

Log in to FedEx Office Print Online Corporate

1. Open your browser and navigate to:
<https://prntonline.fedex.com/nextgen/abbott>
2. Input **User ID** and **Password** (if required) and click **Log in**.



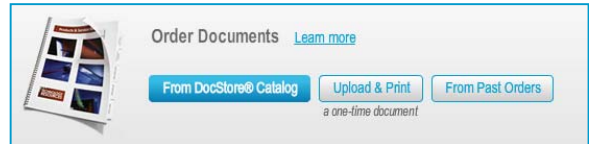
The screenshot shows the login interface for FedEx Office Print Online. At the top, it says "FedEx Office® Print Online". Below that is a header "Log in to FedEx Office® Print Online". There are two input fields: "User ID:" and "Password:". To the right of the password field is a blue "Log in" button. Below the fields is a link that says "Forgot your [User ID](#) or [Password](#)?"

TIP: If this is your first time logging in you will be prompted to set up reminder questions and answers that when entered will allow you to retrieve a forgotten User ID or password.

TIP: If you have forgotten your User ID or password, click the **User ID** or **Password** link as necessary and answer the onscreen questions. You will receive your login information in an e-mail message.

Start Your Order

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



Proceed to the associated sections in this document:

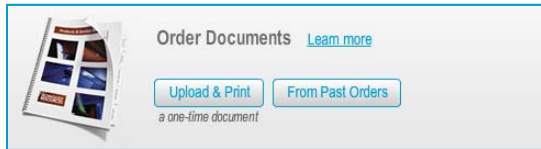
Upload and Print – Upload file(s) as needed and configure production specifications

My Online Documents – Save your frequently-printed documents to your personal catalog. Securely stores files and production specifications, so your documents are ready for reorder at the touch of a button.

Check Out – Configuring your turn-around time, delivery and payment options.

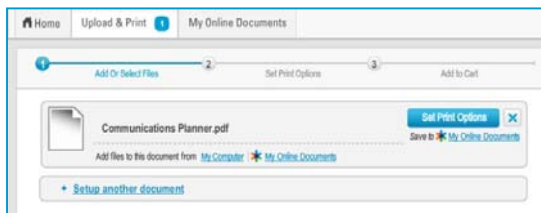
Place an Upload & Print Order

1. Select the Upload & Print option from the **Order Documents** menu to begin your order.



Upload Files and Create Documents

1. Click **Upload** to navigate to and select file(s) for uploading. Maximum file size is 100MB each. You may combine files to create single document, or upload files separately to create multiple documents.



2. 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.

3. 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.
4. Once all files have been uploaded/selected, click **Set Print Options** to begin configuring your document(s).

Configure Document Print/Finishing Options

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

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



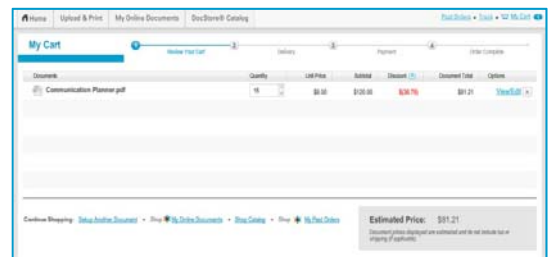
2. Review your document preview by clicking and dragging pages, or by using the controls within the preview window. This is your online proof of the finished document.
 3. If the options you need are not available, use the **Special Instructions** field to describe how you would like the document produced.
- 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 Reorder From Past Orders

1. Documents are available to reorder for six months from last date of order. 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 beside all 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

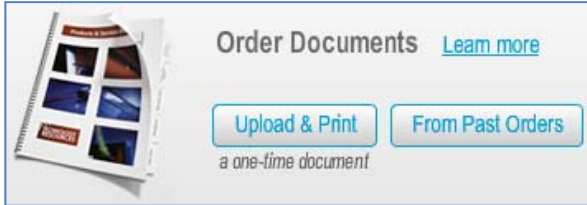
1. Adjust document quantities as needed (defaults to 1).



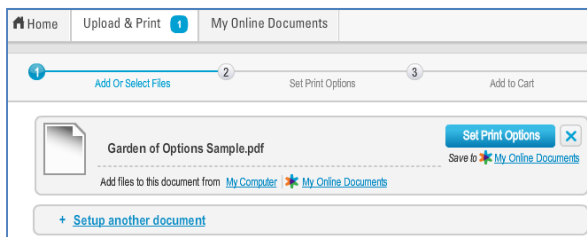
2. You may continue shopping or **Check Out**.

