

**Login & Your Profile**

Keep me signed in  
Password reset  
Delivery notifications

**Quick Ordering**

Shopping lists  
Frequently purchased

**Managing Orders**

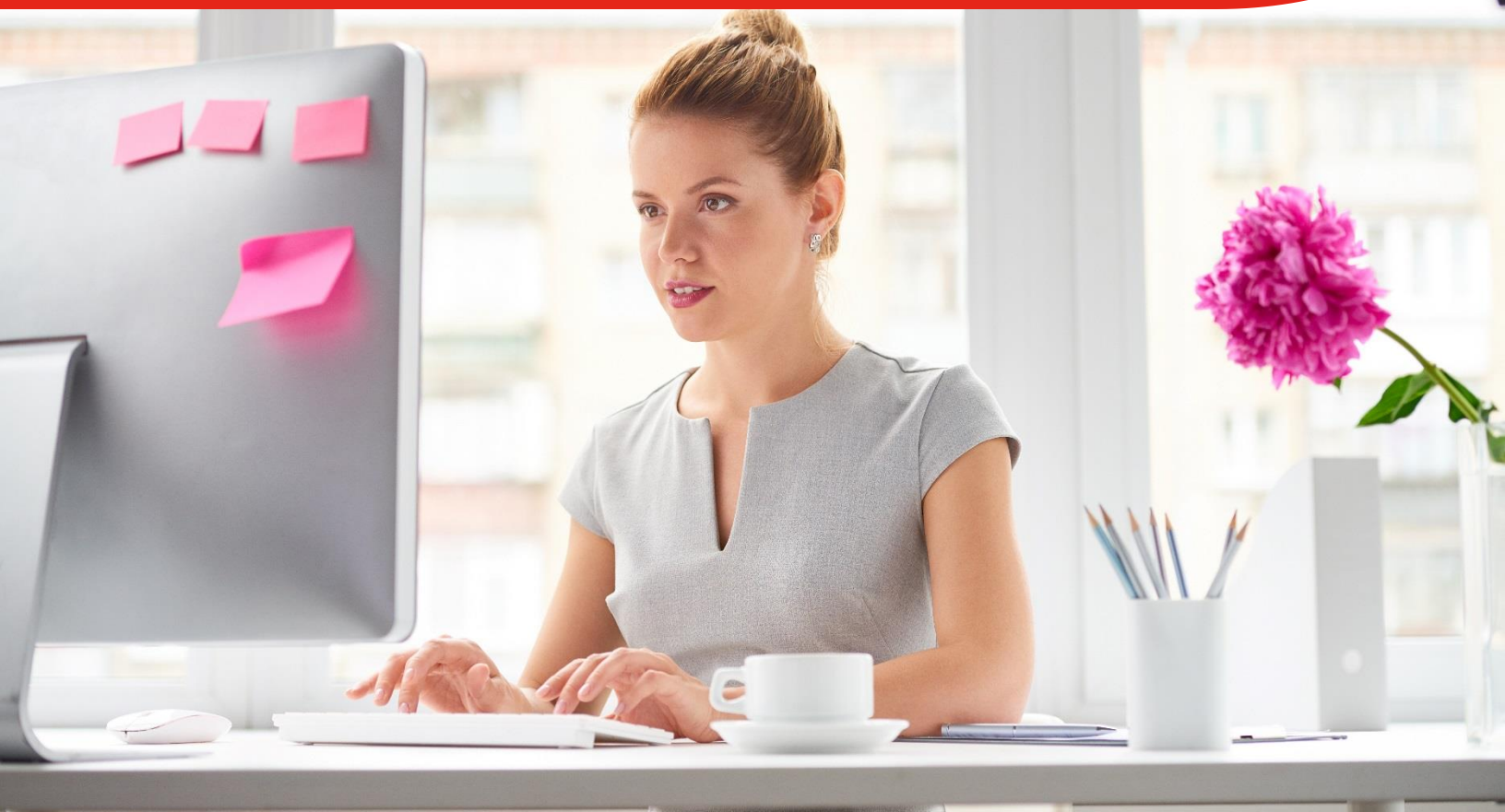
Track your order, cancel, or  
make a return

**Get Help**

Live chat  
Help center

# StaplesAdvantage.com

## Self-Service Online Time Savers for Users



## Quick and easy ways to tackle tasks and get back to your to-do's.

StaplesAdvantage.com has convenient online tools that help you get more done in less time.

