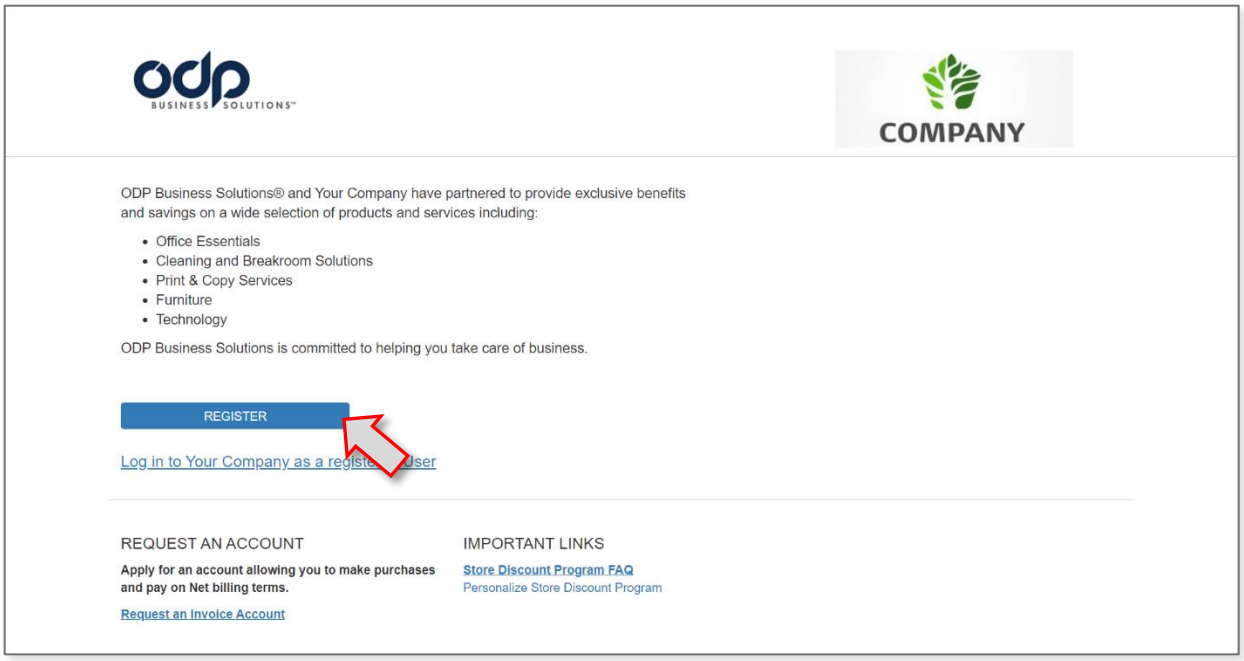
Community Quick Reference Guide

Welcome to the ODP Business Communities.

Each community page is a custom landing page allowing you to register for online access to exclusive member benefits and savings.

To get started, simply click REGISTER.

