

# **Office DEPOT<sup>®</sup>**

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## **My Business Recycles**

### **Ink & Toner Cartridge Recycling Program**

**[www.MyBusinessRecycles.com](http://www.MyBusinessRecycles.com)**

# Customer Benefits

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## Help save the planet one cartridge at a time!

- Join Office Depot in our effort to help protect the environment.
- Help create less waste and keep empty ink and toner cartridges out of our landfills.
  - Over 65 million ink and toner cartridges have been kept out of landfills since 2003.

# Rewards Program Overview

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- Members receive credit for qualifying ink and toner cartridges that are not visibly damaged.
  - A list of qualifying Products and their associated rewards value can be found on the **Buyback Price Lists** located on the “Program Information” page at [www.MyBusinessRecycles.com](http://www.MyBusinessRecycles.com).
    - Buyback Price Lists are updated quarterly
- Members can see their total rewards earned by viewing the Track Activity section on the site.
- At the end of each month, Clover totals the value of the items the customer returned and posts a credit to their account. **Once the account’s value exceeds \$25, Clover (CES) sends the customer a check** made out to the company’s name on the account.
  - Checks will be mailed by the 25<sup>th</sup> of the month after the account reaches \$25.



# Registration & Returning User Login

The screenshot shows the Office Depot greeneroffice website. At the top, there is a navigation bar with links for Home, Register, Login, and Contact Us. Below the navigation bar is a promotional banner for recycling ink and toner cartridges, with the text "Recycling can be rewarding for your business Get reimbursed for your ink & toner cartridges".

Below the banner, there are two main sections: "Login" and "Sign Up".

**Login Section:** This section is titled "Login" and includes a "Remember Me" checkbox and a "Forgot your login name or password?" link. A blue arrow points to the "Login" button.

**Sign Up Section:** This section is titled "Sign Up" and includes a "Sign up to begin receiving rewards" link. A blue arrow points to the "Sign Up" button.

**Registration Steps:** On the left side, there are three steps for registration:

- STEP 1:** Provide your details in the form
- STEP 2:** Print FREE pre-paid UPS shipping labels or order FREE collection boxes
- STEP 3:** Ship your package using UPS

**Help save the planet:** This section includes two checkboxes:

- Keep ink & toner cartridges out of landfills - more than 85 million have been recycled since 2003.
- Join hundreds of others in our effort to help protect the environment.

- Customer joins by entering their account information in the Sign Up section at:
  - [www.MyBusinessRecycles.com](http://www.MyBusinessRecycles.com)
    - Must enter their Office Depot Account Number to register
- Existing members simply login by entering the email address and password they used when they registered.
  - If customers forget their login name or password, they can click the link in the Login section.

Register



# Register

\* Required Fields

\* Account Number  ?