- Reset your password
- Set up delivery notifications on your orders
- Easily order using shopping lists and frequently purchased items
- Search, track, cancel or return an order all in your order history
- View and print transactional summary details to easily reconcile charges
- Get help fast

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## Set your password and delivery notifications on your orders

Type StaplesAdvantage.com in your browser, click Sign In to enter your login information. Check Keep me signed in to reduce the number of times you are asked to login

Go to the Account tab and use the drop down menu to choose Edit My Profile if you need to update your personal information

Create a unique password that is a minimum of 8 characters that contain 3 out of 4 of the following:

- 1 upper case letter
- 1 lower case letter
- 1 number
- 1 symbol

Click notifications for insight on your order delivery every step of the way.

Set your preference to receive texts or email notifications when:

- Your order has shipped
- Is out for delivery
- Has delivered

Click save

☐ Keep me signed in 

[Login](#)

**B**
Edit My Profile
Cancel Save

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My Info | Notifications

- Home
- LIST ACCOUNT INFO CART
- Welcome back Demo User Assoc.
- ACCOUNT NUMBER 100680
- MANAGE ORDERS
- Orders
- Special Orders & Quotes
- FINANCIALS
- Reports
- PROFILE
- Edit My Profile**
- Change Password
- OTHER
- Custom Messages
- Sign Out

### Edit User Info for "Demo User Assoc"

Fields marked with an \* are required.

|                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Company Name:</p> <p>* First Name:</p> <p>* Last Name:</p> <p>Job Title:</p> <p>Department:</p> <p>* Email Distribution List:</p> <p>* User ID:</p> <p>Password:</p> <p>Password Confirm:</p> <p>Days until password expires:<br/>(0 = never expires)</p> <p>* Security Level:</p> <p>* Phone #:</p> <p>Mobile Phone #:</p> <p>Supervisor/Approver:</p> <p>Delivery Information:<br/>(Room/Floor/Suite/Cube)</p> | <p>TEST_EC.WEST ACCOUNT</p> <p>Demo</p> <p>User Assoc.</p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p>demo@staples.com <a href="#">Edit</a></p> <p>Enter your email address and any email addresses you wish to be copied on all communications. Please separate email addresses with a comma.</p> <p>DEMO</p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Password is case sensitive.</p> <p><input type="text"/></p> <p>Associate</p> <p>Enter 508 - 253 - 5000 x <input type="text"/></p> <p><input type="text"/> - <input type="text"/> - <input type="text"/> You may opt In and out of receiving mobile notifications in the notifications section.</p> <p>Demo User Supervisor<br/>508-253-5000x<br/>demo@staples.com</p> <p><input type="text"/> information provided here will be added to the shipping information</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

My Info | Notifications
**C**
Minimum of 8 characters  
Password must contain 3 of 4 character types:  
1 uppercase, 1 lowercase, 1 number, and 1 symbol  
Passwords match

My Info | Notifications
Cancel Save
**D**

Modify a User Profile

PreviousSave

Notifications Settings

Manage how you receive updates about your orders

E

Email notifications

Email Distribution List:demo@staples.comEdit

Enter your email address and any email addresses you wish to be copied on all communications. Please separate email addresses with a comma.

Text notifications

Enter your mobile number below to subscribe to text notifications.

You will receive a verification text message shortly after with instructions to complete your subscription. You can unsubscribe anytime by replying STOP or clicking unsubscribe. Standard text messaging rates may apply. I agree to theTerms, Conditions & Privacy Policyof this program.

