



OfficeMax Self Registration Guide for University of Delaware

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.

* Required

PIN: *

(if you already have one)

I don't have a PIN.

I forgot my PIN.

Salutation

None

First Name *

Last Name *

Title

Office Supply Buyer

Email Address

Phone *

Area Code

Number

Extension

Fax

Primary Address

Address *

222 South Chapel Street

City *

Newark

(Use full city name. For example, Fort Lauderdale, not Ft. Lauderdale.)

State *

Delaware

Zip *

19716

-

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**

Submit

Register a New User

Current Username 229072TRegistr813

NOTE: User Names and Passwords are case sensitive!

- User Names must be between (4) and (17) characters in length.
- User Names must contain at least one letter.
- Passwords must be between (4) and (15) characters in length.
- Passwords must contain at least one letter and one number.
- User Names and Passwords must not contain spaces.

New Username If you **don't** want to change your username, t

New Password If you **don't** want to change your password, then leave the new password field blank.

Verify Password If you **don't** want to change your password, then re-enter your New Password for verification.

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.

Register a New User

New User Account

Username: Your Username

Password: Your Password

Important:

You have been added to the system. Your user account is now active.

You can [continue](#) updating your user preferences now.

OR

You can [add new user](#).

OR

You can [logout](#).

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!

*****Important*****

2. You **must** click "Continue" to enter your credit card information and shipping address .

Your Profile	Billing and Shipping
Contact Information	Select your Account/Ship To Code
Username and Password	Account <input type="text" value="0239933 University of D"/>
Billing and Shipping	Ship To Code <input type="text" value="OMXS"/>
Shipping Preference	

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.

If you do not use credit card aliases, enter card information below.

Credit Card Type:

Credit Card Number (Numbers only, no spaces or dashes):

Expiration Date (mm/yyyy): /

Procurement Card Code:

System will generate a unique PO # for each of your orders. To use the same PO # repeatedly, enter it below.

PO #:

Attention:

Check the "Email To" box to have your order acknowledgement emailed to the contact below.

Email To:

Check the "Fax To" box to have your order acknowledgement faxed to the contact below.

Fax To:

Fax Number: -

Complete this section if you wish to override your Ship To Code shipping information.

Name:

Address:

(Use full city name. For example, Fort Lauderdale)

-Select State-:

-

Items will appear at the top of your packing list.

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. Click Submit

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.