Upload and Save to My Online Documents

- From the FedEx Office® Print Online home page, click **Upload & Print**.

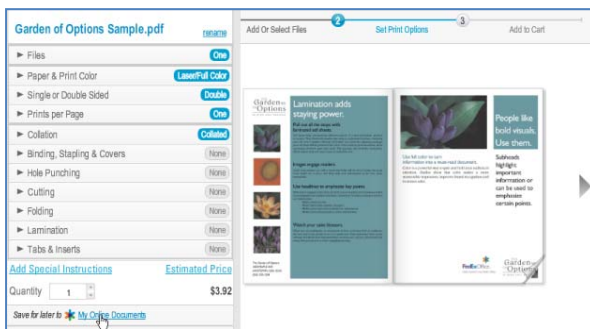


- Click **Upload** and navigate to your file(s).
- Upload file(s) for your document.

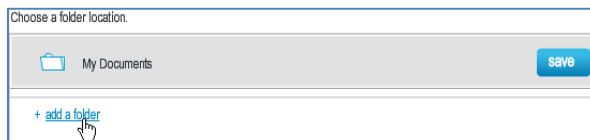


- No time now to set print and finishing options? Click **Save to My Online Documents**. This will save the document online. You will need to set print options prior to placing any order for the document.

Ready to set your print and finishing options now? Click **Set Print Options**, set your print and finishing options, then click **Save for later to My Online Documents**.

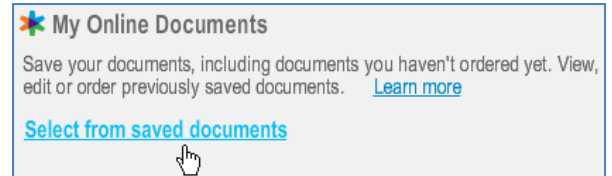


- Save your document into an existing folder or create a new one by clicking **add a folder**.

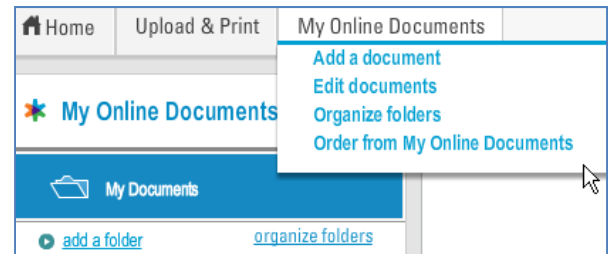


Manage Documents in My Online Documents

- From the Home page, click **Select from saved documents**.

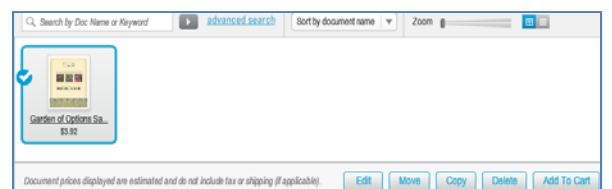


- Click **My Online Documents**.



- Add a document:** Launches the **Upload** window to allow uploading files from your computer or selecting previously saved documents.
- Edit documents:** Displays the **My Online Documents** window to allow selecting a document for edit.
- Organize folder(s):** Displays the **My Online Documents** window to allow creating, editing and moving folders to organize your documents within *My Online Documents*.
- Order from My Online Documents:** Displays the **My Online Documents** window to allow selecting a document for ordering.

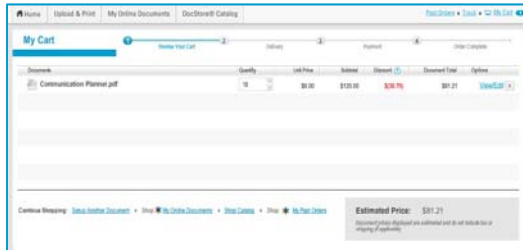
- Select document and click action to perform.



- Edit:** Edit files, print and finishing settings within the selected document.
- Move:** Select or add a new folder to move the document into.
- Copy:** Copy selected documents, including associated print and finishing options. Copy one or more documents at once.
- Delete:** Permanently delete selected folders and documents, including all underlying files. Deleting a folder deletes all documents within it. There is no Undo.
- Add to Cart:** Initiate order checkout for the selected document(s). Document must have already been previewed and the print options reviewed.

