



My Business Recycles

**Ink & Toner Cartridge Recycling
Program**

www.MyBusinessRecycles.com

Customer Benefits



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

- 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.
 - 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 25th of the month after the account reaches \$25.



Registration & Returning User Login

The screenshot shows the Office Depot greeneroffice website. At the top, there's a navigation bar with links: Home, Register, Login, and Contact Us. Below this is a banner for recycling ink and toner cartridges, stating "Recycling can be rewarding for your business. Get reimbursed for your ink & toner cartridges." To the right of the banner is an image of several ink cartridges.

Below the banner, there's a section titled "It's as simple as 1-2-3" with three steps:

- 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

To the right of these steps is a "Login" section with fields for Email Address and Password, a "Remember Me" checkbox, and a "Forgot your login name or password?" link. Below the Login section is a "Sign Up" section with the text "Sign up to begin receiving rewards".

Below the Sign Up section is a "Help save the planet" section with 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.

At the bottom of the Sign Up section, there's a list of "Required Fields" with corresponding input fields:

- Account Number
- Company
- First Name
- Last Name
- Address
- Address 2
- City
- Country (United States)
- State/Prov

- Customer joins by entering their account information in the Sign Up section at:
 - 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

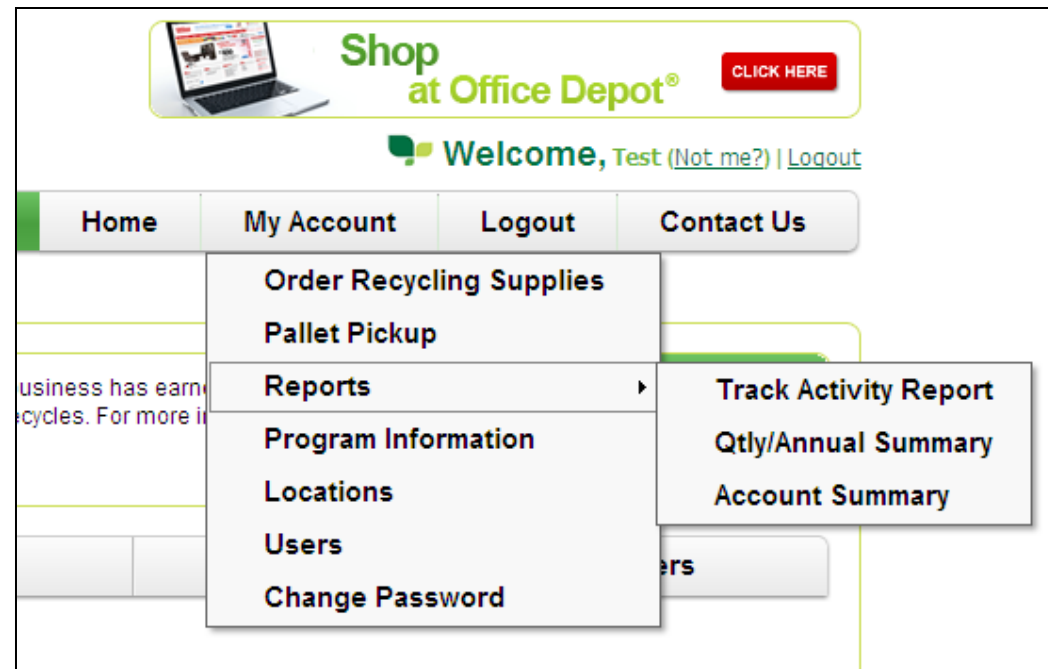
* Required Fields

* Account Number		?
* Company		
* First Name		
* Last Name		
* Title		
* Address		
Address 2		
* City		
* Country	United States	
* State/Prov		
* Zip/Postal	#####-#### or ### ###	
* 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](#).



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
Clear							
Edit	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: 1

[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

Pre-paid Label



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



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 or you can reach us by phone at 1-855-821-2335.

