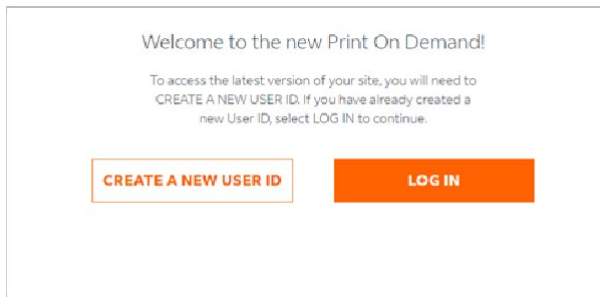


Login

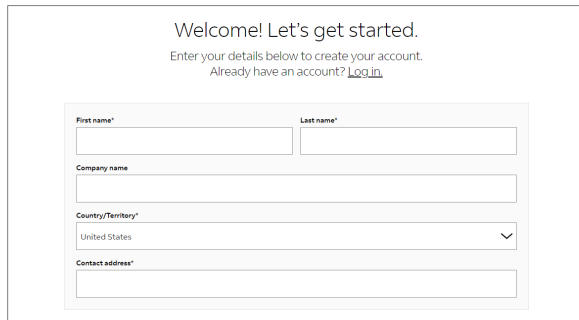
1. To access your ordering site, go to: www.office.fedex.com/ondemand/xavier
2. Create a new User ID.

Note: If you have already created a User ID, select Log In to continue to your site.



Create a User ID

1. Enter your information – Name, Address, Phone Number and Email. Select Enter Login Details.

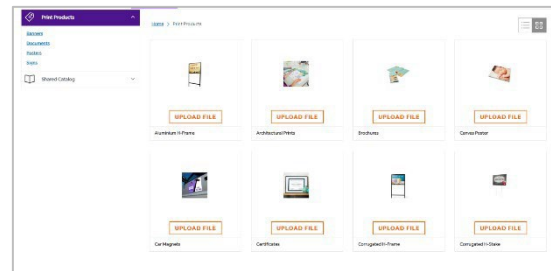


2. Choose User ID type (email address or create your own) and create a secure password.
3. Select Create My User ID. Depending on your site configuration, you may be granted immediate access, or your access may need to be approved by your site administrator.

Create a project

1. Choose Browse Print Products to create a new project.

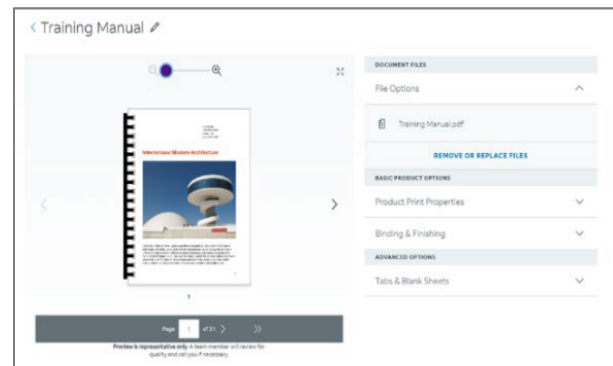
NOTE: For narrow format document printing, select Upload & Print to bypass product selection.



2. Choose the print product that best represents your desired finished product and select Upload File.
3. Select Browse Files or drag-and-drop to add files. If you upload multiple files, they will be combined.

Set up a project

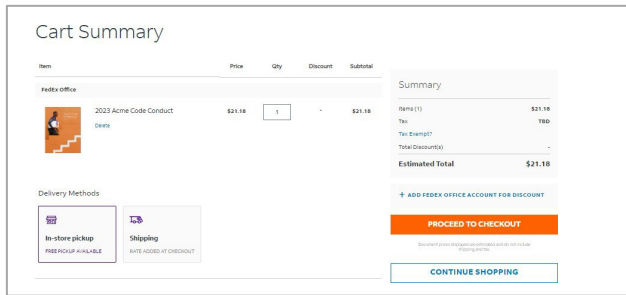
1. Use the menus to select print and finishing options for your project and select Add to Cart. The dynamic document preview and pricing will update to reflect your selections.



2. Choose View Price Details for a price breakdown, including any discounts.
4. Select Remove or Replace Files from File Options to add, replace, or remove files associated with your project.

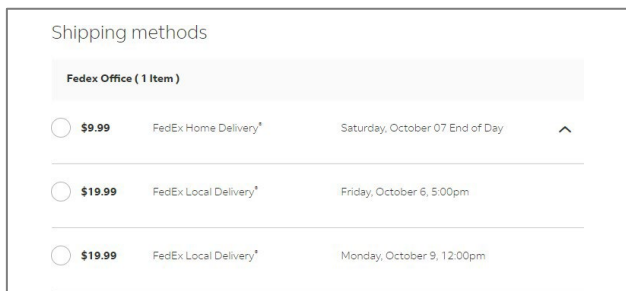
Cart Summary

- At Cart Summary, you can modify item quantities, remove items from cart, or edit print options for items in cart.



Checkout with shipping

- At Cart Summary, choose Shipping and then select Proceed to checkout.
- Enter recipient address for delivery.
- If applicable, enter a FedEx Shipping Account Number and Shipping Reference ID.
- Select See Shipping Results.
- Choose shipping method. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location.

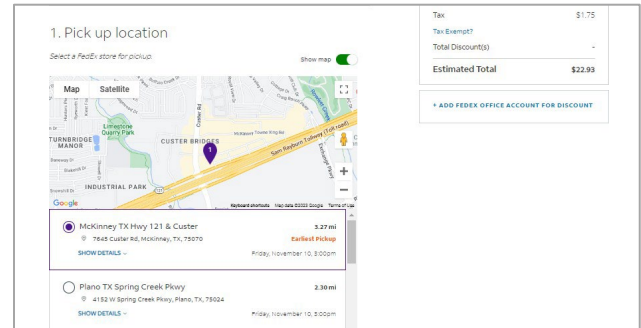


- Choose a Contact Person and Continue to Payment.

Checkout with pickup

- At Cart Summary, choose In-store pickup and then select Proceed to checkout.

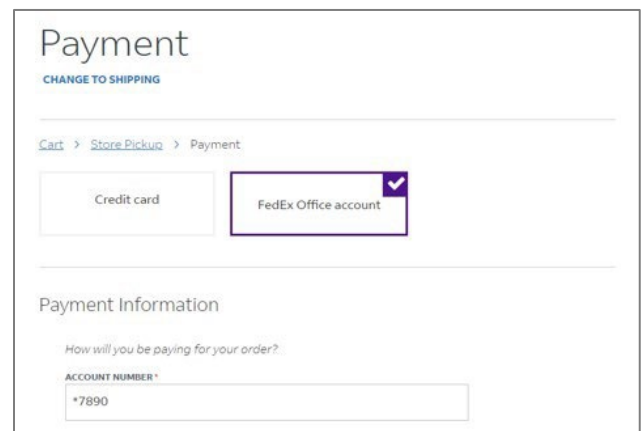
- Search for a pickup location by entering an address or zip code and choose your preferred location.



- Select Change Pickup Time to modify your desired due date and time.
- Assign an alternate pickup person, if needed, and Continue to Payment.

Payment

- Choose payment method (if enabled for your site).
- Complete required payment fields (if enabled for your site) and continue to Order Summary.



- Review your order and select Edit to make any revisions.
- Submit Order.
- You will receive email confirmation of your order submission. Order details are saved to Order History.