\* Company

\* First Name

\* Last Name

\* Title

\* Address

Address 2

\* City

\* Country

\* State/Prov

\* Zip/Postal

\* Phone Number

\* Email Address

\* Password

Confirm Password

\* Company Type

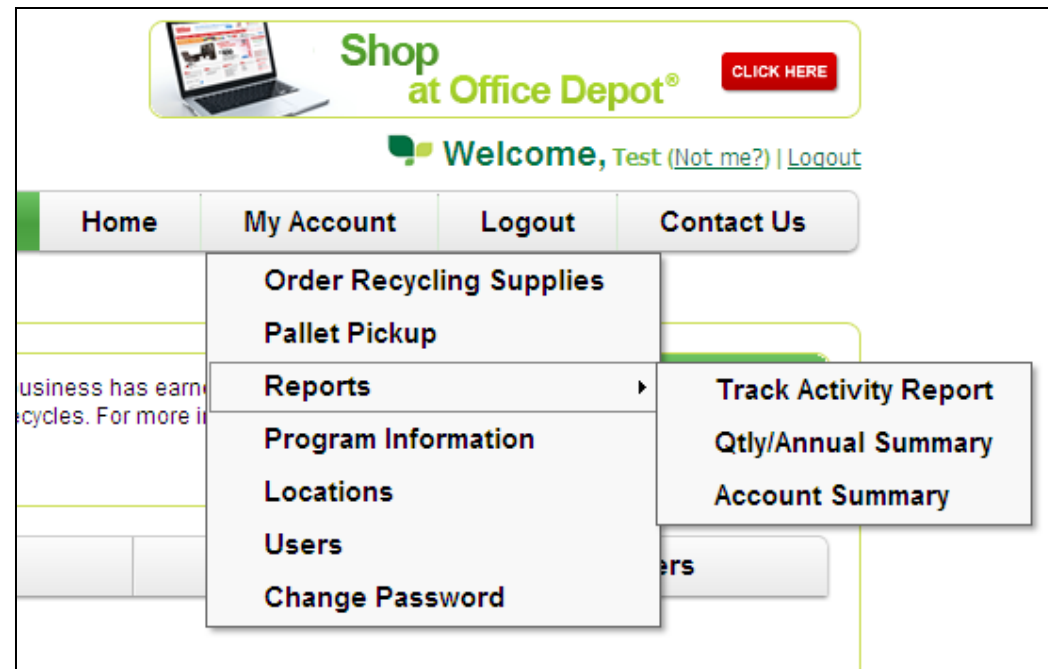
\* # of Employees in Your Organization

How did you hear about us?

Check to be on our mailing list

# Website Features for Customers

- Order Recycling Supplies
  - pre-paid shipping labels
- Pallet Pickup
- Reports / Track Activity
- Program Information
- Manage Locations
- Manage Users
- Change Password
- Contact Us



My Account

 My Account

This year, my business has earned **\$0.00** by recycling with Office Depot. For more information about your rewards, [click here](#).

**Shopping Cart**  
Total in Cart: 0 [View Cart](#)

- Order Recycling Supplies
- Pallet Pickup
- Reports
- Locations
- Users

Current User: test@test.com  
Company: Test  
Your Account Status: Active  
Number of Locations: 1  
Number of Users: 1

Change Password [Change Password](#)



[For Faster Service, click here to download a FREE shipping label NOW!](#)

To view the buyback price list, click [here](#).

My Account > Locations

## Locations

This year, my business has earned **\$0.00** by recycling with Office Depot. For more information about your rewards, [click here](#).

**Shopping Cart**  
Total in Cart: 0 [View Cart](#)

- Order Recycling Supplies
- Pallet Pickup
- Reports
- Locations**
- Users

A "Ship To" location is where MyBusinessRecycles will send FREE recycling supplies and/or pick up pallets of empty printer cartridges and cell phones.

Do you have satellite offices or other locations that have empty cartridges to recycle? MyBusinessRecycles gives you two options for adding these locations to your account.

**You add them**

- You will order free shipping labels and/or request pallet pickups for these locations.

**They add themselves**

- These locations have a limited logon to your account and can download their own shipping labels and request pallet pickups. They will not be able to view buyback pricing, run activity reports, or add additional users or locations. When you click here, you will be asked to enter email address(s) for people responsible for recycling at your other locations. Within seconds, they will be linked to your account and be able to manage their own recycling. All of their activity will be tied to your account.

Click [here](#) to create a flyer you can email.

Click Edit to change information about a "Ship To".

Drag a column header here to group by that column

| Type to start filter  | Company              | Address 1            | City                 | State                | Ship To Code         | Contact Name         | Status               |
|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <a href="#">Clear</a> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <a href="#">Edit</a>  | Test                 | Test                 | Test                 | Delaware             | 39463580             | Test Test            | Active               |



My Account > Order Recycling Supplies

## Order Recycling Supplies

This year, my business has earned **\$0.00** by recycling with Office Depot. For more information about your rewards, [click here](#).


**Shopping Cart**  
Total in Cart: 0 [View Cart](#)

- Order Recycling Supplies
- Pallet Pickup
- Reports
- Locations
- Users

MyBusinessRecycles accepts all brands of empty printer cartridges including original HP, Brother, and Lexmark, as well as used cartridges from other manufacturers. We also accept used cell phones and printer fusers. We **do not accept toner tubes or toner bottles**. To view the buyback price list, click [here](#).

**1. Please select a product from below:**

**Pre-paid Label**



Fill a sturdy box with at least 20 lbs (6 empty toner cartridges weigh approximately 20 lbs), or 20 mixed ink/toner items

Tape the label to the box, seal it shut, and give it to a UPS driver or take it to a UPS drop off location.

