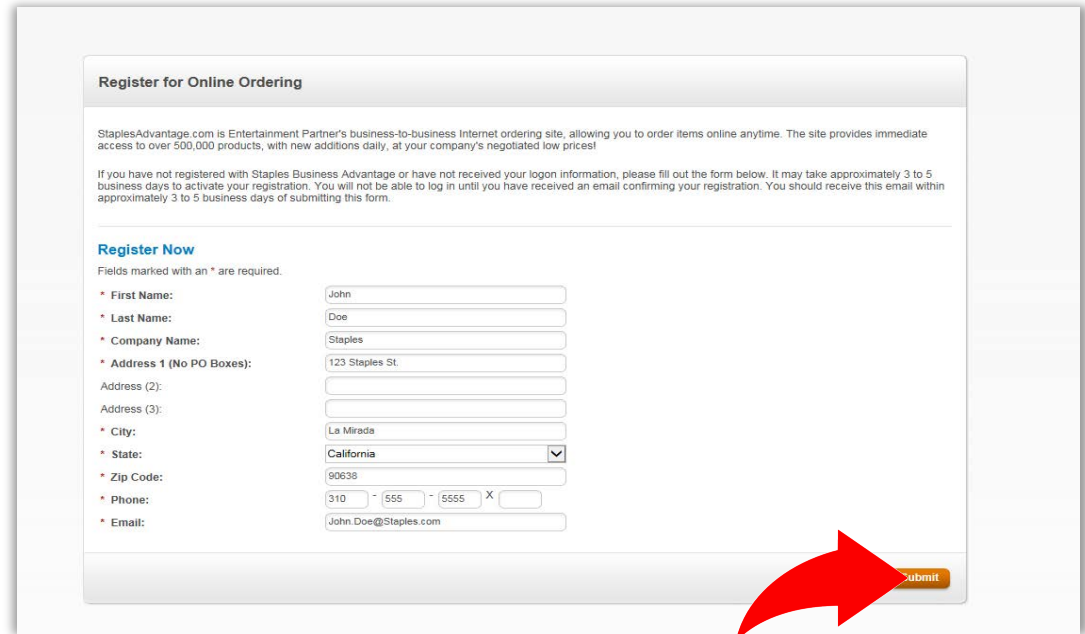


The Paymaster 2018-2019 Book Order Guide

Register

Register to begin shopping

- Go to the StaplesAdvantage.com registration page by clicking on the link that is posted on shop.ep.com.
- Fill this form out completely and click "Submit"



Register for Online Ordering

StaplesAdvantage.com is Entertainment Partner's business-to-business Internet ordering site, allowing you to order items online anytime. The site provides immediate access to over 500,000 products, with new additions daily, at your company's negotiated low prices!

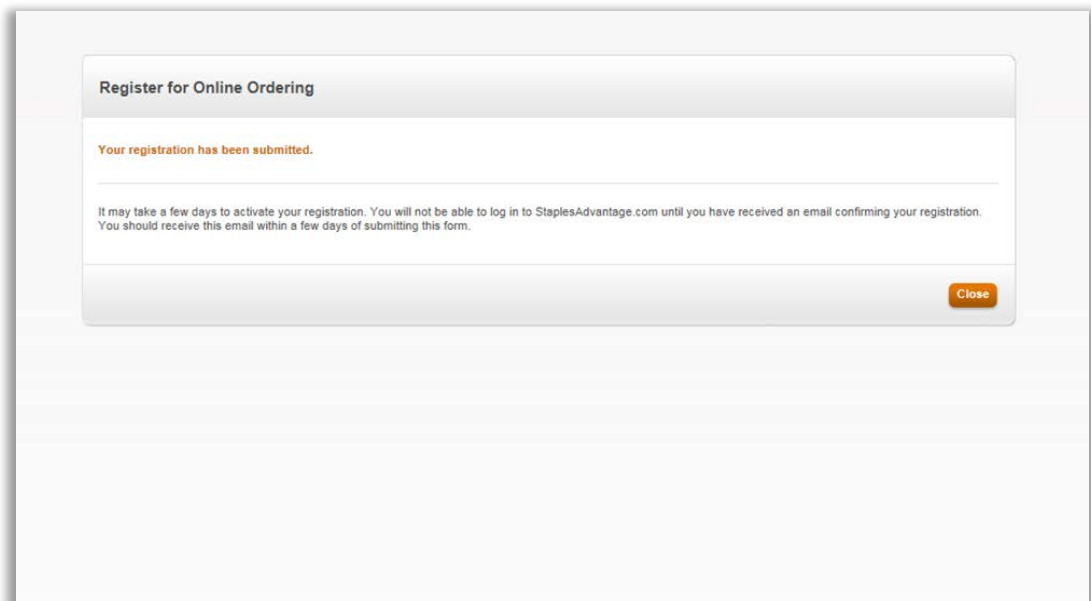
If you have not registered with Staples Business Advantage or have not received your logon information, please fill out the form below. It may take approximately 3 to 5 business days to activate your registration. You will not be able to log in until you have received an email confirming your registration. You should receive this email within approximately 3 to 5 business days of submitting this form.