Send Text Notifications To:

1 - ( )

Subscribe

Enter a valid 10-digit mobile number and click "SUBSCRIBE" to enable package status updates on your phone.

Select your notifications

Use the check boxes below to specify the email and text notifications you would like to receive.

| Notify me when my order: | Email                               | Text                     |
|--------------------------|-------------------------------------|--------------------------|
| Has shipped              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is out for delivery      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Has been delivered       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

F

PreviousSave

G

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# Quick ordering with shopping lists and frequently purchased items

## Shopping Lists

Go to Lists and use the drop down menu to choose My Lists to create a new list, add, edit or modify an item to a list

## View Lists

Search for a list by name in the search bar

Sort and filter lists by list name, modified date or list type

## Create a New List

Click create list

Add a list name

Pick a list type: personal or shared

Make list a favorite: yes or no

Add an item to your list

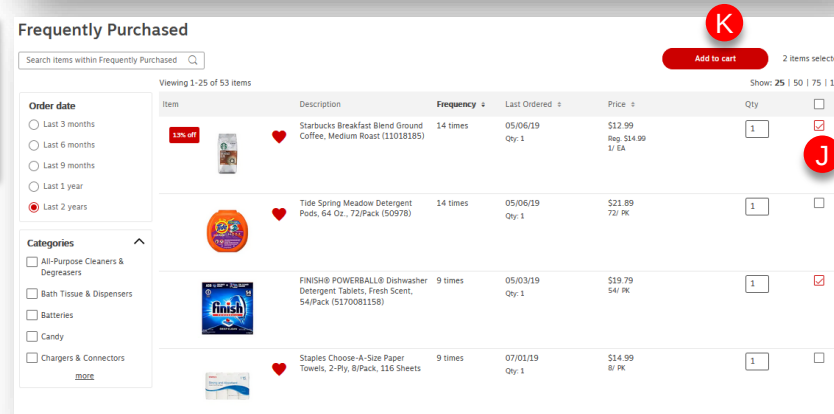
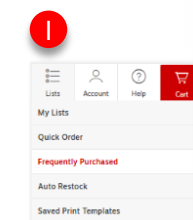
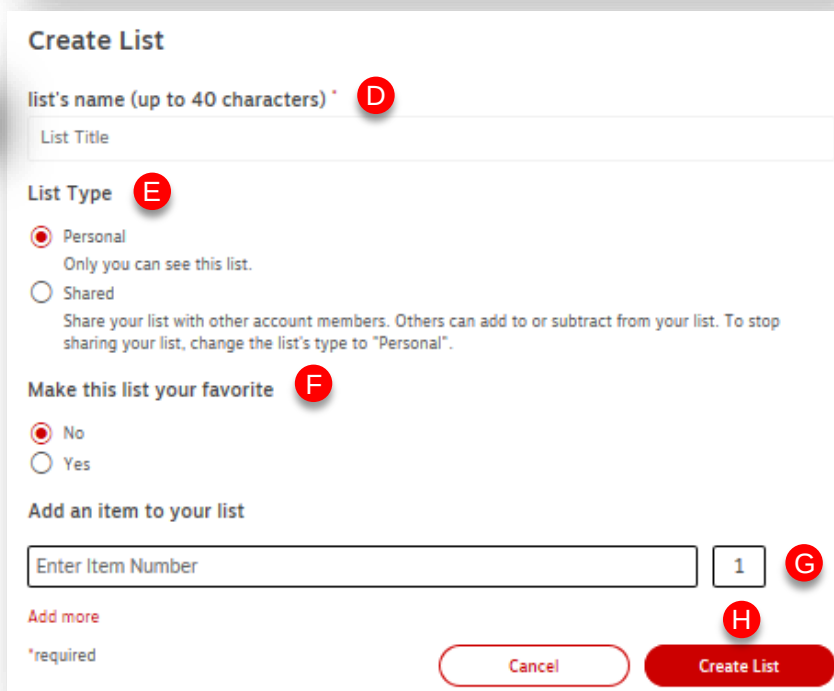
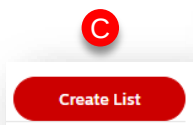
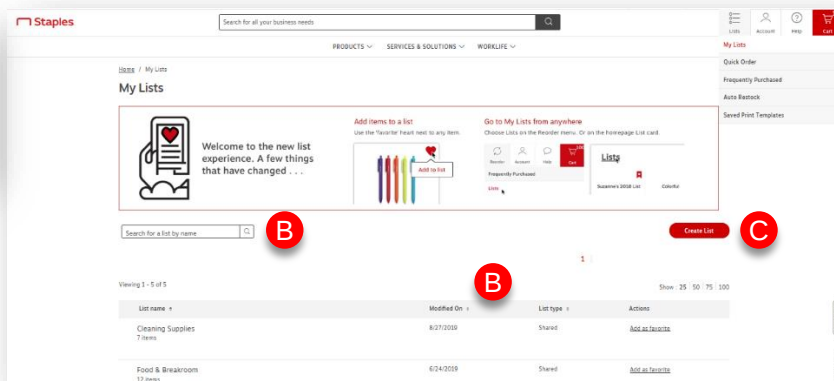
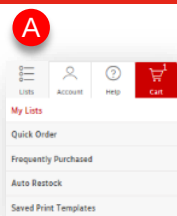
Click create list to save

