

# Account Application



## Account Information

Employee Name: \_\_\_\_\_

(You will receive an email with your login and temporary initial password for the ODP Business Solutions website. <https://www.odpbusiness.com> You will be prompted to change the password the first time you login. The website will prompt you to reset the password every ninety (90) days.)

Employee Email: \_\_\_\_\_

Employee Phone Number: \_\_\_\_\_

My account will be used to:

Order office supplies or  Approve Orders

Will your account have an approver? (Do your orders require online approval by someone in your office?)

Yes  No (If yes, please provide approver's email address below)

Approver Email Address: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Ship To ID Number: \_\_\_\_\_

(This is a six-digit Account Number used to rebill ODP Business Solutions purchases to your agency. Contact your accounting division or DAS-Central Finance to obtain. Note that the Billing Number/Ship To ID will differ in length from the Agency Business Unit.)

Agency Business Unit: \_\_\_\_\_

(This is an eight digit Business Unit number used in PFC/E1. Talk to your accounting division. If you will be ordering using multiple Business units attach a separate list and identify your default Business Unit.)

Physical Delivery Address: \_\_\_\_\_

(Cannot be a P.O. Box)

Return completed form to: [Brenda.Hickey@ODPBusiness.com](mailto:Brenda.Hickey@ODPBusiness.com) and [John.White@ODPBusiness.com](mailto:John.White@ODPBusiness.com)

The person applying for this ODP Business Solutions Account is authorized to purchase supplies or approve supply orders for Agency staff from ODP on behalf of the Agency identified. This authorization will remain in effect until written notification to deactivate or cancel the account is received by the State Purchasing Bureau.

\_\_\_\_\_  
*Agency Head or Designee - Print Name*

\_\_\_\_\_  
*Agency Head or Designee - Signature*

\_\_\_\_\_  
*Date*