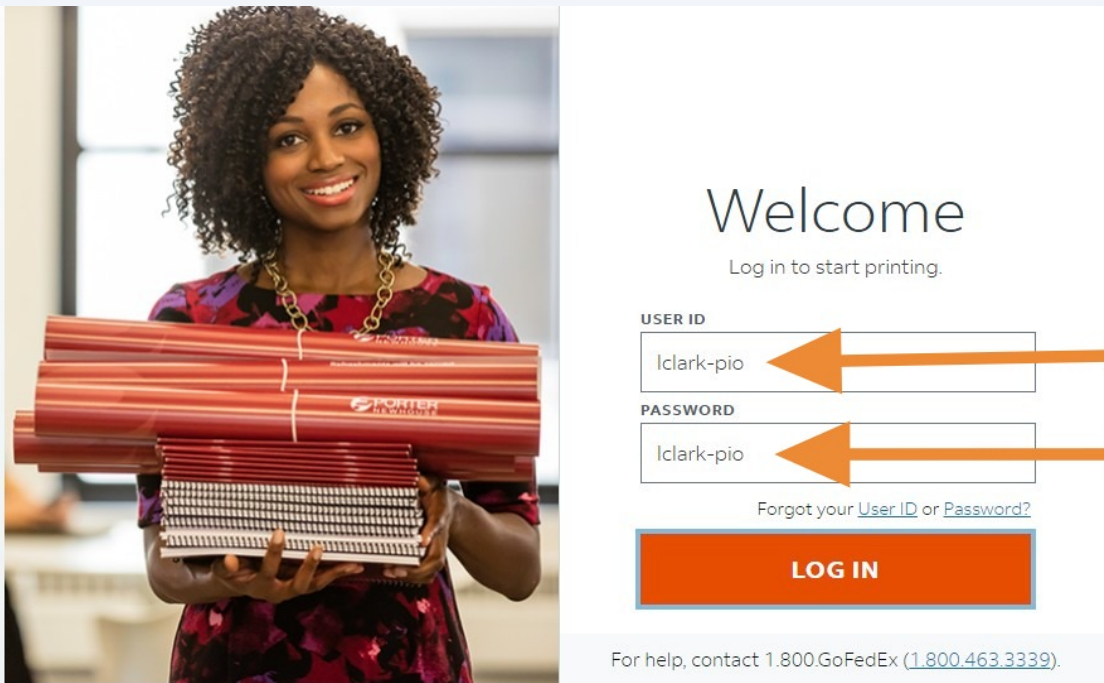


# How to order Course Readers

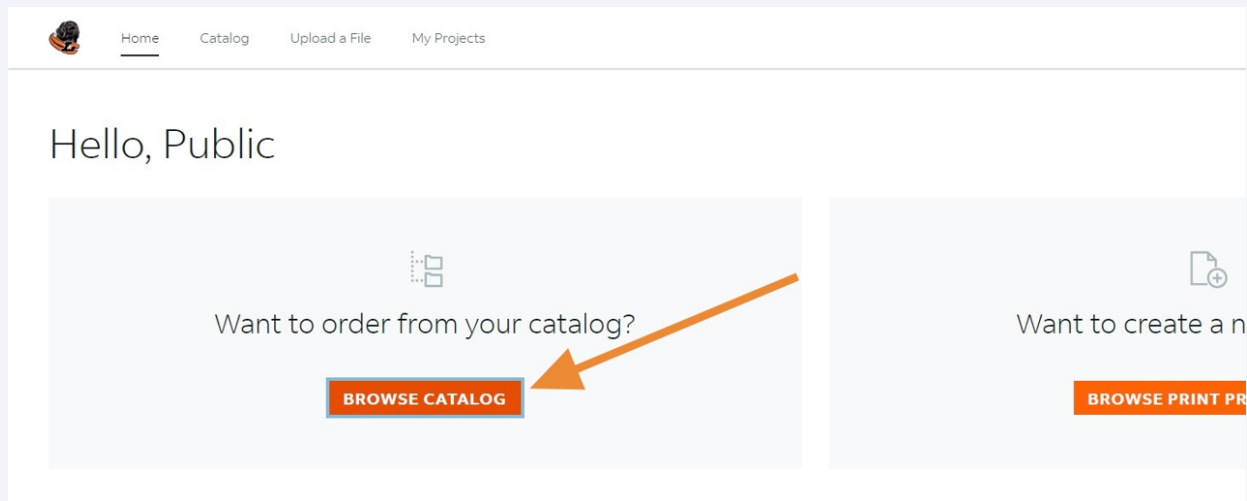
1 Navigate to <https://www.fedex.com/apps/ondemand/lclark-pio>

