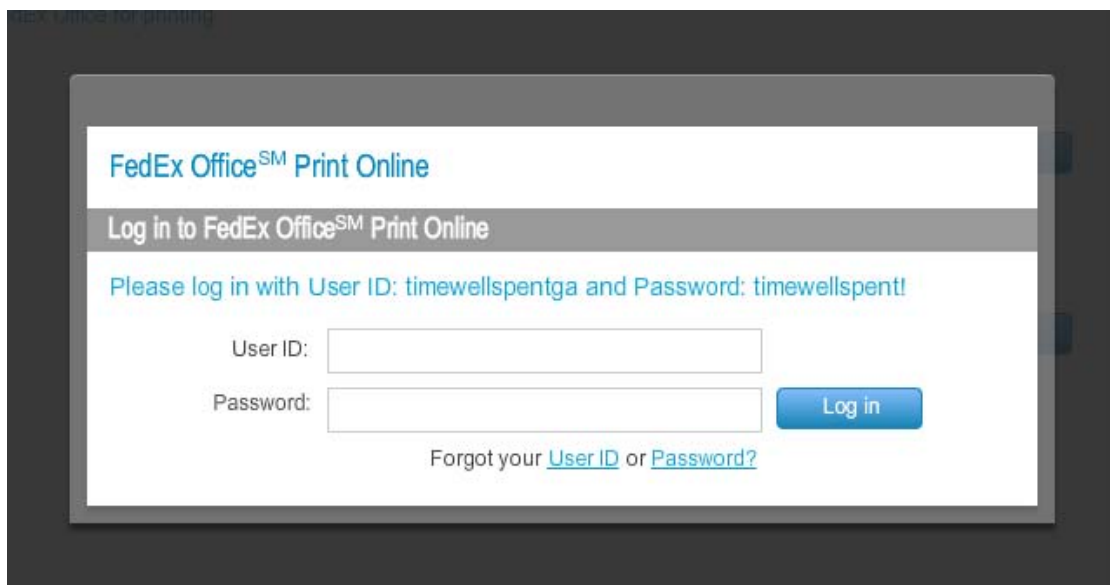


# Ordering Time Well Spent Materials from FedEx Kinkos

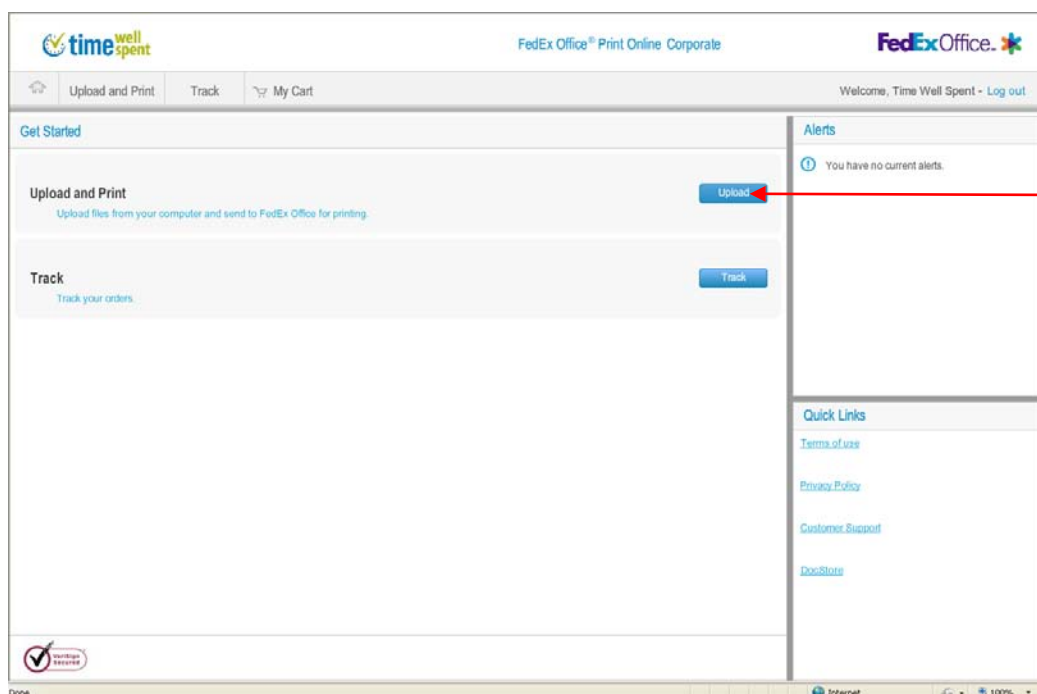
Time Well Spent (TWS) offers a new way to upload and order materials through FedEx Kinkos. The process is meant to be simple and still provide the Blue Cross Blue Shield of Georgia corporate discount to our valued employer groups.