Register Now

Fields marked with an * are required.

* First Name:	<input type="text" value="John"/>
* Last Name:	<input type="text" value="Doe"/>
* Company Name:	<input type="text" value="Staples"/>
* Address 1 (No PO Boxes):	<input type="text" value="123 Staples St."/>
Address (2):	<input type="text"/>
Address (3):	<input type="text"/>
* City:	<input type="text" value="La Mirada"/>
* State:	<input type="text" value="California"/>
* Zip Code:	<input type="text" value="90638"/>
* Phone:	<input type="text" value="310"/> - <input type="text" value="555"/> - <input type="text" value="5555"/> X <input type="text"/>
* Email:	<input type="text" value="John.Doe@Staples.com"/>

- You will see this confirmation page.
- You will receive an account setup confirmation email with further instructions in 48 hours.



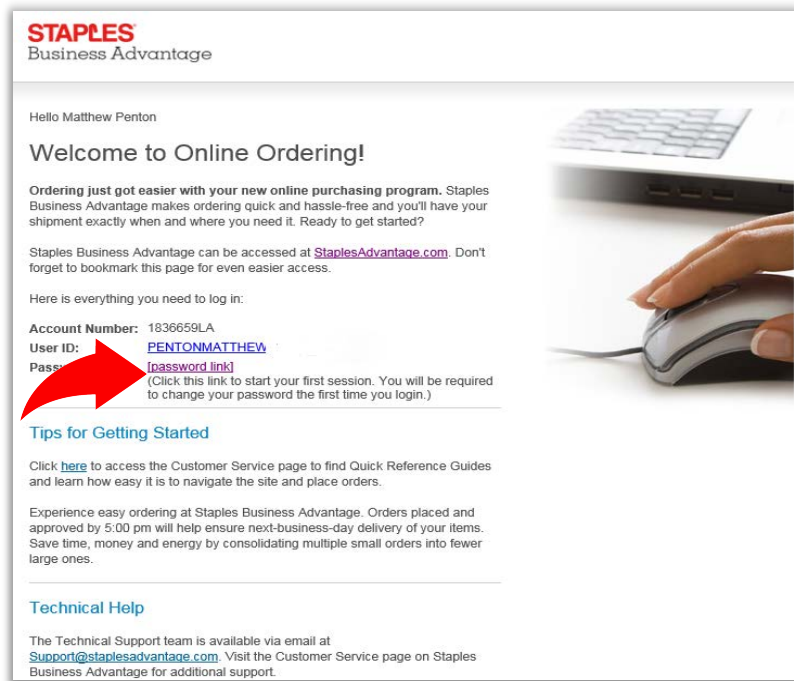
Register for Online Ordering

Your registration has been submitted.

