Welcome to OfficeMaxSolutions.com

Online User Registration Guide

Welcome: CPCC

Account# 0574186
Use your internet browser to navigate to www.officemaxsolutions.com and fill in the Username and Password fields

Registration Login: 126392reguser591
Registration Password: JRHXVK
Fill in the fields. Required fields have a “*”.

* PIN

(If you already have one)

I don’t have a PIN.

I forgot my PIN.

Salutation

First Name *

Last Name *

Title

Office Supply Buyer *

Email Address

Area Code

Number

Extension

Phone *

Fax

Primary Address

Address *

City *

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

State *

Zip *
OfficeMaxSolutions.com

Change your username by typing in a new one. (If someone else already has your username, the system will let you know)

* Please be aware of the username and password requirements
* You must enter in your new password twice

Register a New User

Current Username: 03176011111053

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: [Example UserName]
If you **don't** want to change your username, type in your old username.

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

Verify Password: [Password]
If you are **changing** your password, then re-enter your New Password for verification.

Submit
Your newly created username and password has been accepted

Register a New User

New User Account

Username: Example32
Your Username is displayed here

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.

Click continue to continue updating your preferences
### Billing and Shipping

**Select your Account/Ship To Code**

- **Account**: [Select Account]
- **Ship To Code**: [Enter Code]

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

- **Credit Card Type**: [Select Type]
- **Credit Card Number**: [Enter Number] (Numbers only, no spaces or dashes)
- **Expiration Date**: [Enter Date]

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

- **PO #**: [Enter PO Number]
- **Attention**: [Enter Attention]

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

- **Email To**: [Enter Email Address]

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

- **Fax To**: [Enter Fax Number]

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

- **Name**: [Enter Name]

- Click on the “Billing and Shipping Tab”
- Fill in your credit card information in the space provided (see arrow)
- Scroll to the bottom and click “Submit”
You have now completed updating your preferences and are ready to place your order.

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Close down your browser and go back to www.officemaxsolutions.com and log in with your new username and password. You are ready to order.

OfficeMax E-Commerce Support: 1-800-817-8132 Opt 2