

It's easy to get started!  
Log on or visit your local  
OfficeMax Store!

**Account: 0677197**  
**Consignee: CCARD**  
**Username: coabeccard**  
**Password: order01**

Please contact your account  
manager with any questions that  
you may have.

**Amber Sharp**  
Business Development  
Manager, Integrated Solutions  
**TEL:** 877-633-2629 Option 3  
Extension 6522 |  
[ambersharp@officemax.com](mailto:ambersharp@officemax.com)

- **Get logged on to see your savings!**

**Username: coabeccard**

**Password: order01**

Visit [www.officemaxsolutions.com](http://www.officemaxsolutions.com) enter your  
username and password (*case sensitive*)

1. Click on create new office product order
2. Add items to shopping cart
3. To check out click "checkout"
4. Update ship to address and email address to receive  
order confirmation and merchandise
5. Enter credit card information
6. Complete check out process

- **Use your retail connect card!**

1. Print the card
2. Take to the store and visit our *Impress* counter
3. They will laminate for free
4. Cashier will swipe card and savings are **automatic**