2 Click "LOG IN" using the public credentials:

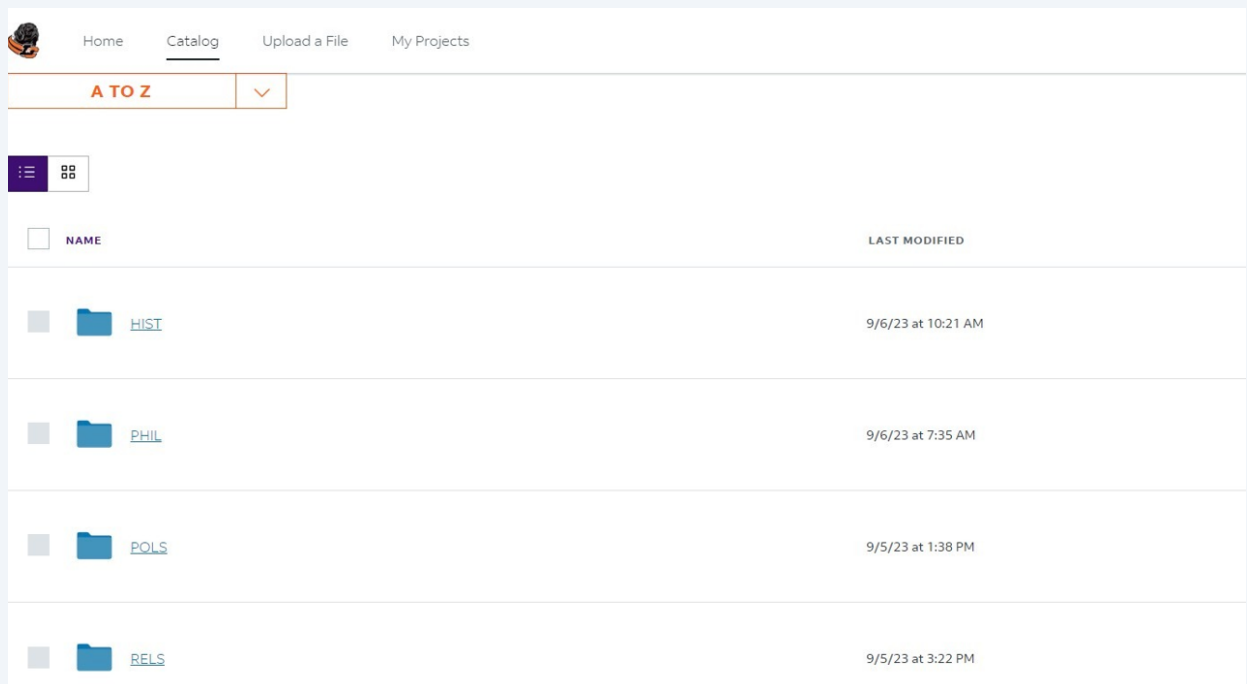
**USER ID:** lclark-pio **PASSWORD:** lclark-pio



### 3 Click "BROWSE CATALOG"



### 4 Browse Catalog for Class Materials



## 5 Preview Course Material and Click to Activate "ADD TO CART"

The screenshot shows a web application interface with a navigation bar at the top containing a profile icon, 'Home', 'Catalog', 'Upload a File', and 'My Projects'. Below the navigation bar, there are breadcrumb links: 'Lewis And Clark - Pio/' and 'Lewis And Clark - Pio - Shared Catalog/'. A dropdown menu is set to 'A TO Z'. A table with a 'NAME' column header is visible. An orange arrow points to the 'NAME' header. Below the header, a row is partially visible with a 'PDF' icon, the text '8 1/2 x 11" PDF I', and a link to 'Guidebook'. To the right of the link, it says 'Guidebook; comb binding; pink cover'.

