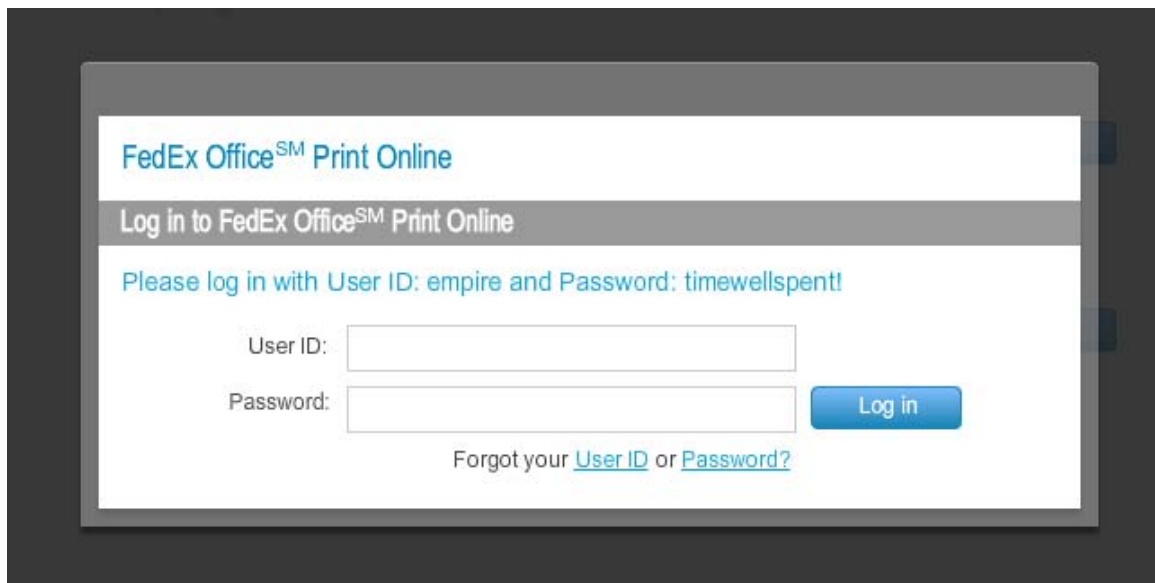


# Ordering Time Well Spent Materials from FedEx Kinkos

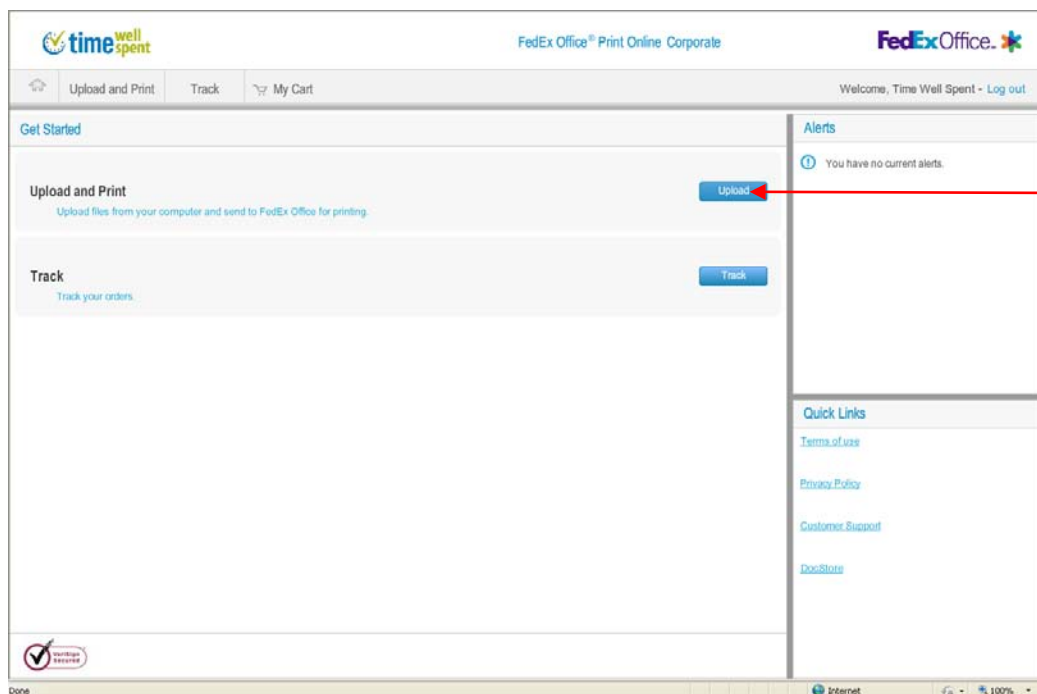
Time Well Spent (TWS) offers a new way to upload and order materials through FedEx Kinkos. The process is meant to be simple and still provide the Empire Blue Cross Blue Shield corporate discount to our valued employer groups.