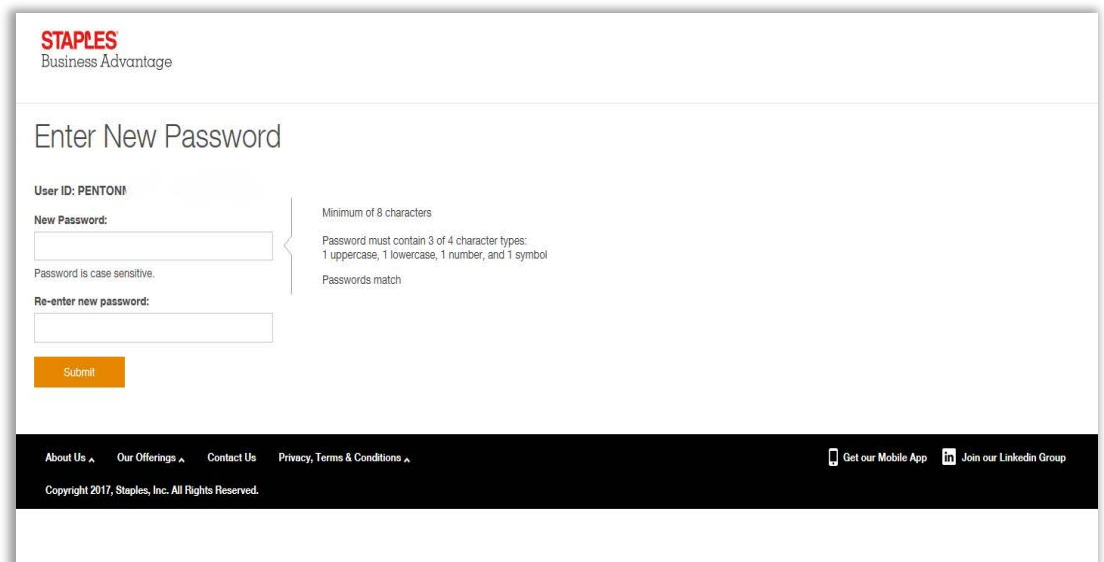
It may take a few days to activate your registration. You will not be able to log in to StaplesAdvantage.com until you have received an email confirming your registration. You should receive this email within a few days of submitting this form.

Place an order for a Paymaster Rate Guide

- After receiving your welcome email from Staples, click on "[password link]" and you will be taken to StaplesAdvantage.com to create a new password.

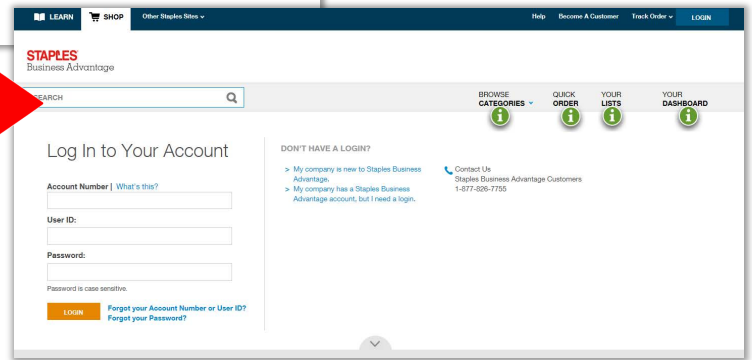
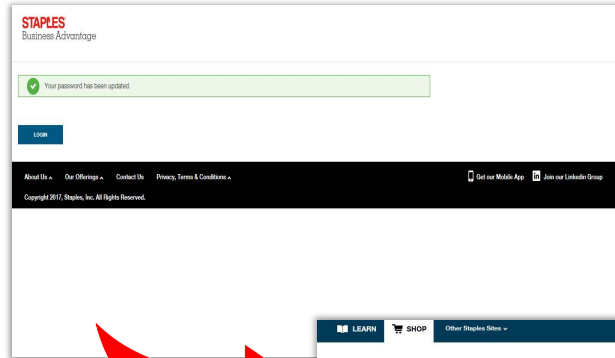


- Enter a new password and click "Submit".