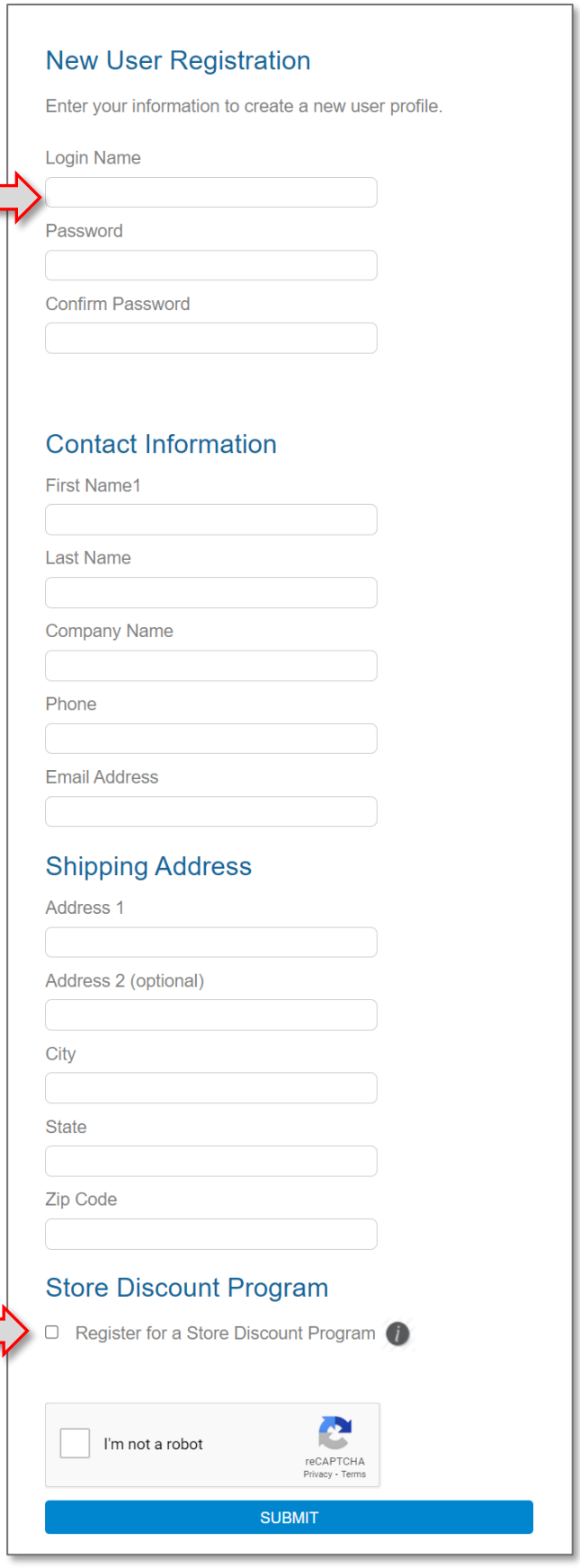


Community Quick Reference Guide

This New User Registration form will collect all information necessary for you to create an account and have products shipped to your desired location.

Please enter a login id that you can remember easily and unique to you. ODP recommends using your email address.

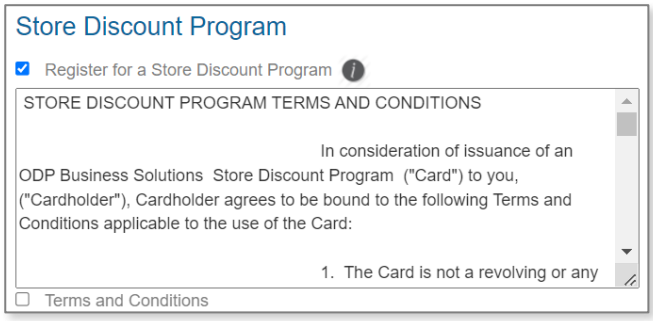
The sytem will prompt and coach you through the entry of all required elements.



Store Discount Card

When you check the box: Register for Store Discount Card a mobile ID card will be created.

Present your mobile id in any Office Depot retail store to obtain discount pricing for any Store purchase.



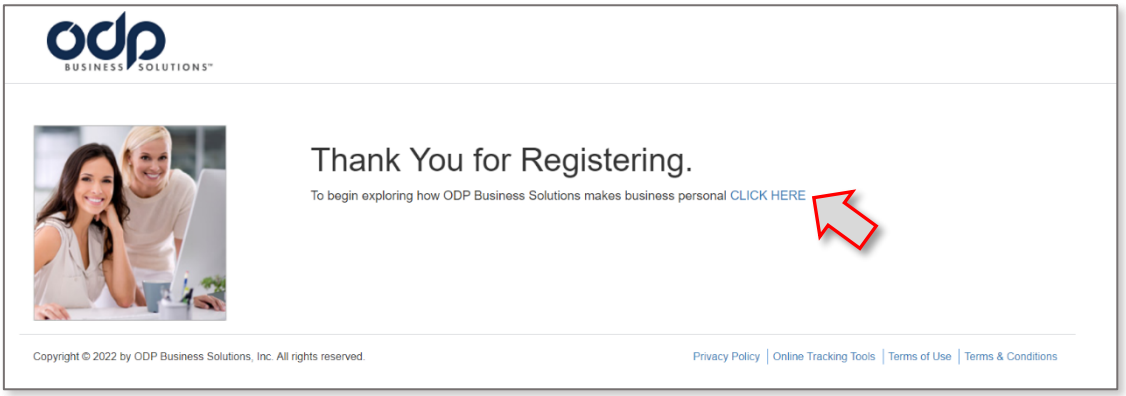
Please accept the Terms and Conditions by checking the box.

For security, please check the box I'm not a robot
You may be prompted to select image.
Once complete, click SUBMIT .

Community Quick Reference Guide

You will receive an on screen and email confirmation when you have successfully registered.

To logon and begin shopping, click where indicated

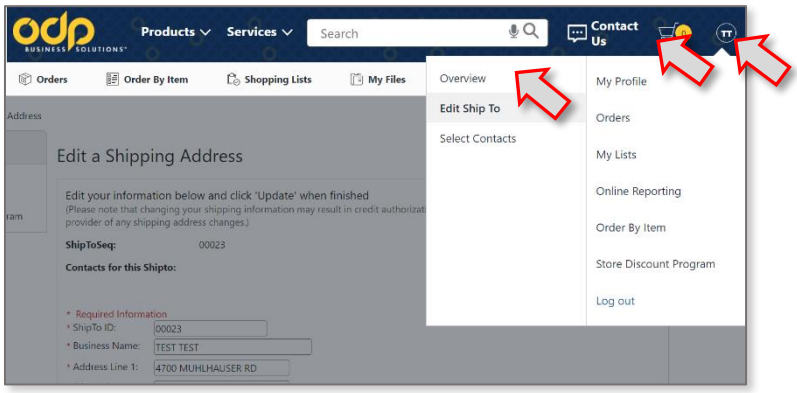


Edit My Shipping address.

Do you need to change your shipping address? As a registered Community member, you may edit your address while on-line as a www.odpbusiness.com user, it's most easily done prior to checkout.

1. Logon with your new www.odpbusiness.com user id and password:

2. Hover over circle in upper right of screen, , then hover over "My Profile", Click "Edit Ship" To



3. Edit the shipping address as needed.

4. Don't forget to click: UPDATE

5. Then proceed with your shopping.

