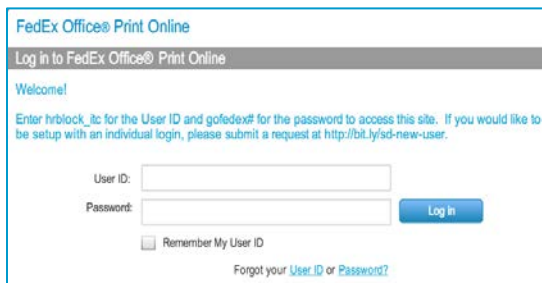## Log in to FedEx Office Print Online Corporate

1. Open your browser and navigate to:
    https://printonline.fedex.com/nextgen/hrblock_pod

    TIP: Please use Internet Explorer when using the Print Online site. Flash must be enabled to use the Chrome browser (instructions on Page 3).

2. Enter **User ID** and **Password** provided on screen and click **Log in**. Or, you can register for an individual login.

3. Click the **From DocStore® Catalog** button in the **Order Documents** menu to start your order.
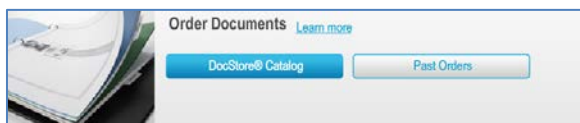
Select Documents From DocStore Catalog

1. Select a folder to view documents.

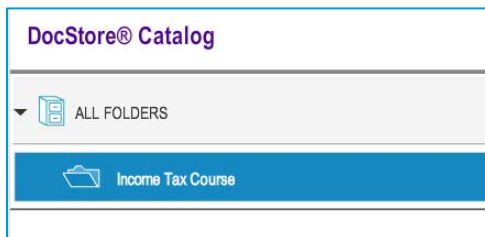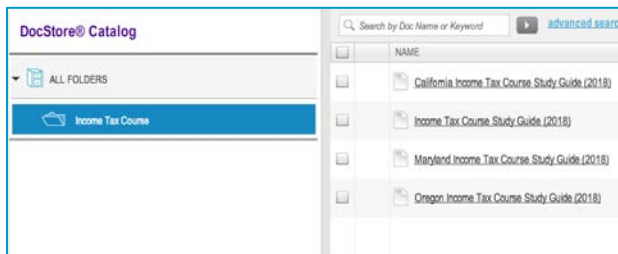   **TIP:** Click the (▶) icons in the folder list to expand and collapse folders as you browse the catalog.

2. When a folder is selected, documents within the folder are displayed on the right side of the catalog portal.

3. Use the **Zoom** slider to change the size of document thumbnails, or switch to List View using the buttons at right.


    TIP: Utilize the **Search** field to locate documents by name or keyword. Access **Advanced Search** for additional options.

4. Select documents you would like to order and click **Add to Cart**.

   **TIP:** Double-click a document to access a preview and additional document information.

5. **My Cart** will display momentarily at the top right of your screen as you add documents. You may continue to add documents or **Continue to Checkout**.
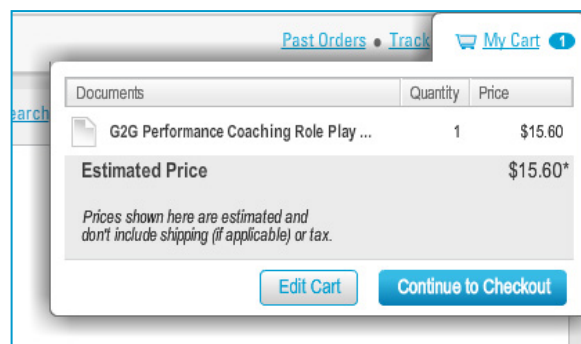
    TIP: Once you've added a document to **My Cart**, you must **Edit Cart** or **Continue to Checkout** to remove the document from your order or change its quantity.

My Cart

1. Adjust document quantities as needed (defaults to '1').
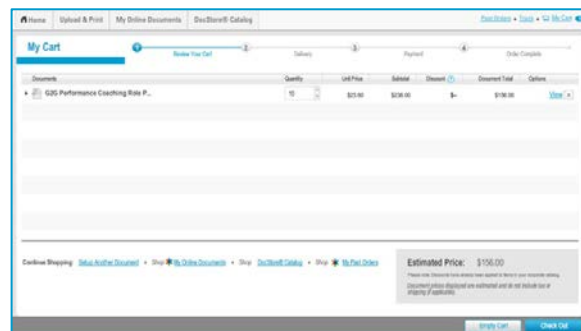
2. You may continue shopping or **Check Out**.

