Welcome to Office DEPOT!

Please note we have established a Login ID and Password for you in the Office Depot ordering system. Effective November 14, 2016 you can begin utilizing your new account. Instructions are listed below on how to access your account and user guide attached for your reference.

HOW TO ACCESS YOUR ACCOUNT:

1. Go to the Office Depot website using the URL: https://business.officedepot.com/
2. Once at the Log-in page, you can then proceed with entering your new login ID as instructed below:

   - Enter your **Login ID:** _____
   - **Your temporary password** (case sensitive)**:** Welcome1

3. You will be prompted to change the temporary password to one of your choice. Just keep in mind, your new password must contain between 8 to 10 characters, 1 capital letter, lower case & one digit. You will also be prompted to select and respond to a security question for your profile.

Recorded web demo: If you would like to view a recorded training demo at your leisure, you may access via the following link: http://officedepotnow.com/view/mail?iID=DcD8BxZfZvBXwZhPXvKX

Additional Contact Information:

- **Customer Service Desk** at: **888-263-3423 -** For inquiries concerning product information, returns or questions concerning your orders.
- **Internet Help Desk** at: **800-269-6888 –** For navigational questions or assistance with password resets.

Your Office Depot Account Manager is:
Kate Griggel| Office DEPOT OfficeMax
Major Accounts Manager| Business Solutions Division
Office: **856.325.8001**
email: kate.griggel@officedepot.com

We look forward to servicing your needs.

Implementation Services Team

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