. In Workspace, you can associate your uploaded files with one or more projects. Files and projects are retained in Workspace for 30 days.

2. **Upload Files** or **Create Projects**, and drag and drop to associate files with projects, or to rearrange files within a project.

3. Once you have assigned your files with your project, select **Set Up Project** to choose print and finishing options.

Set Up Project

1. Set up your project for printing by choosing options from the following menus:

   NOTE: Default options may vary by print product.

   **Print Properties:** Paper size, Paper type, color, sides to be printed, Orientation & Prints Per Page
A- **Finishing Options**: Binding & Stapling, Cutting, Hole Punching, Folding, Print First Page on Cover, Front Binding Covers, Back Binding Covers, Binder Spine & Lamination

B- **Tabs & Pages**: Blank Sheets, Tabs

2. Choose **View Price Details** for a price breakdown, including any discounts.

3. Choose the **Pencil** icon to change the name of your project.

4. Select **Additional Print Instructions** from **Advanced Options** to add instructions for producing your document that are not available as menu options.

   NOTE: Projects with additional print instructions will not display pricing online. A FedEx Office team member will contact you to confirm your instructions and provide a price before producing your order.

5. Navigate the dynamic preview by selecting the left/right icons or by entering the page number you want to preview.

6. Adjust quantity as needed and select **Add to Cart**.
1. At the Cart, you can modify item quantities, remove items from cart, return to editing print options for an item, or access other ordering options (based on your site configuration).

   NOTE: Items saved to catalog in FedEx Office legacy applications (Print Online and DocStore) cannot be edited.

2. Select Show Details to see a price breakdown for an item.

3. Select Continue Shopping to create another project or add additional items from the catalog.

4. Select Checkout to proceed.
Checkout with Delivery

1. Choose **Deliver to Address**.

2. Enter an address for delivery and select **Continue to Next Step**.

3. **Recommended Stores** are FedEx Office locations that have been specifically identified by your organization to support your program (such as on-site or near-site locations), and are identified with a “star” icon. If enabled for your account, you can switch between the full FedEx office network of 2000+ locations, and your organization’s Recommended Stores, by selecting the **View Recommended Stores Only** checkbox. If not enabled for your account, you will proceed directly to the next step: **Delivery Method**.

   NOTE: On-site locations and hotel/convention center locations may not be displayed unless View Recommended Stores Only is checked.

4. Select a **Production Location** and select **Continue to Next Step** to choose your **Delivery Method**.

5. Choose a **Delivery Method**. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location. Local Delivery discount (if applicable) will be reflected in the Total Discount at **Order Summary**.

   NOTE: For FedEx shipping: enter a Shipping Account Number to bill shipping directly to your FedEx account. Enter a Shipping Reference ID if needed or required.

6. Complete required fields for **Contact and Payment Information**.

   NOTE: Specific billing information such as Department Code, Cost Center etc. may be required at checkout.

7. Review your **Order Summary** and click **Submit Order**.