Qty:  [Add to Cart](#)

Can I order a [recycling box](#)?

**2. Choose a shipping location**

**Your Shopping Cart Supplies**

Empty

[3. Order](#)



Order Recycling

MyBusinessRecycle other manufacturer To view the buyback

1. Please select



Can I order a recycling box?

# WE'RE GOING GREENER!

We are always seeking ways to minimize our environmental footprint. As part of this commitment, we will no longer be offering shipping boxes. In the spirit of reuse, we ask that you reuse your own box such as empty copy paper boxes with our prepaid shipping labels.

Thank you for your continued support!



Shopping Cart



in Cart: 0 [View Cart](#)

Users

cartridges from

on

ES

3. Order

My Account > Pallet Pickup

## Pallet Pickup

This year, my business has earned **\$0.00** by recycling with Office Depot. For more information about your rewards, [click here](#).

### Shopping Cart

Total in Cart: 0 [View Cart](#)

- [Order Recycling Supplies](#)
- [Pallet Pickup](#)**
- [Reports](#)
- [Locations](#)
- [Users](#)

**Ship To Locations**

Contact Name

Email

Contact Phone

Ship To Code

Customer No.

Address

City

State / Province

Country

Zip / Postal Code

Maximize your returns by accumulating a minimum of 3 pallets of OEM cartridges before scheduling a pickup. For more information on pallet pickups, click [here](#).

You'll receive an email confirming the pickup with the bill of lading and pallet label prior to the carrier arriving. In most cases, our carrier will pick up the pallets within 3 business days. If the carrier doesn't make the pick up on the scheduled date, please contact us immediately at [palletpickup@MyBusinessRecycles.com](mailto:palletpickup@MyBusinessRecycles.com) or you can reach us by phone at 1-855-821-2335.

### Pallet Pickup Details

Number of Pallets

Pickup Date

From:

Hours To:

Time zone

[My Account](#) > Program Information



## Program Information

This year, my business has earned **\$0.00** by recycling with Office Depot. For more information about your rewards, [click here](#).

**Shopping Cart**  
Total in Cart: 0 [View Cart](#)

- [Order Recycling Supplies](#)
- [Pallet Pickup](#)
- [Reports](#)
- [Locations](#)
- [Users](#)


Click the files below for additional information about our My Business Recycles program. If you have any questions, please click the "Contact Us" link.

| Name                                 | Files                |
|--------------------------------------|----------------------|
| Mixed Product Packaging Requirements | <a href="#">file</a> |
| Cartridge Buyback List               | <a href="#">file</a> |
| Fuser Buyback List                   | <a href="#">file</a> |
| Pallet Pickup Instructions           | <a href="#">file</a> |
| Packaging Instructions               | <a href="#">file</a> |
| Program Overview                     | <a href="#">file</a> |
| ISO 9001 - Ink Recycling             | <a href="#">file</a> |
| ISO 9001 - Toner Recycling           | <a href="#">file</a> |
| Protecting Data on Wireless Devices  | <a href="#">file</a> |
| Environment White Paper              | <a href="#">file</a> |

# Track Activity / Reporting

- Members can track the activity on their account and can choose a specific timeframe for the report.
  - Data is current up to 2 business days and is available for 18 months.
- Members should allow 6-8 weeks for processing of items they've returned.
- For each Account/Ship-to Location, the report will show:
  - Name of Item Returned
  - Ship-to Code
    - Ship-to # for this site. It will not match OD account ship-to # info.
  - Date Item was Returned
  - UPS Tracking #
  - OEM/Reman
  - Condition of Item (Good or Damaged)
  - Quantity Returned
  - Unit Price (price per unit returned)
  - Total Reward (price for total quantity returned)

My Account > Track Activity



This year my business has earned **\$75.95** by recycling with Office Depot. For more information about your rewards, [click here](#).

**Shopping Cart**  
 Total in Cart: 0 [View Cart](#)

Order Recycling Supplies
Pallet Pickup
Reports
Locations
Users

Select the reporting timeframe for your report and click search.  
 (Data is current up to two days ago and is available for the past 18 months.)

Once your report has run and you see the data, you can filter it by typing or selecting a value in one or more of the filter fields located under the column names.