Here's how to place an order for TWS materials:

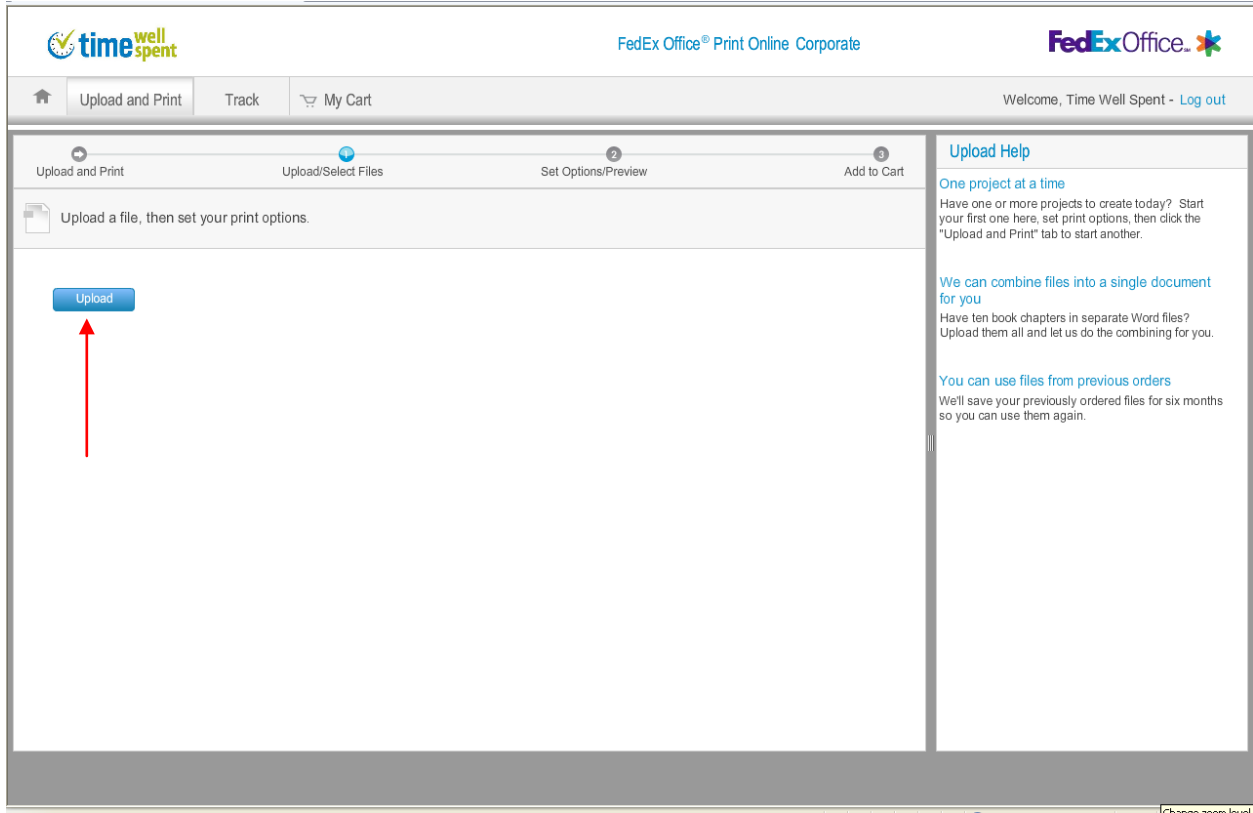
1. Download to your PC any material desired from TWS.
2. Click the link at the bottom of any TWS module landing page (this will be a blue box showing FedEx Kinkos link)
3. After clicking the link, the next page that will appear is shown below.
  - a. A pop-up box will automatically display the User ID and Password you need to log in.
  - b. Simply enter the User ID and Password in the spaces provided, then click "log in"



