

TCF Quick Reference Guide: Registering & Ordering StaplesEasyPrint.com

Go to
www.stapleseasyprint.com

If you know your Username and Password

- Enter your **Username** and **Password**
- Your password will be sent in a separate email to you after you register.
- Click the **Log In** button.



Welcome to Staples Easy Print

Please bookmark this page to get all your print solutions in one place.

Username:

Password:

Log In

[Forgot Username or Password?](#)



Ordering

Access

When you have logged in, click **ORDER!**
to launch into your **Home** page.



Welcome to Staples Easy Print

Choose Your Destination

ORDER!



Select Products

View the products available in the category. You can add items to your cart from this page, or click the product number or graphic to view more detailed information.

Enter the number of units you would like to order in the **Order Quantity** field and press your Enter key or click the **Add to Order** button.

Open Your Category

When you first log in, the **Home** page displays your categories, messages, and access to your order reports. Click a category name or graphic to view the products in that category on the **Product** page.

Select your product

Select Create New

Enter information in the fields provided

Hit Save

Select "I approve", choose quantity and

"Add to Order"

Review Your Order

The **Cart** page displays the products in your cart. Use the fields on this page to begin the check out process.

Note: A red asterisk indicates a required field.

When you are ready to place your order, click the **Check Out** button.



SEARCH PRODUCTS Go

Home

Please contact Pamela.Lindquist@staples.com or call 1-651-234-1044 with qu

TCF AGENCY STATIONERY	TCF BANK STATIONERY	TCF CAPITAL FUNDING STATIONERY	TCF COMMERCIAL BANKING STATIONERY
TCF EQUIPMENT FINANCE STATIONERY	TCF EXECUTIVE STATIONERY	TCF FINANCIAL STATIONERY	TCF HR CARD

Business Cards

Products > TCF Bank Stationery Products > Business Cards

Business Cards

	TCF Bank BC without tagline Ordering Unit: 1/BX TCF Bank logo Business Cards 3 color Raised Imprint NO tagline TCFB2BC Choose Template
	TCF Bank BC with tagline Ordering Unit: 1/BX TCF Bank logo Business Cards 3 color Raised Imprint "Your Convenience Bank" tagline TCFB1BC Choose Template
	TCF Bank Magnetic BC Ordering Unit: 1/BX TCF Bank logo Business Cards 3 color Magnetic TCFBMAGBC Choose Template

Products > TCF Bank Stationery Products > Business Cards > TCF Bank BC without te

Test Test
Test Title 1
Test Title 2

1 East Jackson, MC 123-11-AB
Chicago, IL 60564

p: 111-111-1111 | e: 222-222-2222 | tf: 333-333-3333
aaaabbbcccc@bankbank.com

Edit | Remove | View PDF

TCF Bank BC without tagline TCFB2BC

* = required field

I approve this proof: ☒ Yes

Order Quantity: *

Item Total: **\$14.12** Add To Order

There are 0 items available for order.

Cart

Please contact Pamela.Lindquist@staples.com or call 1-651-234-1044 with questions regarding your ordering experience.

Cart > Shipping > Billing > Confirm

* = required field

CO/CC:

PERSON PLACING ORDER: *

Remove	ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Price
<input type="checkbox"/>	TCFB2BC - Test Test	TCF Bank BC without tagline	I approve this proof: Yes	\$0.05648	<input type="text" value="250"/>	250	\$14.12
<input type="checkbox"/>	TCFB2BC - Test Test	TCF Bank BC without tagline	I approve this proof: Yes	\$0.05648	<input type="text" value="250"/>	250	\$14.12

Remove Selected

Subtotal: \$28.24

Shipping, handling and tax may be added to this subtotal.

Save Changes | Cancel Order | Continue Shopping

Check Out >

Select Shipping

At the **Shipping** page, *if the option is available*; select a **Shipping Address** from the drop-down menus.

When you are done click the **Continue** button.

