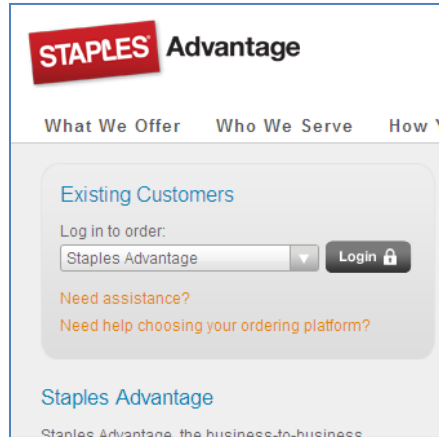


# Staples Orders (New for the 13-14SY!):

1. Go to: [www.staplesadvantage.com](http://www.staplesadvantage.com)



2. Click Login

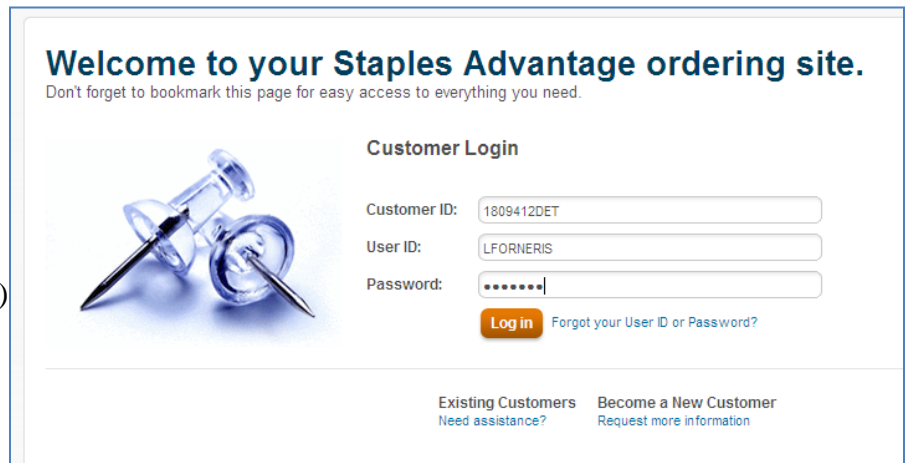


3. ENTER your...

Customer ID: **1809412DET**

User ID: your **first initial last name**  
(ex: cmoeller)

Password: **staples**  
(can change after you login 1<sup>st</sup> time)

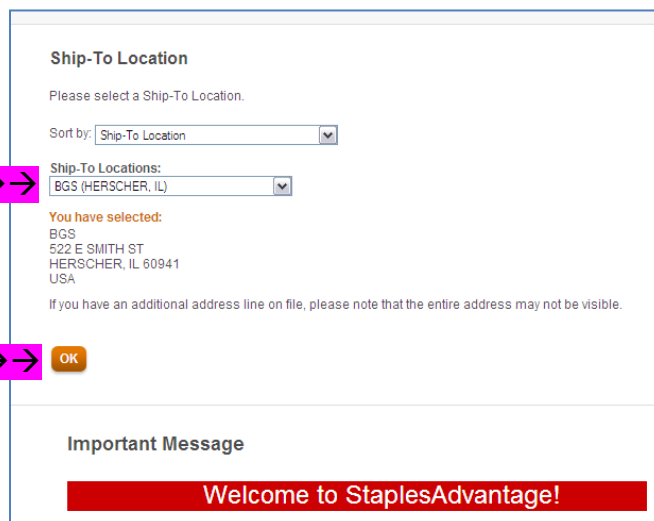


4. Once logged in,

Use drop-down box to select your building (or the building you are sending your order to).



**NOTE:** this step done each time you log on, if needed.



Click **OK**

5. Once in your account, you will see this screen...

↓ your name/customer# will appear ↓

The screenshot shows the Staples Advantage website interface for a logged-in user. At the top, the user is identified as Laura Forneris with Customer ID 1809412DET. The navigation bar includes links for Home, Customer Service, Chat, Messages (2), and Logout. A search bar is prominently displayed. On the right, a shopping cart icon shows 0 items for \$0.00, with a Checkout button. Below the navigation, there are sections for 'My Orders', 'My Account', 'Ink & Toner Finder', and 'Special Offers'. A 'Quick Order' section allows for adding items to the cart. A 'Your Shopping Lists' dropdown menu is also present. A message notification indicates 2 messages, including an important message from the organization and a welcome message. A large promotional banner for ink and toner is featured, with a 'Shop now' button. Below this, a 'Featured Products' section displays three items: a Post-it Pop-Up Note Dispenser for \$30.49, a Sustainable Earth Remanufactured Toner Cartridge for \$57.49, and Georgia-Pacific Envision Multifold Towels for \$36.49. On the left side, there is a 'Shop By Category' menu with various office supply categories, and a 'Show Me Products' section with filters like Eco-Conscious and Recycled.

**THIS is the page you'll want to save in your Favorites.**