

Ordering from Executive online...

1. log on to www.ebpooffice.com
2. bookmark this site (add to favorites) for future use
3. ID is first letter of first name and last name
(for example - **jdinicola**)
4. password is your last name (for example - **dinicola**)
5. (Initially) Click “Order from Catalog”
6. Search by product number (not letters) and hit ENTER
7. After entering quantity, hit ENTER. You may also “add to favorites” (before hitting ENTER) if this is something you order frequently. You may want to create categories first if you’re adding product to favorites.
8. If you are done, hit SUBMIT. If you want to work on your order another time, hit SAVE.
9. When you need to go back to your order, hit HELD ORDER, click on the order ID #, then VIEW/EDIT.
REMEMBER TO PRINT OUT YOUR ORDER FOR YOUR RECORDS.
10. If you encounter any problems (finding items) contact EXECUTIVE at 1-888-898-3224.
Teresa Osborne can help you with any other difficulties.