

### Accessing the site

The GPO Express online send and print site requires security access. This means that the site is locked and restricted to users with a valid username and password.

Usernames and passwords are automatically generated for all GPO Express card holders as follows:

**Username:** The default username for all users is your agency email address (i.e., [email@gpo.gov](mailto:email@gpo.gov)).

**Password:** The default password for all users is "gpoexpress!"

### Changing passwords

Upon accessing the site for the first time, all new users must access your profile and create a unique password.

To change your password:

- Log in to the site.
- Upon login you will be prompted to change your password and set up a reminder question in case your password is lost or forgotten.
- Enter old password.
- Enter and confirm new password.
- Select and answer reminder question.
- Click "Save" to save your changes and resume your order.

## Logging in to your FedEx Office DocStore order site

1. Navigate to <https://docstore.kinkos.com/gpoexpress>.
2. Type your username and password, and click **Continue**.
3. Click **Send & Print Your Documents at FedEx Office**.

## Adding files and choosing printing options

1. Click **Browse** to locate the first file you want added to this document in your order. Files can be a maximum of 50 MB.
2. Select printing options for your first file.

3. Click **Add File**.
4. Continue adding files to your document, if needed.
5. Click **Continue** when you are done.

*Send & Print supports files up to 50 MB. If you submit a document that has a custom paper size, you must use the **I do not see the options I need** option when setting document finishing options to specify the custom paper size in a note.*

## Selecting document finishing options

1. Type a descriptive name for your document in the **Document Name** box.
2. Select **Finishing Options** for your document.

3. If necessary, click **I do not see the options I need** to enter special instructions for services that are not listed under Finishing Options.
4. Click **Continue to Preview** to see how the document will appear when printed or click **Add File** to add another file to the document.

## Organizing files in your document

FedEx Office DocStore orders files in the order you add them. If your document contains more than one file, you may need to reorder the files so FedEx Office will know how you want the files in your document organized.

To change the position of a file:

1. Click a number from the list next to the file you want to reposition to specify the position of the file in the document.
2. Click **Update Positions**.

*If your document has tabs or inserts, use the **Special Instructions** option to enter additional information about how you want your document organized.*

## Previewing your document

Use the options in the Preview Document page to preview the remainder of your document or do one of the actions in the following table.

*You cannot preview a document if you are printing it on a custom paper size.*

To do this...	Click this option...
Edit print and finishing settings selected for your document	Edit
Add another document to your order	Create Another Document
View the contents of your shopping cart	Continue to Cart

## Editing your document

Clicking **Edit** displays the print and finishing settings selected for your document. Change these settings as necessary and click **Update** to save the changes.

## Completing your shopping cart options

1. Type the number of copies you want of each document in your order into the **Quantity** box.



2. You can edit, delete or create more documents in your order, or empty your shopping cart and start over.
3. Enter your contact information in the **Contact** area of the page.
4. Under the **Payment** option, enter your **GPOExpress card number**.

*If you select Pay at Store, you must pick up your order at the store.*

5. Use the **Agency Job Reference** field to capture agency-specific identifiers, such as P.O. or Requisition Numbers.  
*Select the **Same as contact** check box if the billing address is the same as the Contact address.*
6. Click **Continue**.

## Entering shipping and production details

1. Click an option in the **Order Completion** list to specify when you want your order completed.  
*The **Order Completion** time does not include shipping time.*
2. Click an option in the **Proof** list to specify whether you want to receive a proof and if so, how you want to receive it. Based on the option you select, complete any additional proof information that appears.
3. Click a location in the **Production Location** list to specify the FedEx Office location you want to produce your order, or click **Locate Store** to access options for finding a FedEx Office.  
*The **Locate Store** option may be unavailable for your site.*
4. Use options in the **Recipient** box to enter contact and address information for the person who is to receive the order.  
*Select the **I am the recipient** check box to automatically enter recipient information from your account on file. You can also click **Select from Address Book** to select recipient information from a global or personal address book.*
5. Click an option in the **Delivery Method** list to specify if and how you want the order delivered. Based on the option you select, complete any additional billing information that appears.  
*You can now use a FedEx account number when selecting FedEx as your delivery method*
6. Click **Continue** to access options for confirming your order.

## Confirming and placing your order

1. Review your order carefully.
2. Click one of the following options:

To do this...	Do this...
Change order information shown in the confirmation page	Click the Edit button corresponding to information you want to change.
Edit documents and quantities ordered or change contact and payment information	Click Back to Shopping Cart.
Complete your order and go to a printable order confirmation page with your order number and details	<ol style="list-style-type: none"> <li>1. Click the I have accepted my order check box.</li> <li>2. Click Place Order.</li> </ol>

Click **Print This Page** in the **Thank You** page to print a copy of the order details for your records. The order contact will also receive a confirmation e-mail message.