Login

1. To access your ordering site, go to: https://www.office.fedex.com/ondemand/humana

2. Create a new **UserID**.

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

   Welcome to the new Print On Demand!

   To access the latest version of your site, you will need to CREATE A NEW USER ID. If you have already created a new User ID, select LOG IN to continue.

   CREATE A NEW USER ID   **LOG IN**
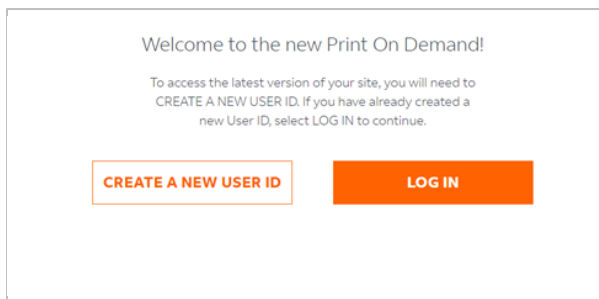
Create a User ID

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

   Welcome! Let's get started.
   Enter your details below to create your account.
   Already have an account? Log in.

   First name*   Last name*

   Company name

   Country/Territory*
   United States

   Contact address*
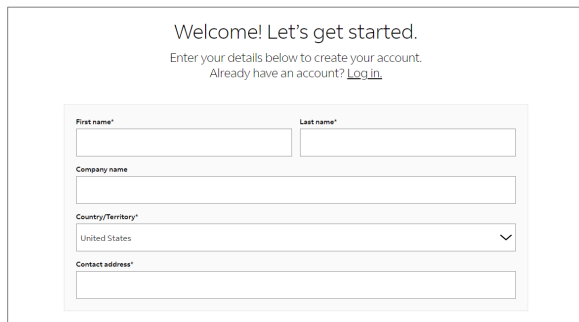
2. Choose User ID type (email address or create your own) and create a secure password.

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.
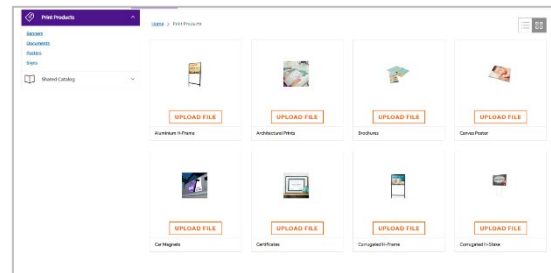
2. Choose the print product that best represents your desired finished product and select **Upload File**.

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.
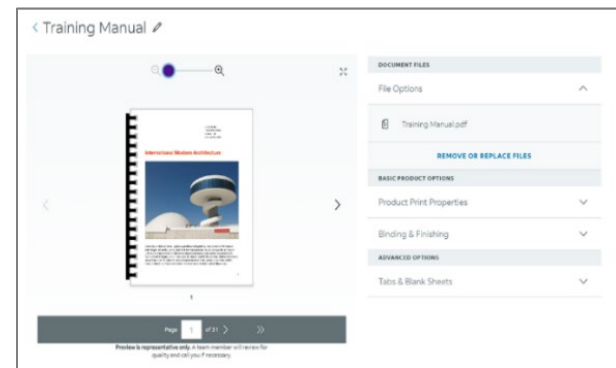
2. Choose **View Price Details** for a price breakdown, including any discounts.

3. Select **Remove or Replace Files** from File Options to add, replace, or remove files associated with your project.
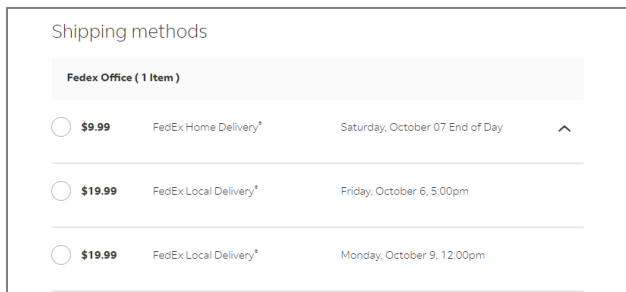
Cart Summary

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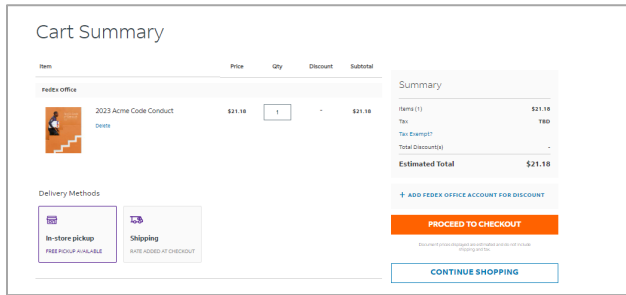
Checkout with shipping

1. At Cart Summary, choose **Shipping** and then select **Proceed to checkout**.

2. Enter recipient address for delivery.

3. If applicable, enter a FedEx Shipping Account Number and Shipping Reference ID.

4. Select **See Shipping Results**.

5. Choose shipping method. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location.
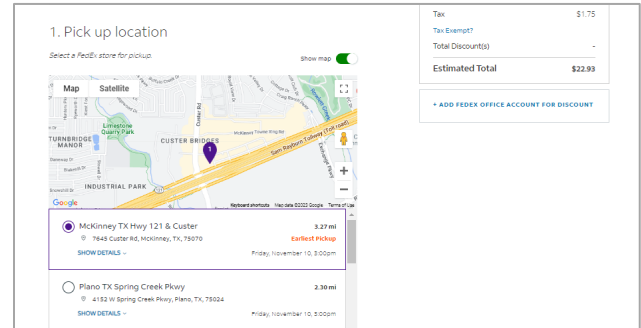

6. Choose a Contact Person and **Continue to Payment**.

Checkout with pickup

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

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

3. Select **Change Pickup Time** to modify your desired due date and time.

4. Assign an alternate pickup person, if needed, and **Continue to Payment**.

Payment

1. Choose payment method (if enabled for your site).
2. Complete required payment fields (if enabled for your site) and continue to **Order Summary**.
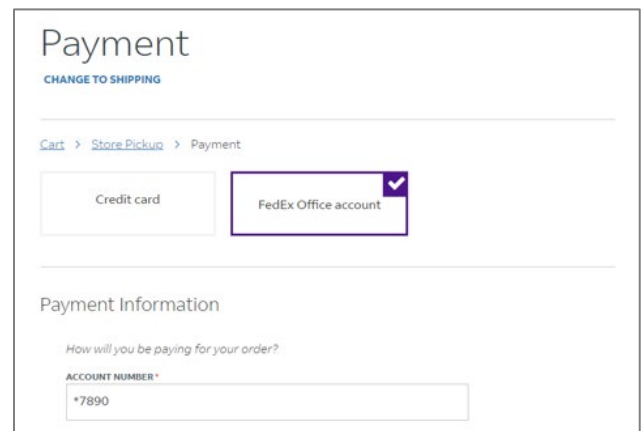
3. Review your order and select **Edit** to make any revisions.

4. **Submit Order**.

5. You will receive email confirmation of your order submission. Order details are saved to Order History.

For assistance, contact FedEx Office at 1.800.GoFedEx 1.800.463.3339