Pallet Pickup Details

Number of Pallets

3

Pickup Date

From:

Hours

To:

Time zone



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	file
Cartridge Buyback List	file
Fuser Buyback List	file
Pallet Pickup Instructions	file
Packaging Instructions	file
Program Overview	file
ISO 9001 - Ink Recycling	file
ISO 9001 - Toner Recycling	file
Protecting Data on Wireless Devices	file
Environment White Paper	file

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


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: 7/2/2012 To: 8/24/2012 **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

- 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 logo for 'Office DEPOT' 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 heading 'Change Password' is in green, accompanied by a green leaf icon. There are two input fields: 'New Password' and 'Verify Password'. A 'Change Password' button is located below the fields. The page is framed by green bars at the top and bottom.

Office DEPOT
greeneroffice™

My Account > Change Password

 Change Password

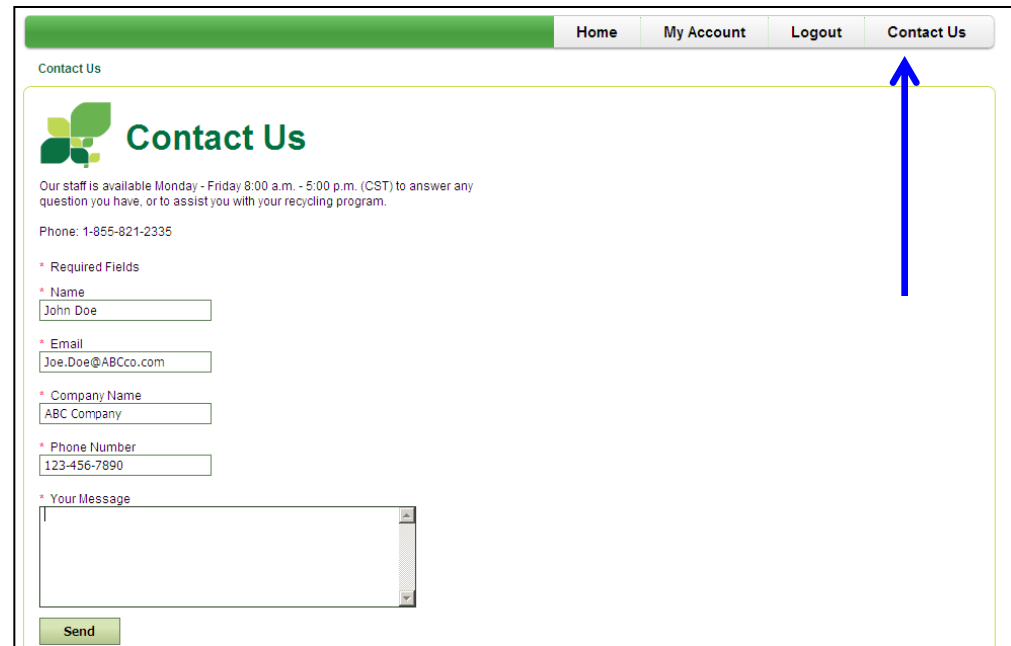
New Password

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
 - This mailbox is for **customers only!** Sales reps should submit questions in First Place with Ink & Toner as the topic.



The screenshot shows the 'Contact Us' page of the Office DEPOT website. At the top, there is a green navigation bar with links: Home, My Account, Logout, and Contact Us. A blue arrow points to the 'Contact Us' link. Below the navigation bar, the page title is 'Contact Us' with a green logo. The text states: '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.' Below this is the phone number: 'Phone: 1-855-821-2335'. The form includes several required fields, each marked with an asterisk: 'Name' (filled with 'John Doe'), 'Email' (filled with 'Joe.Doe@ABCco.com'), 'Company Name' (filled with 'ABC Company'), and 'Phone Number' (filled with '123-456-7890'). There is also a 'Your Message' text area. A 'Send' button is located at the bottom of the form.