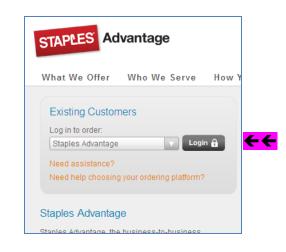
Staples Orders (New for the 13-14SY!):

1. Go to: 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 1st time)

Welcome to your Staples Advantage ordering site. Don't forget to bookmark this page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to everything you need. Image: Constraint of the page for easy access to every hour need. Image: Constraint of the page for easy access to every hour

4. Once logged in,

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

Click OK

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

Ship-To Location
Please select a Ship-To Location.
Sort by: Ship-To Location
Ship-To Locations: BGS (HERSCHER, IL)
You have selected: BGS 522 E SMITH ST HERSCHER, IL 60941 USA
If you have an additional address line on file, please note that the entire address may not be visible.
ОК

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

	Welcome, Laura Forneris, Customer ID: 1809412DET Home Customer Service Hessages (2) Lo			
STAPLES Advantage		Search	View	0 Items \$0.00 Checkout
			Landa	Ship to DISTRICT Chang
Shop By Category 👻	My Orders 👻 My Ad	count 👻 Ink & Toner F	nder	Special Offers
Ink & Toner Finder	Quick Order Qty.	Order	Your Shopping Lists	
Print Services	Quick Order Item # 1	Add to Cart Multiple Items	Please select a list	¥
Boards Easels Dry-Erase 🔹 🕨				
Calendars Planners				
Cleaning Facilities Tools 🔋 🕨 🖡	2 Messages: An Important Messa	age from Your Organization »		
Coffee Water Snacks	Welcome to Staple:	sAdvantage.com! »		
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Envelopes Labels Mailing 📃 🕨			-	
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THIS is the page you'll want to save in your Favorites.