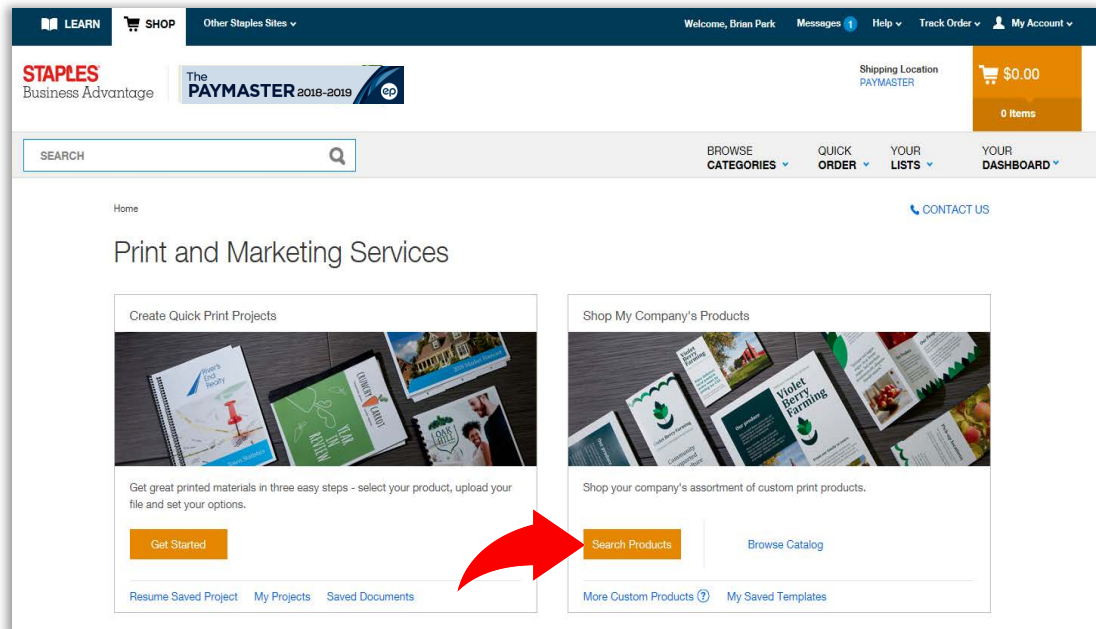


The Paymaster 2018-2019 Book Order Guide

- You will see this password confirmation screen. Click on "LOGIN" and you will be redirected to StaplesAdvantage.com where you can login using the account information included in your email from Staples.
- Account Number: 1836659
- User ID: Individual user name provided in the Staples email
- Password: Individual password you created