## 6 Click "ADD TO CART"

The screenshot shows a product preview page for a 'Guidebook'. The navigation bar at the top includes 'Home', 'Catalog', 'Upload a File', 'My Projects', a shopping cart icon, and a 'PU' button. The product title is 'PDF Guidebook' with a 'Last Modified: Tuesday, September 5, 2023 at 1:45 PM, by Fedex Admin Jr-342b' and a 'Saved in' indicator. The main content area shows a preview of the 'FRONT COVER' of the guidebook, which is a spiral-bound notebook with 'Guidebook' written on the cover. Below the preview, it says 'Page 1 of 43'. To the right of the preview, there is a price of '\$13.89', a quantity selector set to '1', and a prominent orange 'ADD TO CART' button. A 'Feedback' button is visible on the right edge of the page.

7 Click "CHECKOUT"

Subtotal	\$30.56
Total Discount	-\$15.76
Estimated Total	\$14.80

**CHECKOUT**

Document prices displayed are estimated and do not include shipping, packaging and handling (if applicable) or tax.

**CONTINUE SHOPPING**

[BROWSE CATALOG](#)

[Feedback](#)

8 Students can **pick up** their printed materials at any FedEx location. The closest FedEx Location to campus is at **7421 SW Barbur Blvd**, Telephone: **503-245-0474**. Print orders (examples include booklets, flyers and **course packets**) received by the FedEx Office, Monday through Friday before Noon, should be available for pick-up at the FedEx Office within 1 business day or delivered to campus within 2 business days.

## Checkout

### 1. Delivery or Pick Up

How would you like to receive your documents?

Based on zip code: [ENTER ZIP CODE](#)



Pick Up

Specific pick-up times and pricing are available after address is added.



Delivery

Specific delivery dates and pricing available after shipping address is added.

**CONTINUE TO NEXT STEP**

9

Students can get their course materials **delivered** to the **mail center** free of charge. Print orders (examples include booklets, flyers, and **course packets**) received by the FedEx Office, **Monday through Friday before Noon**, should **delivered to campus within 2 business days**. The closest **FedEx** location is at **7421 SW Barbur Blvd**, Telephone: **503-245-0474**.

## 1. Delivery or Pick Up

How would you like to receive your documents?