4. The next screen will be the "upload and print" screen (shown below). Click "upload" on this page.

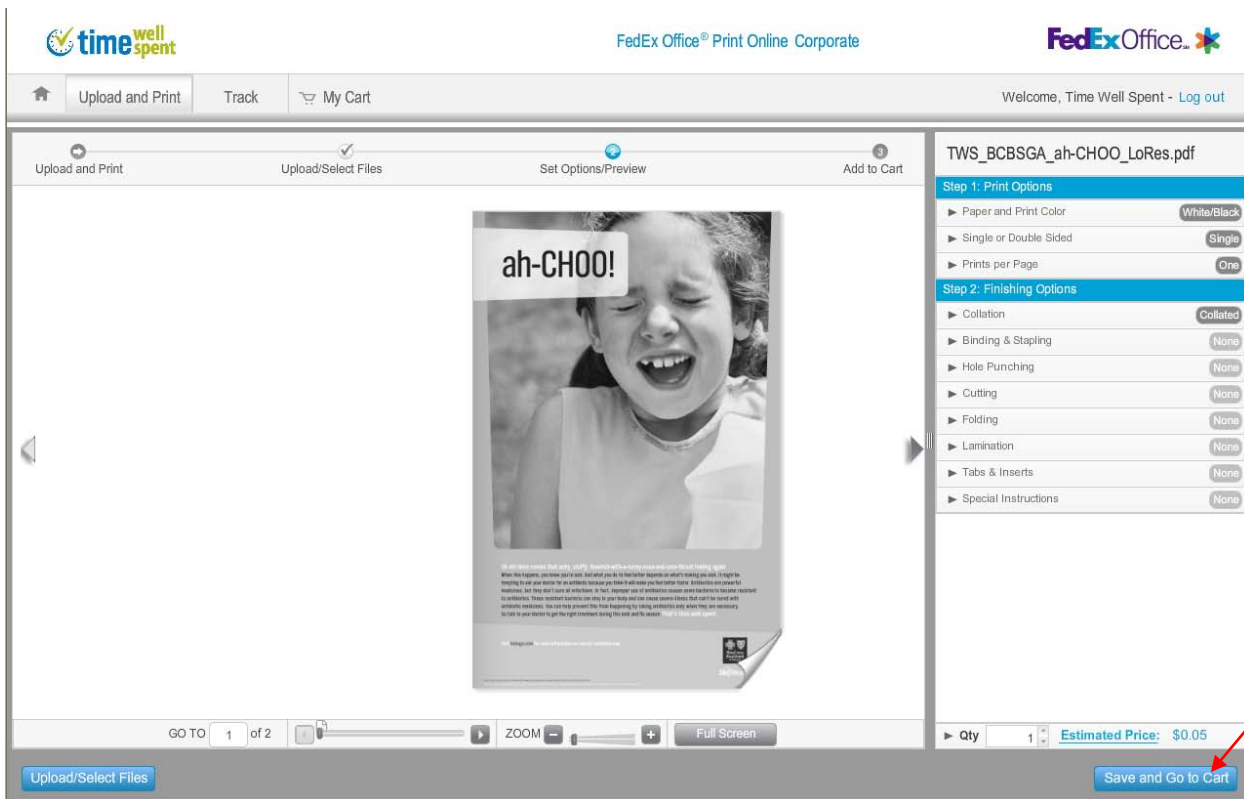


5. Click “upload” again on the next page to upload the documents you want to print.



6. Once the document is uploaded, click either “upload more files” or “continue”.
  - a. **Please note: If uploading more files**, all additional files must be the same size before clicking “continue”. (All TWS articles, recipe sheets, booklets, etc. are set as 8.5” x 11”). Upload as many same-size files desired. Then click “continue” to see document preview screen. Then click “save and go to cart” to start uploading a file or files of a different size, or to proceed to check out.
  - b. Continue uploading all additional files of a different size (i.e., posters which are all 11” x 17”, or payroll stuffers which are 8.5” x 3.68”), then click “continue” after all additional same-sized files have been loaded. Clicking “continue” will show the document preview screen again. You can specify any additional binding instructions on the right side of the screen and also see an estimated cost. The pricing you see reflects the Blue Cross Blue Shield of Georgia corporate discount for printing and binding services through FedEx Kinkos.

- c. When you're finished, click the "save and go to cart" button at the bottom right and proceed to check out.



- d. Follow the prompts and enter delivery and payment information in the areas provided.

For direct access to the FedEx Kinkos Time Well Spent online ordering site, click on the link below and follow the uploading instructions provided in this document.

**Blue Cross Blue Shield of Georgia customers:**

<http://printonline.fedex.com/nextgen/bcbsga>