My Cart Options

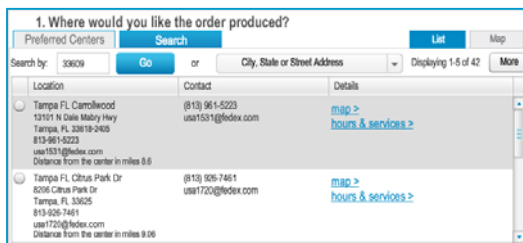
1. Adjust document quantities as needed (defaults to 1).



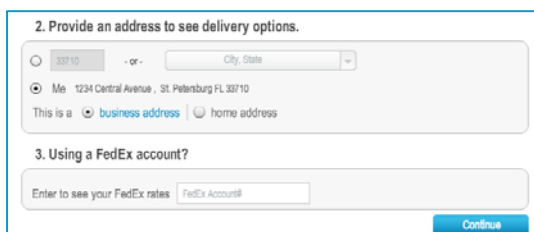
2. You may continue shopping or **Check Out**.

Shipping and Production Details

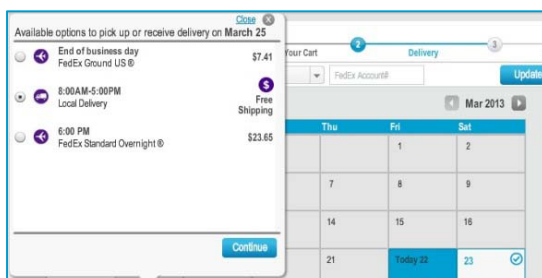
1. Choose a FedEx Office production center from the **Preferred Centers** list, or click **Search** to access options for locating a center.



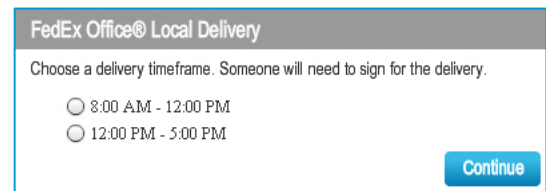
2. Provide an address to see delivery options. If your order will be shipped, you may enter a **FedEx Ship Account** number (if enabled for your account).



3. Choose the date you would like to receive your order to see delivery options. Delivery options are calculated based on your project(s) and selected center. If you are unable to select your preferred method of delivery, you may select another center or change your order due date to see additional options.
4. Select your delivery option and click **Continue**.

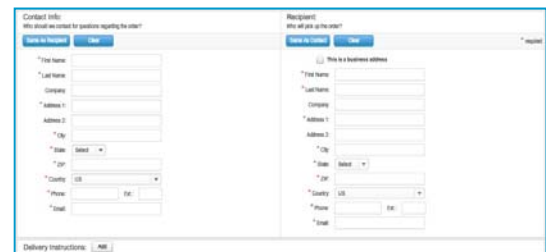


5. Select the time you would like to receive your order and click **Continue**.



Contact and Recipient Information

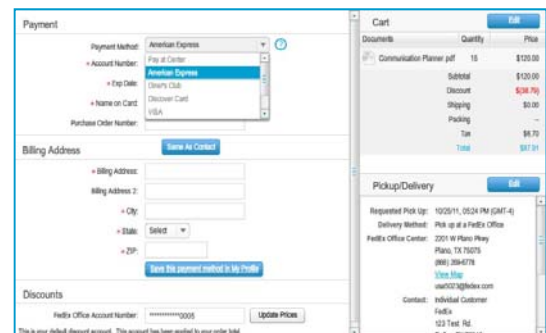
1. Complete the **Contact Info** and **Recipient** form.



2. If **Recipient** address is a home address, remove the mark in the **This is a business address** checkbox.
3. Click the **Add** button to enter any special **Delivery Instructions** and click **Continue**.

Payment and Order Submission

1. Select a **Payment Method** from the drop-down list and complete the fields below.



2. Click **Submit Order** to complete your order. If your company has applied spending limits to your FedEx Office Print Online Corporate order site, you will receive a warning message if you exceed the limits. Adjust documents and quantities in your order so it does not exceed the limit, or click **Continue** to request approval.

NOTE: Orders requiring approval are not sent to the producing center until they are approved by your organization's approver.

3. You will receive an on-screen confirmation as well as an email confirmation. This confirmation is your receipt and will contain order details as well as a tracking number to allow you to track your order status.