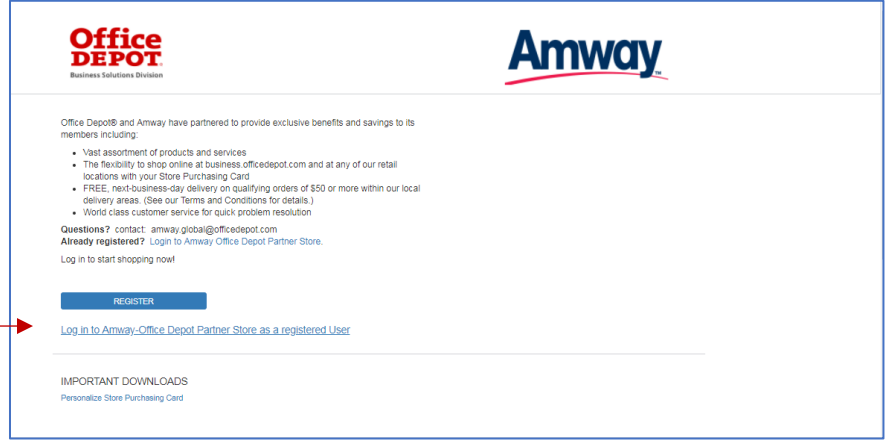


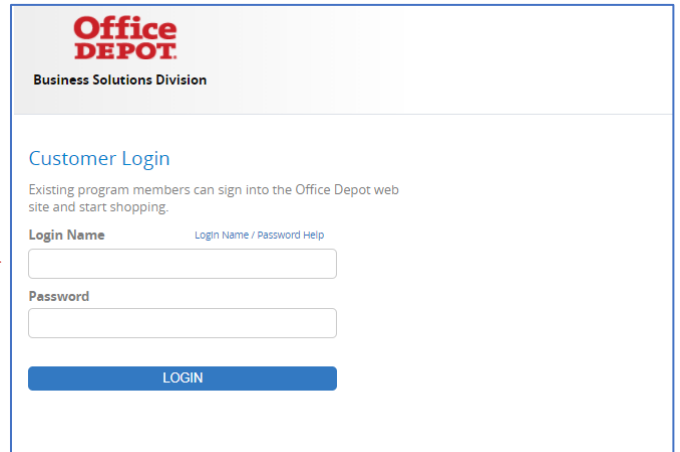
Registering for your personal Store purchase card if you are already a registered user

1. Logon to the Amway portal and select the Office Depot link

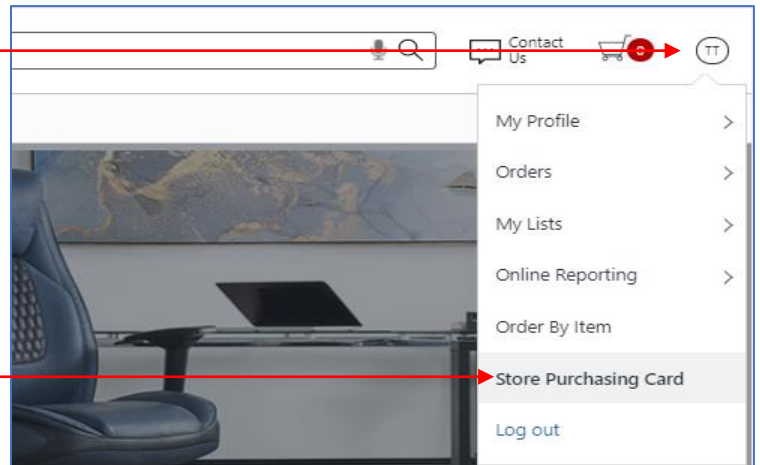
Click: [Log in to Amway-Office Depot Partner Store as a registered User](#)



2. Enter your Office Depot User id and Password



3. Under the  Select Store Purchasing Card.  
**If you do not have this option please contact: [amway.global@officedepot.com](mailto:amway.global@officedepot.com) provide you user id and ask them to enable you for SPC.**



4. If a printed card is desired. Click the check box next to "Please mail a Printed Card"

5. Be sure to check the [Terms & Conditions](#) box Click **NEXT**.

Store Purchasing Card allows you to receive the lower of the retail store price or your custom business account pricing when you shop in our retail stores. You may pay by cash, check, credit card or account billing (if you have account billing on your business account.) Any single transaction may not exceed \$1,000. Daily Transactions are limited to 5 per day and may not exceed a total of \$2,000.