Shipping and Production Details

1. Choose a FedEx Office location from the **Preferred Locations** list, if available, or click **Search** and enter the zip code for the recipient of this order and click **Go**.

For assistance, contact FedEx Office at 1.800.GoFedEx 1.800.463.3339 or email **fedexoffice.customerrelations@fedex.com**
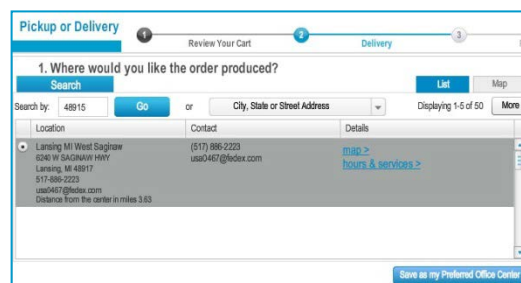
2. Provide an address to see pick-up & delivery options (on the next screen). If your order will be shipped, you may enter a **FedEx Ship Account** number. Delivery addresses within 30 miles of a FedEx Office store will be able to take advantage of free Local Delivery service. A FedEx Ship Account **does not** need to be entered for Local Delivery.

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. Available delivery options for the date you selected will be displayed. Choose your preferred delivery method and click **Continue**. You may be presented with additional options. **Note: A signature will be required for Local Delivery.**

Contact and Recipient Information

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

2. If **Recipient** address is a home address, remove the mark in the **This is a business address** checkbox.

3. If Contact and Recipient info are the same, you may click **Same as Contact** to populate the Recipient info.

4. Click the **Add** button to enter any special **Delivery Instructions**.

5. Click **Continue**. Address entered will be verified by postal standards. Click **Continue** again, if any changes made to the address are ok. Click Undo then Continue, if any changes made are not ok.

Payment and Order Submission

1. Verify that the billing information is complete and accurate on the **Payment** page.

2. Click **Submit Order** in the bottom right corner of the screen to complete your order.

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.
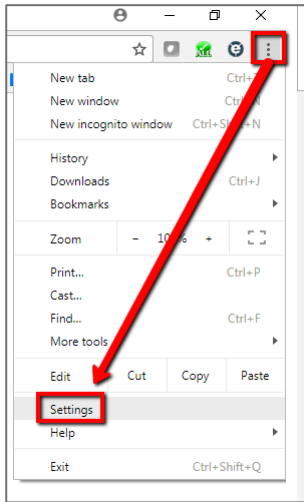
    TIP: You may track your order by clicking the **Track Orders** link from the **Home** screen or by going to fedex.com/tracking.

    TIP: You may view order details and status of your order by clicking on **Past Orders.**
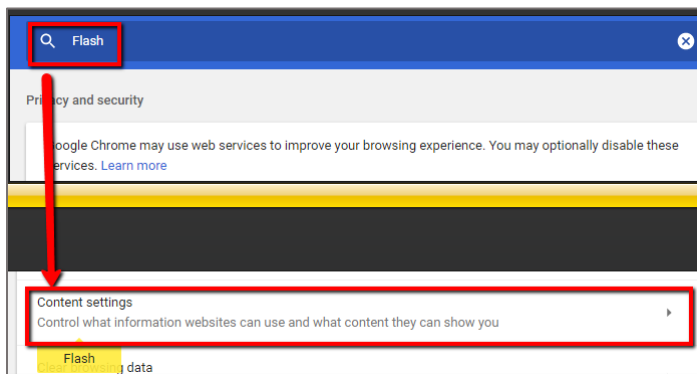
FedEx Office – POLC FLASH Troubleshooting tips:

If using chrome, the following is required.

1) **Click menu icon (three dots) image, and click Settings**

2) **Type Flash in the search field, navigate down and select Content settings**

3) **Click on Flash setting**

4) **Under Allow, add either https://printonline.fedex.com or [*.]fedex.com**