## Frequently Purchased

Go to Lists and use the drop down menu to choose Frequently Purchased

Check items you would like to order  
Add or modify quantity

Click add to cart



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# Track order status, cancel an order, or make a hassle free online return

## All Order Essentials

**A** Go to Account and use the drop down menu to choose Orders to search, track, cancel an order or make a return

**B** Search for an order by order number, ship to, date range, budget center or PO, item number, submitted or pending approval

**C** Choose the order you wish to view

## Order Details

**E** View full tracking history

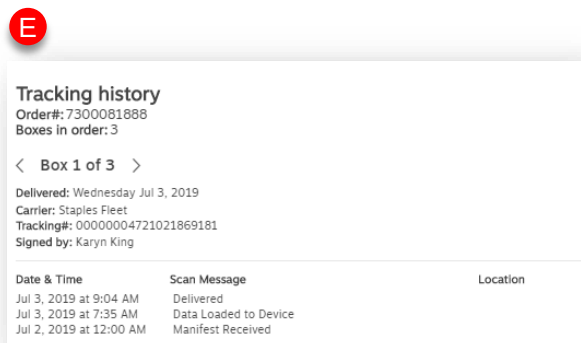
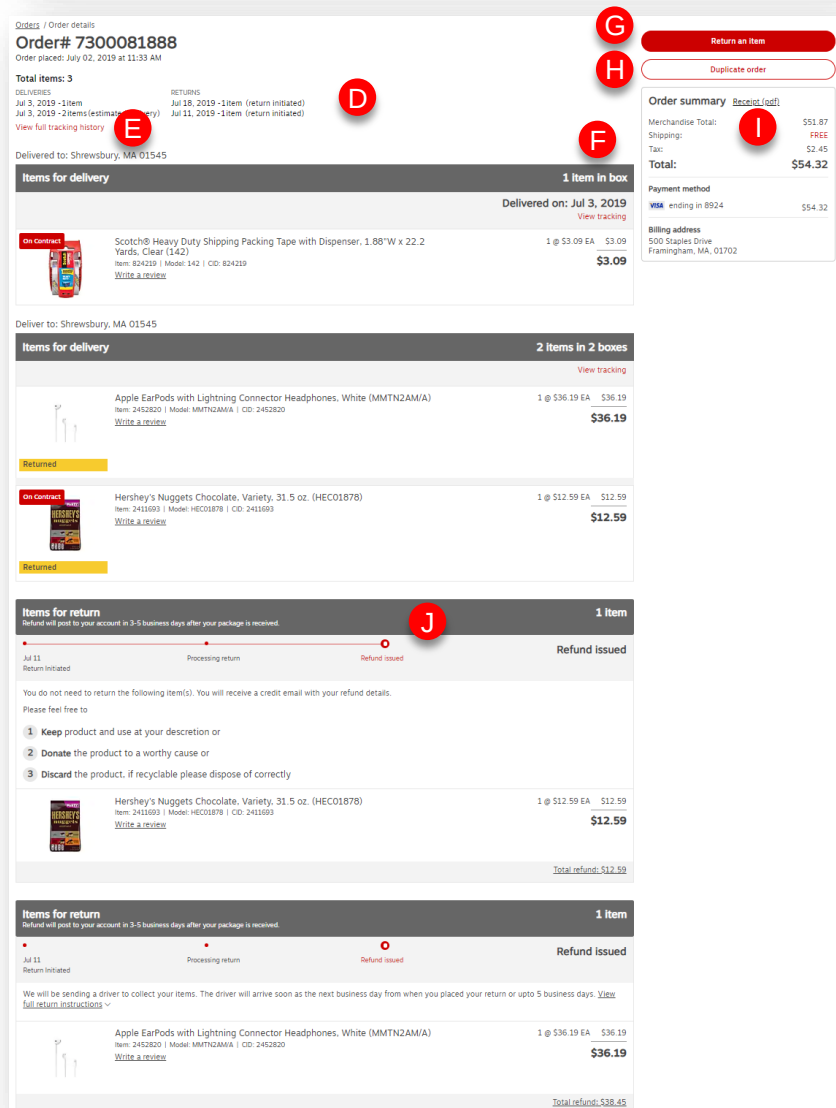
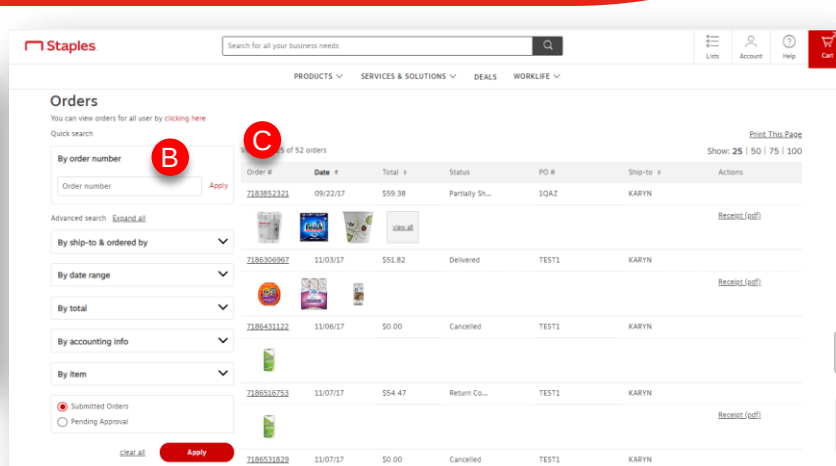
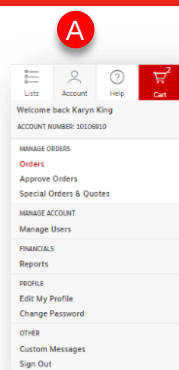
**F** See number of items per box

