OfficeMax requires that you register and create your own unique login for OfficeMaxSolutions.com before you are able to place your first order. Please follow these instructions. If you need help, please call OfficeMax Customer Support at 1-800-817-8132, Option 2.

Click the link “Create a Login to Order Office Supplies” on your Intranet and follow the instructions below:

**Register a New User**

**Welcome, University of Delaware**

Please provide us with your contact information below. This will enable us, at the request of your company, to assign you a new PIN (Personal Identification Number) or locate your existing PIN and attach it to your username upon creation of your first order with us.

At that time, if you have provided us with your email address, you will receive an email confirming your new PIN. Otherwise, once your update has been processed in no more than two business days, your PIN will be available on the Customer Service screen.

1. Click the box next to “I Don’t have a PIN.”

2. Fill in your information for everything with a red asterisk *

3. It is important to **type your email address correctly**. This is how you will receive your order confirmation.

4. Type your mailing address. You will enter your delivery address later.

5. Click Submit
1. Create your Username:
   - **Delete the computer-generated username.**
   - User Names must be between (4) and (17) characters in length.
   - User Names must contain at least one letter.
   - No spaces, please.

2. Create Your Password
   - Passwords must be between (4) and (15) characters in length.
   - Passwords must contain at least one letter and one number.
   - No spaces, please.
   - Confirm your password in the space provided.

1. The system will confirm your username and password. You may choose to print this page or record them exactly as they are displayed.

**Note: Your login is case sensitive!**

You can continue updating your user preferences now.

OR

You can **add new user**.

OR

You can **logout**.

2. You must click "Continue" to enter your credit card information and shipping address.
1. Click the “Billing and Shipping” link.

2. Select your account number 0239933 and select your Ship to Code - OMXS.

3. Select and type your credit card information. Entering it now saves the information for the checkout process.

4. Type your name and delivery street address. This is where your office products will be delivered. Entering it now saves the information for the checkout process. *No PO Boxes, please.*

5. Close your browser completely to allow your registration to take effect.

6. Reopen your browser. Access your Intranet and then click the link “Order Office Supplies.”

7. Log in using your new username and password. Remember that they are case sensitive (upper and lower case letters do matter) and you must enter them exactly as you created them. Please call OfficeMax Customer Support at 1-800-817-8132 option 2 with any questions or concerns. Thank you.