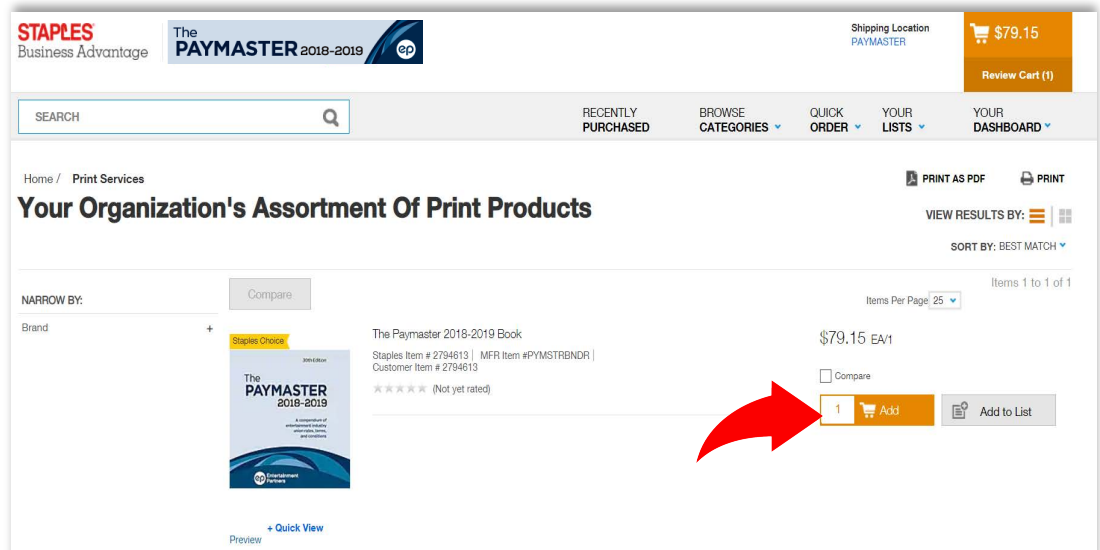


- Select "Search Products" in the "Shop My Company's Products" box

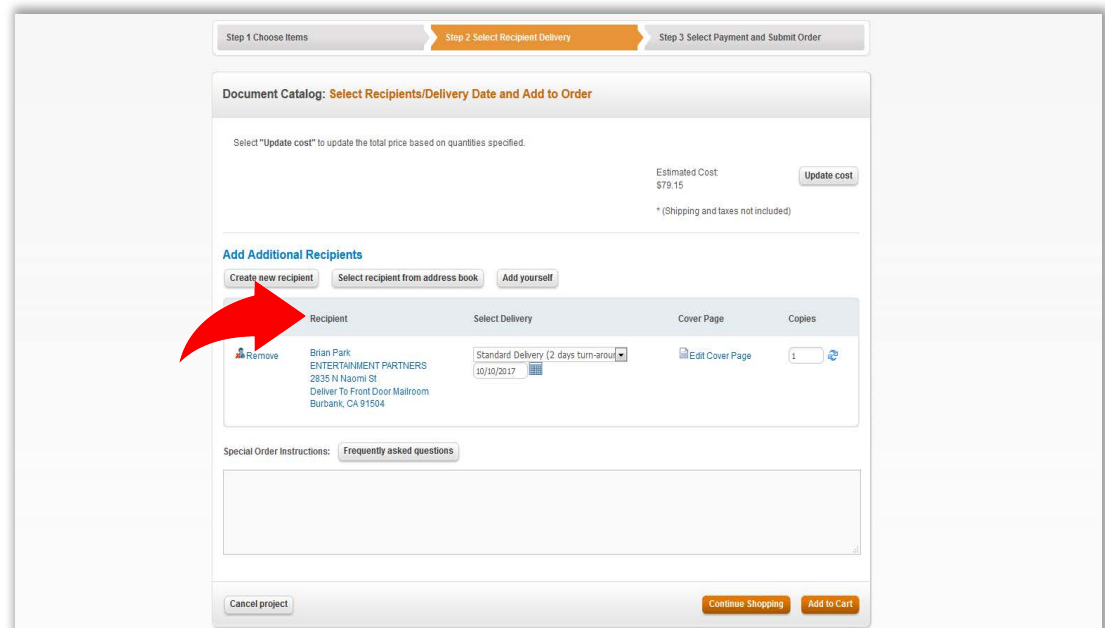


Place an order for a Paymaster Rate Guide

- The Paymaster 2018-2019 Edition Book will be the first available product at the top of the page
- If you do not see The Paymaster 2018-2019 Edition Book, Search for "Paymaster" or Staples SKU 2794613
- Click on "Add" to place your order