Click the "+" sign next to any data to see more detail.  
 To view your data in Excel, click the Export button.

From  To  **Search** **Export**

| Company Name   |  | Description |          | # | Ship to Code | Date      | Tracking #         | OEM/Reman | Condition | Qty | Unit Price | Total Reward |
|--|--|-------------|----------|---|--------------|-----------|--------------------|-----------|-----------|-----|------------|--------------|
| - Test OD (Qty: 183, Total \$75.95)                  |  |             |          |   |              |           |                    |           |           |     |            |              |
|  |  |             | TEST 2   |   |              | 7/17/2012 | 1ZA44E520655019178 | OEM       | Damaged   | 1   | \$0.00     | \$0.00       |
|  |  |             | TEST 2   |   |              | 7/17/2012 | 1ZA44E520655019178 | OEM       | Good      | 1   | \$0.00     | \$0.00       |
|  |  |             | TEST 2   |   |              | 7/18/2012 | 1ZA44E520655019374 | OEM       | Good      | 1   | \$7.50     | \$7.50       |
|  |  |             | TEST 2   |   |              | 7/18/2012 | 1ZA44E520655019374 | OEM       | Damaged   | 1   | \$0.00     | \$0.00       |
|  |  |             | TEST 2   |   |              | 7/18/2012 | 1ZA44E520655019374 | OEM       | Damaged   | 1   | \$0.00     | \$0.00       |
|  |  |             | TEST 2   |   |              | 7/18/2012 | 1ZA44E520655019374 | OEM       | Good      | 1   | \$0.00     | \$0.00       |
|  |  |             | TEST 2   |   |              | 7/18/2012 | 1ZA44E520655019374 | OEM       | Good      | 1   | \$0.00     | \$0.00       |
|  |  |             | TEST 2   |   |              | 7/18/2012 | 1ZA44E520655019374 | OEM       | Good      | 1   | \$0.00     | \$0.00       |
|  |  |             | TEST 2   |   |              | 7/18/2012 | 1ZA44E520655019356 | OEM       | Good      | 1   | \$15.00    | \$15.00      |
|  |  |             | TEST 2   |   |              | 7/18/2012 | 1ZA44E520655019356 | OEM       | Damaged   | 1   | \$0.00     | \$0.00       |
| - HP #22 Tr Color (C9352AN) (Qty: 14, Total \$24.50) |  |             |          |   |              |           |                    |           |           |     |            |              |
|  |  |             | 21217836 |   |              | 7/13/2012 | 1ZX770110612628999 | OEM       | Good      | 5   | \$1.75     | \$8.75       |
|  |  |             | 21217836 |   |              | 7/13/2012 | 1ZX770110612628999 | OEM       | Good      | 5   | \$1.75     | \$8.75       |
|  |  |             | 21217836 |   |              | 7/13/2012 | 1ZX770110612628999 | OEM       | Good      | 4   | \$1.75     | \$7.00       |

# Change Password

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- Members can change their account password after they've logged into the site.



The screenshot shows the 'Change Password' page on the Office DEPOT greeneroffice website. At the top, the Office DEPOT logo is in red, and 'greeneroffice' is in green with a leaf icon. Below the logo is a green horizontal bar. The breadcrumb 'My Account > Change Password' is displayed. The main content area has a green leaf icon and the title 'Change Password'. There are two input fields: 'New Password' and 'Verify Password'. A 'Change Password' button is located below the fields.

Office DEPOT  
greeneroffice™

My Account > Change Password

 Change Password

New Password

Verify Password

Change Password

# Contact Us

- Members can submit questions or comments using the form on the site.
  - All emails are sent to [collect@mybusinessrecycles.com](mailto:collect@mybusinessrecycles.com)
  - This mailbox is for **customers only!** Sales reps should submit questions in First Place with Ink & Toner as the topic.

Contact Us

Home My Account Logout Contact Us

Contact Us

Our staff is available Monday - Friday 8:00 a.m. - 5:00 p.m. (CST) to answer any question you have, or to assist you with your recycling program.

Phone: 1-855-821-2335

\* Required Fields

\* Name  
John Doe

\* Email  
Joe.Doe@ABCco.com

\* Company Name  
ABC Company

\* Phone Number  
123-456-7890

\* Your Message

Send