Here's how to place an order for TWS materials:

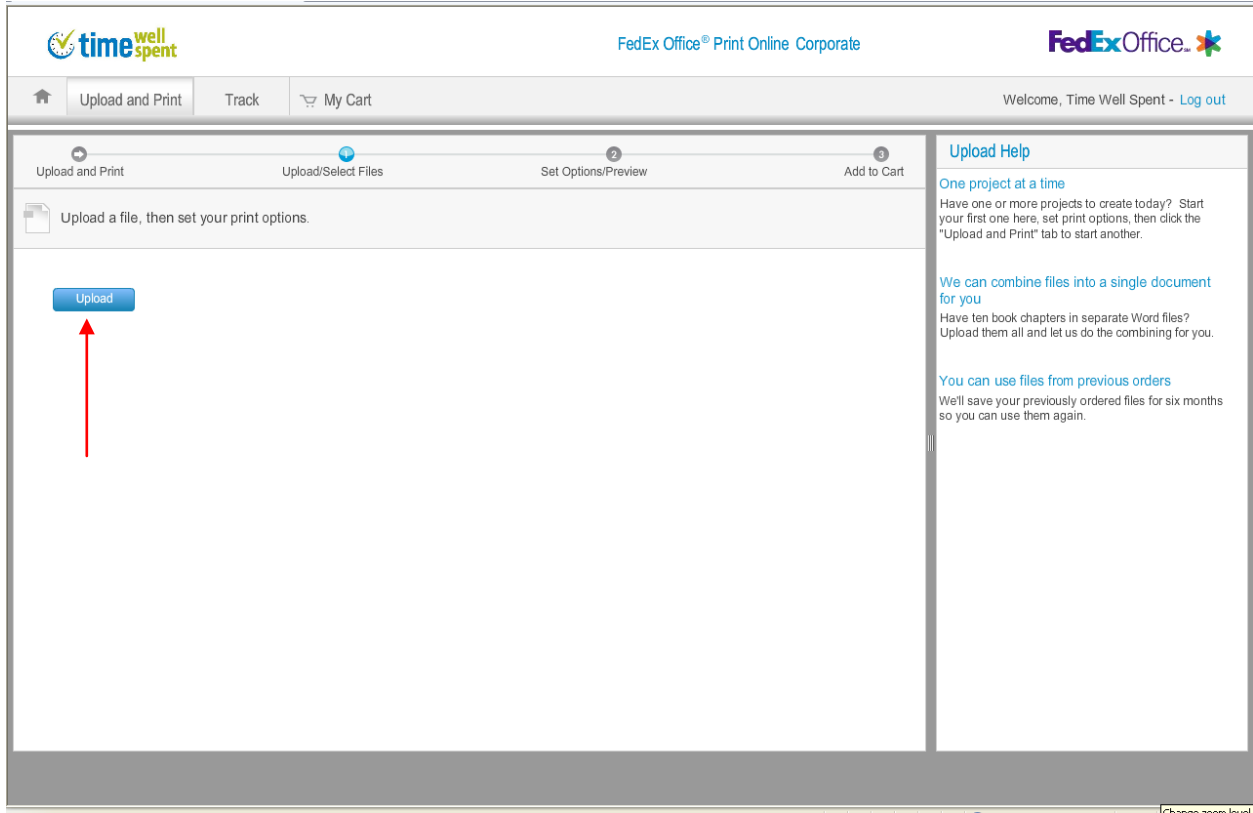
1. Download to your PC any material desired from TWS.
2. Click the link at the bottom of any TWS module landing page (this will be a blue box showing FedEx Kinkos link)
3. After clicking the link, the next page that will appear is shown below.
  - a. A pop-up box will automatically display the User ID and Password you need to log in.
  - b. Simply enter the User ID and Password in the spaces provided, then click "log in"



4. The next screen will be the "upload and print" screen (shown below). Click "upload" on this page.



5. Click “upload” again on the next page to upload the documents you want to print.



6. Once the document is uploaded, click either “upload more files” or “continue”.
  - a. **Please note: If uploading more files**, all additional files must be the same size before clicking “continue”. (All TWS articles, recipe sheets, booklets, etc. are set as 8.5” x 11”). Upload as many same-size files desired. Then click “continue” to see document preview screen. Then click “save and go to cart” to start uploading a file or files of a different size, or to proceed to check out.
  - b. Continue uploading all additional files of a different size (i.e., posters which are all 11” x 17”, or payroll stuffers which are 8.5” x 3.68”), then click “continue” after all additional same-sized files have been loaded. Clicking “continue” will show the document preview screen again. You can specify any additional binding instructions on the right side of the screen and also see an estimated cost. The pricing you see reflects the Empire Blue Cross Blue Shield corporate discount for printing and binding services through FedEx Kinkos.

- c. When you're finished, click the "save and go to cart" button at the bottom right and proceed to check out.

The screenshot displays the FedEx Office Print Online Corporate interface. At the top, there are logos for 'time well spent', 'FedEx Office® Print Online Corporate', and 'FedExOffice.'. Below the logos, there are navigation links: 'Upload and Print', 'Track', and 'My Cart'. A welcome message 'Welcome, Empire Time Well' and a 'Log out' link are also present. The main area is divided into two sections. On the left, there is a document preview titled 'ah-CHOO!' featuring a black and white photo of a laughing child. Below the preview, there are navigation controls including 'GO TO 1 of 2', a zoom slider, and a 'Full Screen' button. On the right, there is a sidebar for 'TWS\_EBCBS\_ah-CHOO\_LoRes.pdf' with two sections: 'Step 1: Print Options' and 'Step 2: Finishing Options'. 'Step 1' includes options for 'Paper and Print Color' (White/Black), 'Single or Double Sided' (Single), and 'Prints per Page' (One). 'Step 2' includes options for 'Collation' (Collated), 'Binding & Stapling' (None), 'Hole Punching' (None), 'Cutting' (None), 'Folding' (None), 'Lamination' (None), 'Tabs & Inserts' (None), and 'Special Instructions' (None). At the bottom right, there is a 'Save and Go to Cart' button, which is highlighted with a red arrow. A red box also highlights the 'Print Options' section of the sidebar.

- d. Follow the prompts and enter delivery and payment information in the areas provided.

For direct access to the FedEx Kinkos Time Well Spent online ordering site, click on the link below and follow the uploading instructions provided in this document.

**Empire Blue Cross Blue Shield customers:**

<http://prntonline.fedex.com/nextgen/empire>