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.
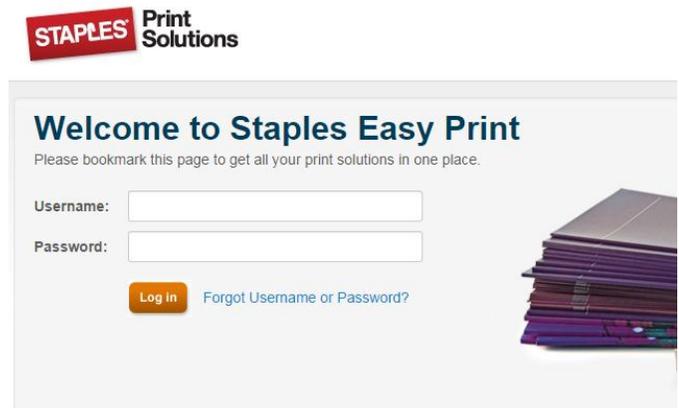
Ordering

Access

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

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.

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.

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.*
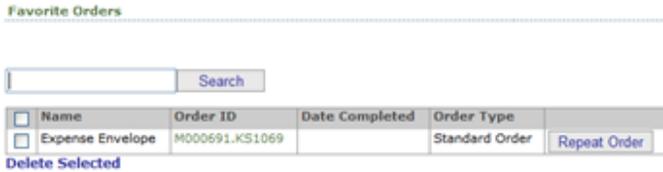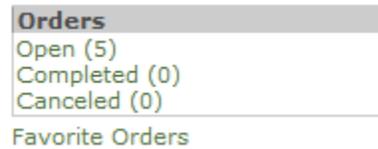
Favorite Orders

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.

To Place a Repeat Order using Favorites

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

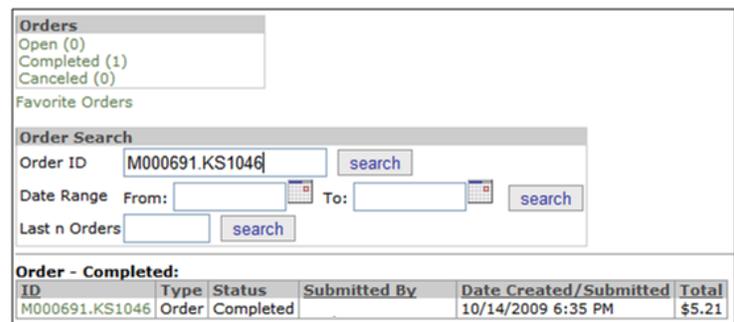The Favorite Orders page shows all of the orders that you have saved as favorites.

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.