

OfficeMax
Business Cards/Envelopes/Letterhead
Creating an Account & Ordering

Creating your account:

1. Go to: <http://www.corpez.com//eastcentralcollege>
2. Click on: "I am a new user", click continue.



Email Address:

Password:

I am a returning user

I am a new user (create your own password above)

I forgot my password

[Continue ▶](#)

3. Enter in your information, to create your account and click continue:



Profile Fields:

Email Address:

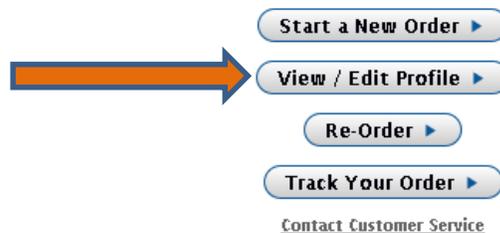
First Name:

Last Name:

Password:

[Continue ▶](#)

4. Click on View/Edit Profile:



[Start a New Order ▶](#)

[View / Edit Profile ▶](#)

[Re-Order ▶](#)

[Track Your Order ▶](#)

[Contact Customer Service](#)

5. Fill in the blank fields. Make sure you select your campus location, i.e. Main, Rolla or Sullivan. Click on “Save Profile” when finished.

Now Editing Profile Lark Hoffman

Cancel Save Profile

First Name: Melissa

Last Name: Garrison

Email Address: garrism@eastcentral.ec

Password: ●●●●●●

Division: Main Campus [required]

Title 1:

Title 2:

Address:

City:

State:

Zip:

Cancel Save Profile

6. You are done!!! Select “Start Shopping for User Shown Below” to begin ordering.

Start Shopping for User Shown Below

Re-Order

Track Orders >>

Additional Information:

Once you have completed your order, go to Mercury Commerce, create new requisition, select Manual Item Entry, Vendor is OfficeMax and enter in the required information.

YOUR ORDER WILL NOT BE PROCESSED WITHOUT A PURCHASE ORDER!

If you have any questions, please contact Melissa Popp, x. 6703 or melissa.popp@eastcentral.edu

Thank you.