**G** Make a return

**H** Duplicate order

**I** View receipt for transactional summary to easily reconcile charges

**J** Review return details



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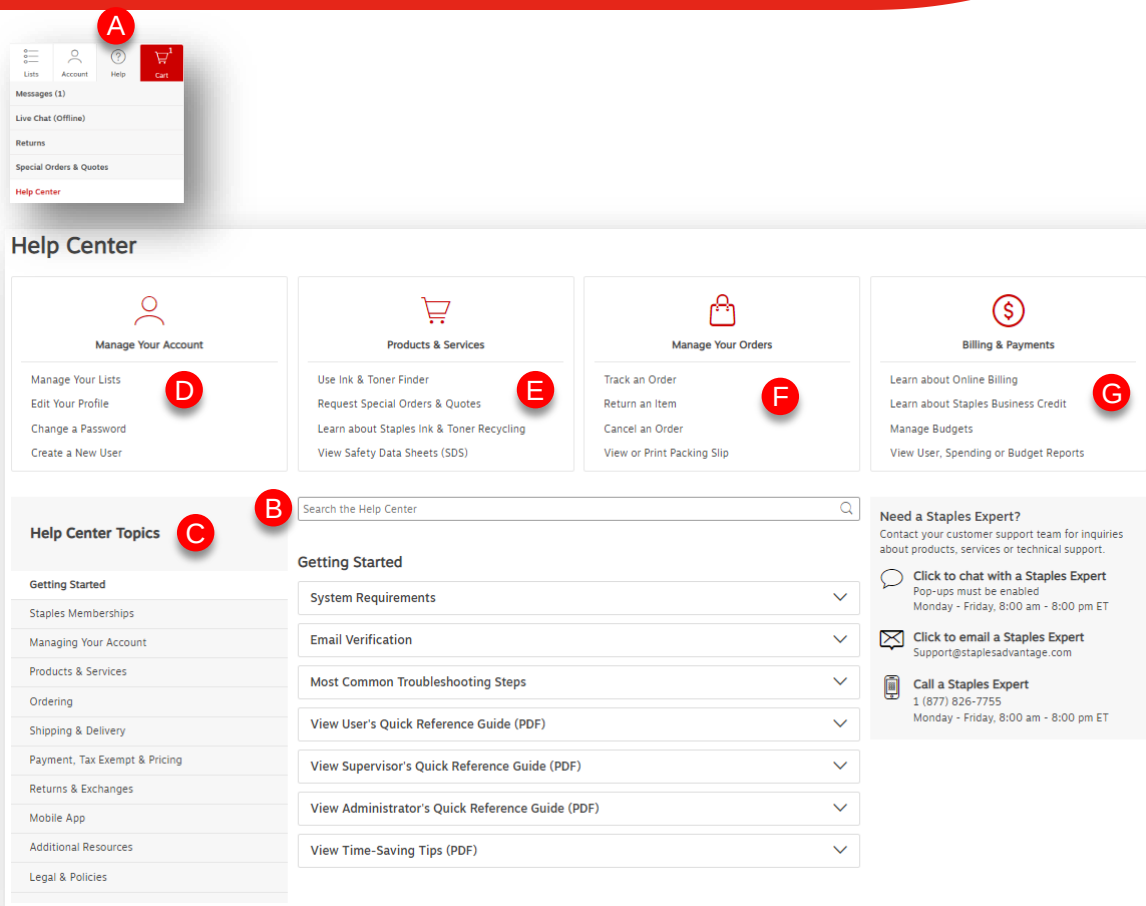
# Short cuts to online self-service tools or search help topics to get answers fast

**Find everything you need in  
the Help Center**

**A** Under Help click Help Center

**B** Simply search to find answers to  
your questions

**C** Or view Help Center topics



## **Manage your Account**

Manage your lists  
Edit your profile  
Change a password  
Create a new user

## **Products & Services**

Ink & toner finder  
Request a Special Order  
Ink & toner recycling  
Safety data sheets

## **Manage your Orders**

Track an order  
Return an item  
Cancel an order  
View or print packing slip

## **Billing & Payments**

Online billing  
Manage budgets  
View spend or budget reports

## **NEED ADDITIONAL HELP? CUSTOMER SERVICE IS STANDING BY**

**Help Center:** Search help topics, manage your account, manage your orders and more

**Chat:** Live Chat with a knowledgeable representative

**Email:** [Support@StaplesAdvantage.com](mailto:Support@StaplesAdvantage.com)

**Phone:** 877-826-7755, Monday–Friday, 8 am–8 pm ET

Get started at [StaplesAdvantage.com](https://StaplesAdvantage.com)