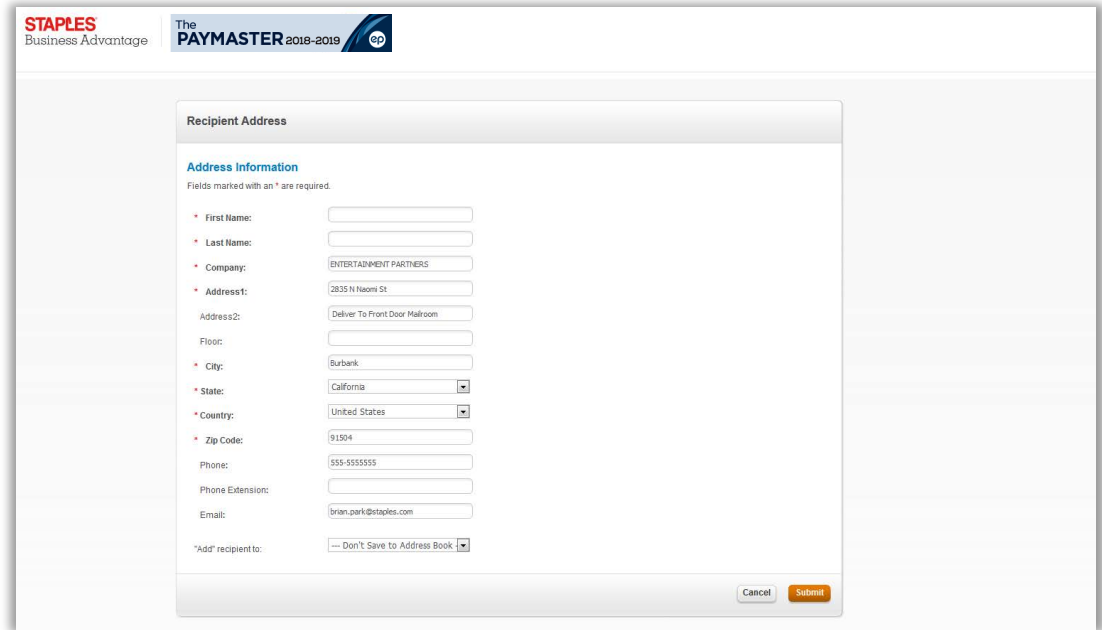



- If you need to ship to an address other than your default shipping address follow these steps.
- Change the shipping address by clicking on the shipping information under the "Recipient" header.



Changing your ship-to Address

- Enter your new shipping address and click "Submit"



STAPLES Business Advantage **The PAYMASTER 2018-2019** 

Recipient Address

Address Information
Fields marked with an * are required.

* First Name:

* Last Name:

* Company: ENTERTAINMENT PARTNERS

* Address1: 2835 N Naomi St

Address2: Deliver To Front Door Mailroom

Floor:

* City: Burbank

* State: California

* Country: United States

* Zip Code: 91504

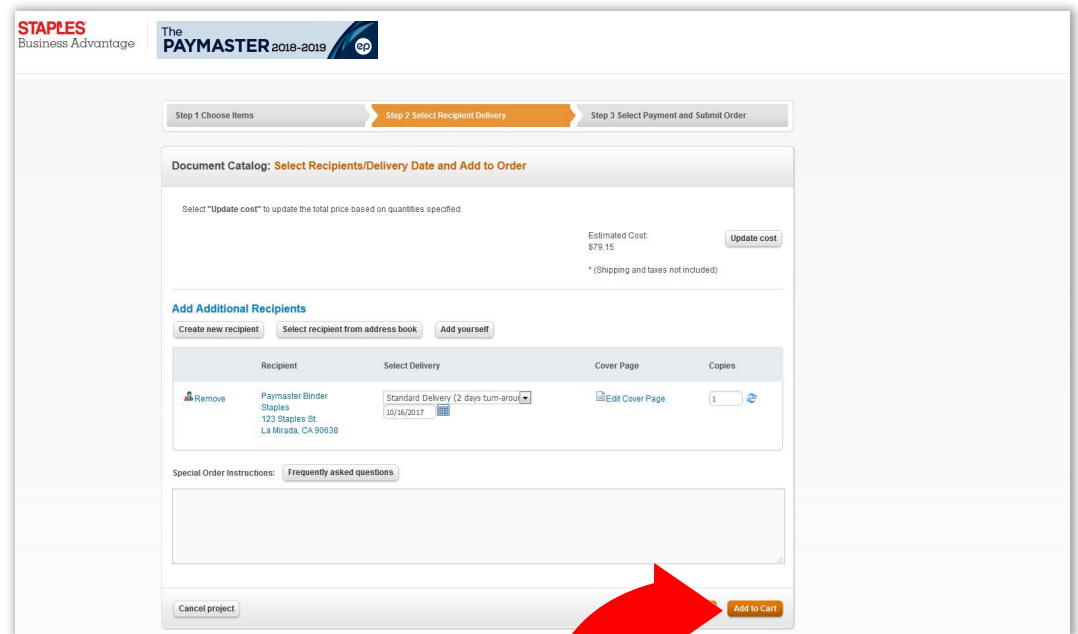
Phone: 555-5555555


Phone Extension:

Email: brian.park@staples.com

*Add recipient to:

- Your "original" address will appear on this screen. Staples will produce and ship to the new address provided.
- Click "Add to Cart"



STAPLES Business Advantage **The PAYMASTER 2018-2019** 



Step 1 Choose Items | **Step 2 Select Recipient Delivery** | Step 3 Select Payment and Submit Order

Document Catalog: Select Recipients/Delivery Date and Add to Order

Select "Update cost" to update the total price based on quantities specified.

Estimated Cost: \$79.15
*(Shipping and taxes not included)

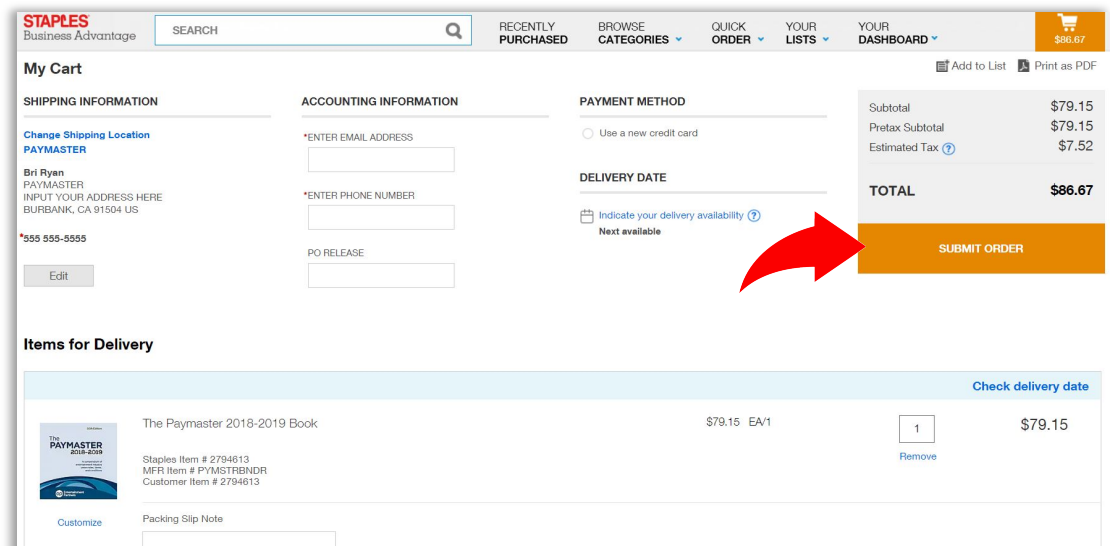
Add Additional Recipients

	Recipient	Select Delivery	Cover Page	Copies
	Paymaster Binder Staples 123 Staples St La Mirada, CA 90638	Standard Delivery (2 days turn-arou 10/16/2017		1 <input type="text"/>


Special Order Instructions:

Submitting your Order

- Once you return to the product page click on the *shopping cart icon* to finalize your order. This icon can be found on the upper right hand corner of the page.



STAPLES Business Advantage SEARCH

RECENTLY PURCHASED BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD  \$86.67

My Cart Add to List Print as PDF

SHIPPING INFORMATION
 Change Shipping Location
PAYMASTER
 Bri Ryan
 PAYMASTER
 INPUT YOUR ADDRESS HERE
 BURBANK, CA 91504 US
 *555 555-5555
 Edit


