



## User Guide to the StaplesEasyPrint Portal

Revision Date: January 2018

Internal Use Only

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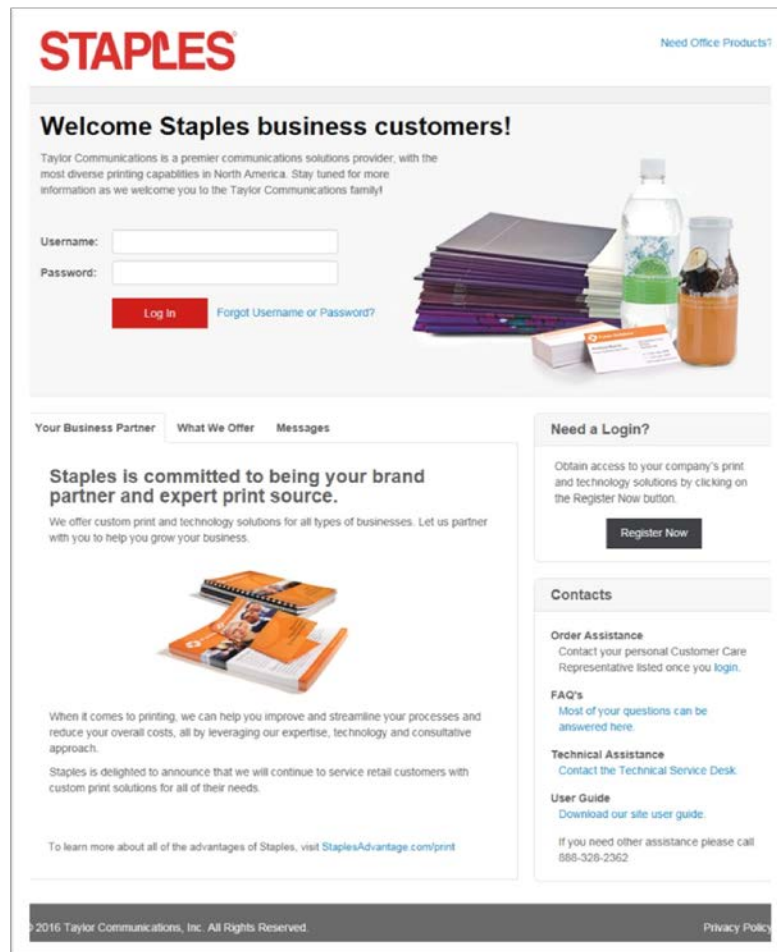
## Section 1: StaplesEasyPrint.com

### Purpose & Scope

This section of the guide describes StaplesEasyPrint.com and how it is used.

### Portal Page

The portal page allows you to log into the portal. This page also contains news and information about StaplesEasyPrint and the services available through this site.



Enter your username and password to log in to the site. The site will keep your login active so next time you access the site you'll go straight to the Company Page.

## Company Page

When you have logged in, this page appears with your company information. Links to the tools you can use are on the left-hand side of the page. Click the link to access the tool.

**STAPLES** Logout

**Select Order Now to Start**

[ORDER NOW](#)

[Portal Management](#)  
[ProCure](#)  
[STORE! Your Files & Documents](#)

**Your Business Partner** | **What We Offer** | **Company Messages**

**Staples is committed to being your brand partner and expert print source.**  
We offer custom print and technology solutions for all types of businesses. Let us partner with you to help you grow your business.

**Contacts**

Staples Primary Contact  
Bob Smith  
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Company Primary Contact  
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Account Executive  
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Company Secondary Contact  
Smith Jones  
Account Executive  
444-666-5555  
[SJones@MyComp.com](mailto:SJones@MyComp.com)

**Account Profile**  
[Edit my Account](#)

**FAQ's**  
Most of your questions can be answered here

**Technical Assistance**  
[Contact the Technical Service Desk](#)

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Use this page to edit your account information or access news information about your company.

## Edit My Account

The account editing page is the registration page with your account information already provided. It also lists the contact information for your company.

**Edit My Account**

Fields marked with an \* are required.

Username:

Password:  Only fill in these fields if you wish to change your password.

Confirm Password:

\* First Name:

\* Last Name:

Company Name:

Title:

\* Address 1:

Address 2:

\* City:

\* State:

\* ZIP Code:

\* Country:

\* Email:

\* Phone:

Fax:

Custom Data:

[Staples Easy Print Home](#)

Leave the password fields blank to retain your current password. The fields with a red asterisk are required.

When you have finished entering information, click the submit button. Your account information will change immediately.

## Register For a New Account

Use this form to request a user account. The fields with a red asterisk are required.

When you have finished entering information, click the submit button.

Be sure that your company name, e-mail address, and custom data (if you are instructed to enter any) is correct.

## Forgot Your Password?

If you forget your password, you will need to change the password to re-establish your account.

Enter your username or e-mail address and click the Submit button.

Password change information will be sent to your e-mail address. Follow those instructions to change your password.

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## Section 2: Review/Revision History

### Purpose

This section documents revisions made to the Portal User Guide to the StaplesEasyPrint Portal.

### Review and Revision History

Review Date / Revision # & Date	Description/Reason	Author
January 2018	Updated to new formatting	Carol Lindsay