Please review your order carefully. Click Submit at the bottom of the page when you are ready to submit the order.

Cart > Shipping > Billing > **Confirm**

Comments:

Cost Center: 20083

Payment Method: Purchase Order

Bill To: Abigail Smith
1234 MAIN ST
SUITE 200
MYTOWN, XT 99999

Ship To: Abigail Smith
1234 MAIN ST
SUITE 200
MYTOWN, XT 99999

ID	Product	Unit Price	Quantity	Total Quantity	Shipper	Price
237409406005000	406005000	\$26.50	2 (x5000)	10,000	FedEx Ground	\$53.00

Subtotal: \$53.00

Shipping & Handling: \$0.00

Tax: \$0.00

Total: \$53.00

Submit

Finalize the Order

At the **Confirm** page, review your order.

If you want to make changes, click **View Cart** in the left navigation pane. This will take you back to the **Cart** page.

If your order is correct, click the **Submit** button.

Note: After the **Submit** button is clicked, you cannot make any change to the order.

Confirm

Please review your order carefully. Click Submit at the bottom of the page when you are ready to submit the order.

Cart > Shipping > Billing > **Confirm**

CO/CC: 100.0436

Payment Method: Purchase Order

Bill To: TCF FINANCIAL CORP OP
801 MARQUETTE AVE
MINNEAPOLIS, MN 55402

Ship To: TCF FINANCIAL CORP OP
801 MARQUETTE AVE
MINNEAPOLIS, MN 55402

PERSON PLACING ORDER: Test

ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Price
TCFB2BC - Test Test	TCF Bank BC without tagline	I approve this proof: Yes	\$0.05648	250	250	\$14.12

Subtotal: \$14.12

Shipping & Handling: \$0.00

Tax: \$0.00

Total: \$14.12

Submit

Favorite Orders

You can save this order as a favorite, which saves summary information about the order. You can use favorites to easily place similar orders.

On the **Order Confirmation** page, place a checkmark in the **Favorite Orders** box at the bottom of the page, name your order, and click **Save as Favorite**.

A checkbox labeled "Favorite Order" with a question mark icon next to it. Below it is a text input field. To the right is a button labeled "Save as Favorite".

To Place a Repeat Order using Favorites

On the **Home** page click the **Favorite Orders** link at the bottom of the page.

A sidebar menu with the following items: "Orders", "Open (5)", "Completed (0)", "Canceled (0)", and "Favorite Orders" (highlighted in green).

A table titled "Favorite Orders" with a search bar and a "Search" button. The table has columns: Name, Order ID, Date Completed, Order Type, and a "Repeat Order" button. The first row shows "Expense Envelope" with Order ID "M000691.KS1069" and Order Type "Standard Order". A "Delete Selected" link is at the bottom left.

Name	Order ID	Date Completed	Order Type
Expense Envelope	M000691.KS1069		Standard Order

The **Favorite Orders** page shows all of the orders that you have saved as favorites.

Click the **Repeat Order** button for the order you want to copy. This will take you straight to the **Cart** page.

Add or remove items from the order and proceed through the rest of the pages to place your order.

Completed Orders

At the bottom of the **Home** page in the **Orders** box, click the **Completed** link.

Enter the Order ID for the order and click the **Search** button, or locate the order in the table of completed orders. Double-click the **ID** link to view the order details. Depending on your company's settings you can view shipment information, shipping and handling fees, and print the order details on a local printer.

A sidebar menu with "Orders", "Open (0)", "Completed (1)", and "Canceled (0)". The "Completed (1)" link is highlighted. Below the sidebar is an "Order Search" section with fields for "Order ID" (containing "M000691.KS1046"), "Date Range" (From and To), and "Last n Orders". A "search" button is next to the Order ID field. Below the search section is a table titled "Order - Completed:".

ID	Type	Status	Submitted By	Date Created/Submitted	Total
M000691.KS1046	Order	Completed		10/14/2009 6:35 PM	\$5.21