Based on zip code: **ENTER ZIP CODE**

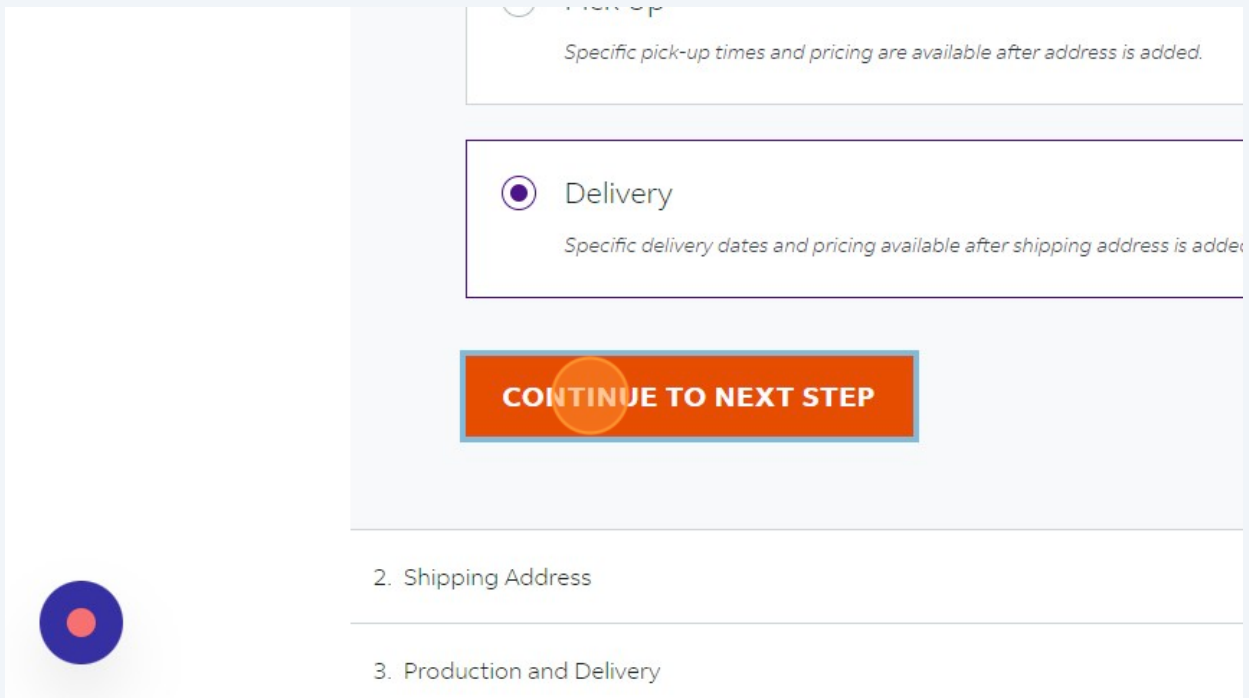
Pick Up

*Specific pick-up times and pricing are available after address is added.*

Delivery

*Specific delivery dates and pricing available after shipping address is added.*

10 Click "CONTINUE TO NEXT STEP"



Specific pick-up times and pricing are available after address is added.

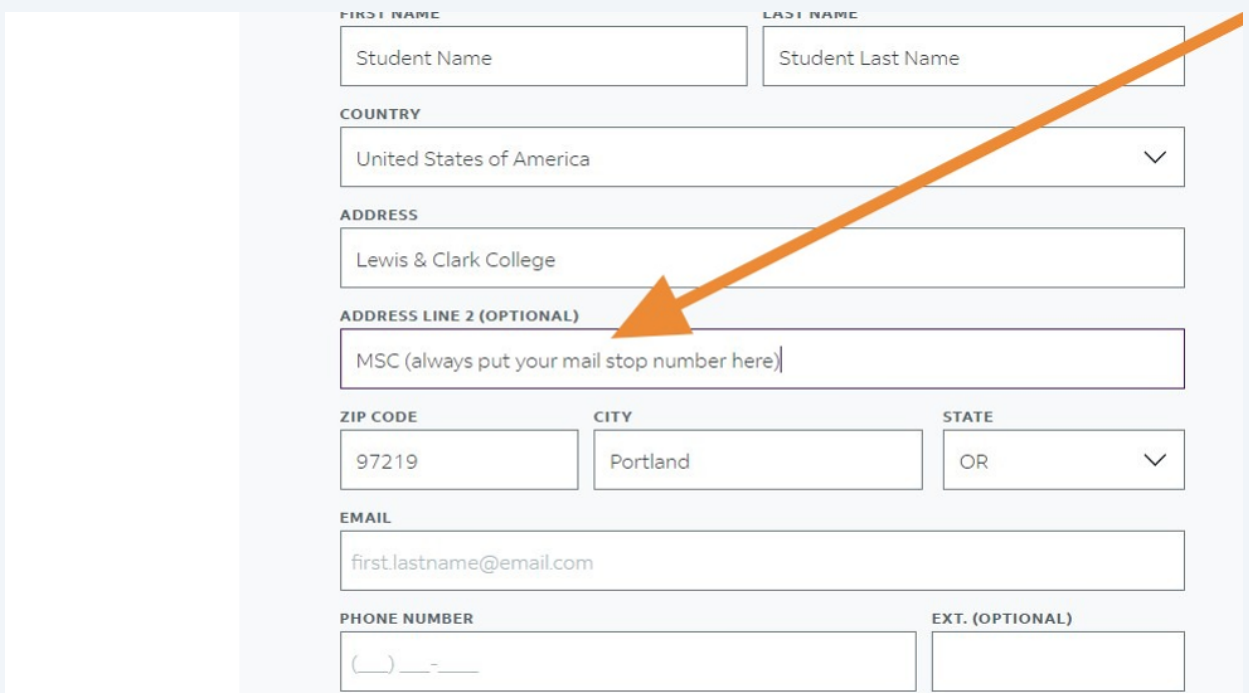
Delivery  
Specific delivery dates and pricing available after shipping address is added.