ACCOUNTING INFORMATION
 *ENTER EMAIL ADDRESS
 *ENTER PHONE NUMBER
 PO RELEASE

PAYMENT METHOD
 Use a new credit card

DELIVERY DATE
 Indicate your delivery availability
 Next available

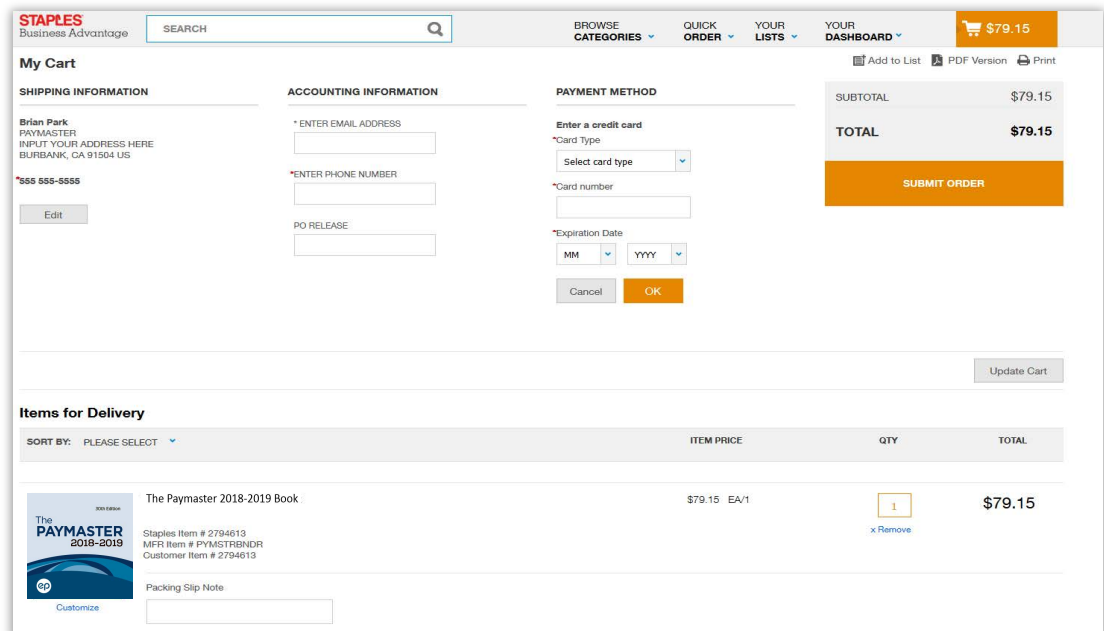
Subtotal \$79.15
 Pretax Subtotal \$79.15
 Estimated Tax \$7.52
TOTAL \$86.67
SUBMIT ORDER

Items for Delivery Check delivery date


	The Paymaster 2018-2019 Book Staples Item # 2794613 MFR Item # PYMSTRBNDR Customer Item # 2794613	\$79.15 EA/1	1 Remove	\$79.15
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Customize Packing Slip Note

- Enter your Credit Card Information.
- Click "Submit Order" to complete your purchase.



STAPLES Business Advantage SEARCH

BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD  \$79.15

My Cart Add to List PDF Version Print

SHIPPING INFORMATION
 Brian Park
 PAYMASTER
 INPUT YOUR ADDRESS HERE
 BURBANK, CA 91504 US
 *555 555-5555
 Edit


ACCOUNTING INFORMATION
 *ENTER EMAIL ADDRESS
 *ENTER PHONE NUMBER
 PO RELEASE

PAYMENT METHOD
 Enter a credit card
 *Card type
 *Select card type
 *Card number
 *Expiration Date
 MM YYYY
 Cancel OK

SUBTOTAL \$79.15
TOTAL \$79.15
SUBMIT ORDER

Update Cart

Items for Delivery

SORT BY: PLEASE SELECT		ITEM PRICE	QTY	TOTAL
	The Paymaster 2018-2019 Book Staples Item # 2794613 MFR Item # PYMSTRBNDR Customer Item # 2794613	\$79.15 EA/1	1 Remove	\$79.15

Customize Packing Slip Note

For any questions or concerns please reach out to Staples Print Specialists at MyPrintSpecialist@Staples.com or 800-270-9166 at ext. 8210