To request different payment options or transaction limits, please contact your account manager.

**Required Information**

<b>Cardholder Name</b> TEST TESTER	<b>Ship To</b> 4700 MUHLHAUSER RD HAMILTON OH 450119796 USA
<b>Company Name</b> TEST	<b>PO#</b> Change PO#
<b>Phone</b>	<input type="checkbox"/> Please mail a Printed Card
<b>Email</b> noreply@officedepot.com	<input type="checkbox"/> Terms & Conditions By signing here you acknowledge that you have read and agree to the Store Purchasing Card Terms and Conditions.

**NEXT**

6. A setup confirmation screen will appear.

Click **CONFIRM**.

Please confirm your information below.

<b>Cardholder Name</b> TEST TESTER	<b>Ship To</b> 4700 MUHLHAUSER RD HAMILTON OH 450119796 USA	<b>Email</b> noreply@officedepot.com
<b>Company Name</b> TEST	<b>Printed Card</b> NO	

**CHANGE** **CONFIRM**

7. Final confirmation will appear. If you had elected to receive a printed card. You should receive your card

Thank you

Your mobile Store Purchasing Card application has been received and your card will be available on your mobile device within the next 24 hours.

Go Mobile

You can now view and use your Store Purchasing Card on your mobile device. > [LEARN MORE](#)

**GET IT ON Google play** **Available on the App Store**

8. Within 24 hours you will be able to view your SPC online through Store Purchasing Card under the My account.

9. Print a Temporary Card for instore purchase by clicking on **PRINT CARD**

10. Click **UPDATE** If you need to make changes or now wish to obtain a plastic printed card.

Repeat steps 4 – 6

**OR**

11. Visit [Itunes](#) or [Play Store](#) to download [Office Depot For Business App](#) to your mobile device then login using your registered BSD login id.

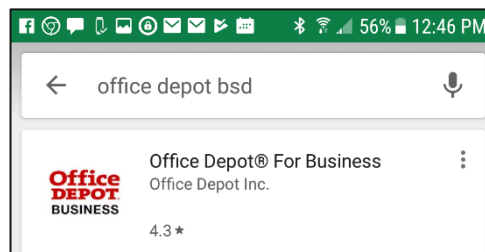
Your SPC # 80199999999

<b>Cardholder Name</b> FIRST LAST	<b>Ship To</b> 4700 MUHLHAUSER RD HAMILTON OH 450119796 USA
<b>Company Name</b> AMWAY	<b>Cost Center</b> XYZ50118
<b>Phone</b> 0000006665	<b>Mail Printed Card</b> NO
<b>Email</b> NOREPLY@OFFICEDEPOT.COM	

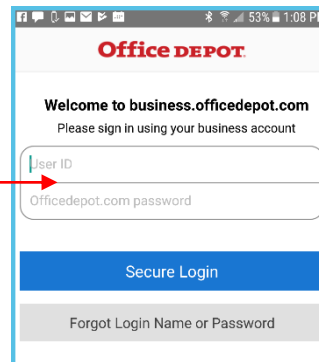
If you would like to make any changes on your SPC information **UPDATE**

**Print a Temporary Printed Card.**

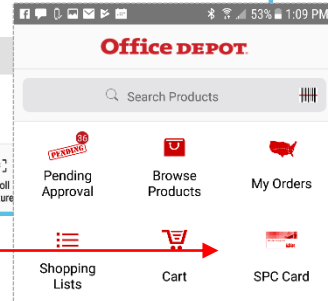
**PRINT CARD**



Login using your Amway / Office Depot User id and password.



Select  SPC Card



Present this screen to the Office Depot Associate at checkout.