**CONTINUE TO NEXT STEP**

2. Shipping Address

3. Production and Delivery

11 Do not forget to enter your Mail Stop Number or **MSC #** in the address line



FIRST NAME: Student Name

LAST NAME: Student Last Name

COUNTRY: United States of America

ADDRESS: Lewis & Clark College

ADDRESS LINE 2 (OPTIONAL): MSC (always put your mail stop number here)

ZIP CODE: 97219

CITY: Portland

STATE: OR

EMAIL: first.lastname@email.com

PHONE NUMBER: ( ) - -

EXT. (OPTIONAL):

12 Click "CONTINUE TO NEXT STEP"

Contact Person

Who should we contact with questions and order updates?

Same as the Recipient

Alternate Contact Person ⓘ

**CONTINUE TO NEXT STEP**

---

3. Production and Delivery

---

4. Payment

---

13

✓ Show All FedEx Stores Recommended Stores Only

1. Portland OR Barbur 1.6 mi

📍 7421 Sw Barbur Blvd. Portland OR, 97219

★ Recommended Store

**SHOW DETAILS** ▼

2. Portland OR SE Bybee at 16th 1.9 mi

📍 1528 Se Bybee Blvd. Portland OR, 97202

Use FedEx Shipping Account

## 14 Review estimated delivery/arrival date before continuing

Use FedEx Shipping Account  
*This account will be used to apply discounted shipping rates.*

i FedEx shipping accounts are not used for Local Delivery service.

NAME	ESTIMATED ARRIVAL	PRICE
<input checked="" type="radio"/> FedEx Office® Local Delivery	Friday, September 8 12:00PM-5:00PM.	\$0.00
<input type="radio"/> FedEx Office® Local Delivery	Monday, September 11 12:00PM-5:00PM.	\$0.00

Delay Shipment  
*If you would like to receive your items later, change the shipment date of your order.*

**CHANGE SHIPMENT DATE**

**CONTINUE TO PAYMENT**

4. Payment

5. Review Order

## 15 Click the "Select form of payment" field.

Production and Delivery EDIT

### 4. Payment

*How will you be paying for your order?*

**PAYMENT METHOD**

Select form of payment ▼

**REVIEW ORDER**

5. Review Order



16 Click "Manually enter a credit card"

## 4. Payment

How will you be paying for your order?

**PAYMENT METHOD**

Select form of payment

Credit Cards

Manually enter a credit card

5. Review Order

17 Fill out payment information

How will you be paying for your order?

**PAYMENT METHOD**

Manually enter a credit card

### Credit Card Details

**NAME ON CARD**

Enter your name

**CARD NUMBER**

Enter card number

**EXPIRATION DATE**

0 - Month



Year



**CVV**

CVV

**NICKNAME (OPTIONAL)**

**18** Click "REVIEW ORDER"

The screenshot shows a web form for reviewing an order. It includes a text input field with the following text: "Student Name Student Last Name", "Lewis & Clark College MSC (always put your mail stop number here)", and "Portland OR 97219". Below this is a section for "Additional Billing Information" with a sub-label "PO/REFERENCE ID (OPTIONAL)" and an empty text input field. A prominent orange button with the text "REVIEW ORDER" is highlighted with a circular orange glow. At the bottom of the form area, the text "5. Review Order" is visible.

**19** Authorize purchase\*.

**\*Utilizing lclark-pio accesses Print-On-Demand via a generic Public User profile. No personal payment information, delivery information, or order history is stored under this profile.**