

# The Paymaster 2019-2020 Book Order Guide

## Register

Register to begin shopping

- Go to the [StaplesAdvantage.com](http://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: John  
 \* Last Name: Doe  
 \* Company Name: Staples  
 \* Address 1 (No PO Boxes): 123 Staples St.  
 Address (2):  
 Address (3):  
 \* City: La Mirada  
 \* State: California  
 \* Zip Code: 90638  
 \* Phone: 310 (555) 5555 X  
 \* Email: John.Doe@Staples.com

Submit

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

**Register for Online Ordering**

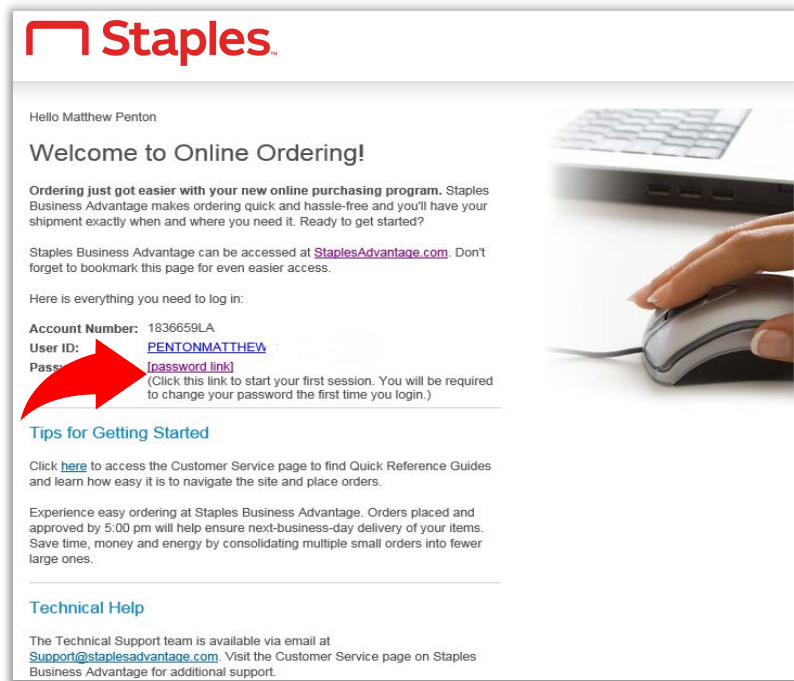
Your registration has been submitted.

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.

Close

## Place an order for a Paymaster Rate Guide

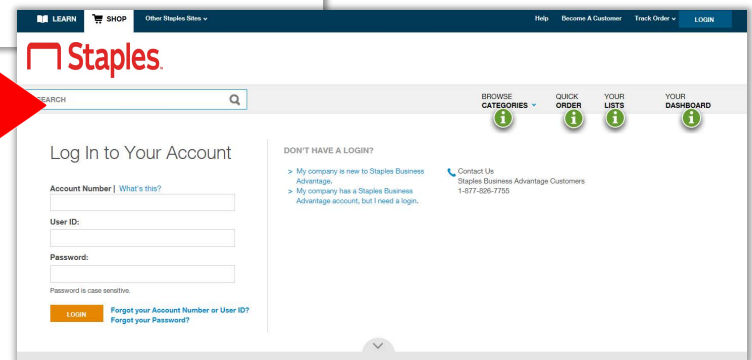
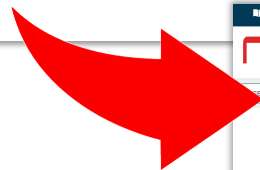
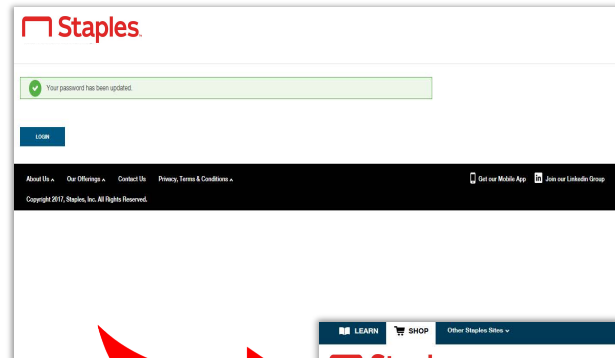
- After receiving your welcome email from Staples, click on "[password link]" and you will be taken to StaplesAdvantage.com to create a new password.



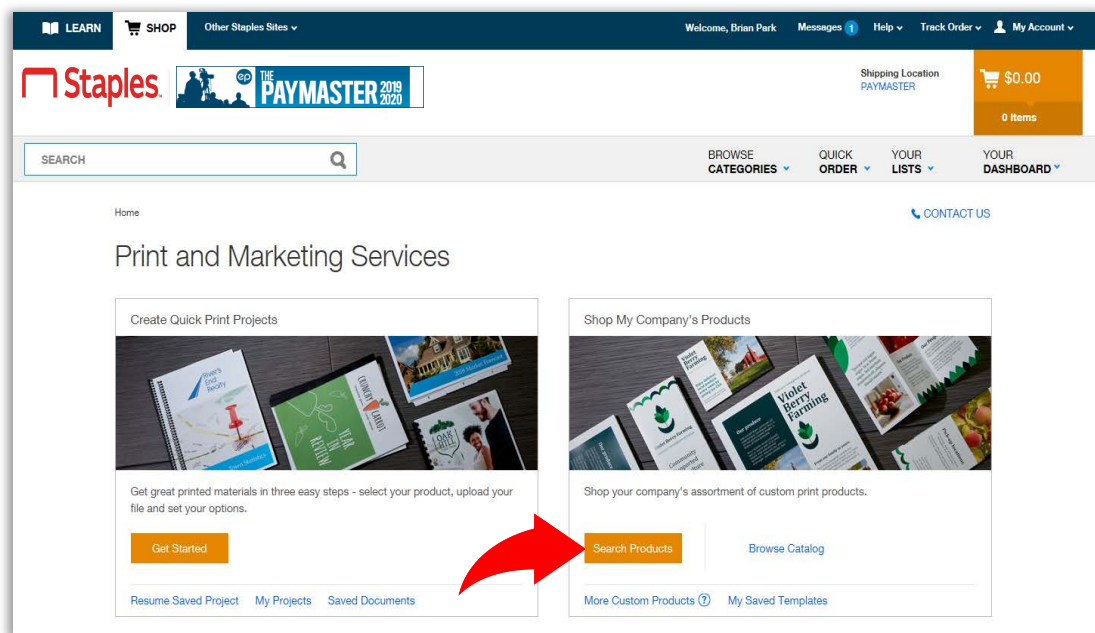
- Enter a new password and click "Submit".

# The Paymaster 2019-2020 Book Order Guide

- You will see this password confirmation screen. Click on "LOGIN" and you will be redirected to [StaplesAdvantage.com](http://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

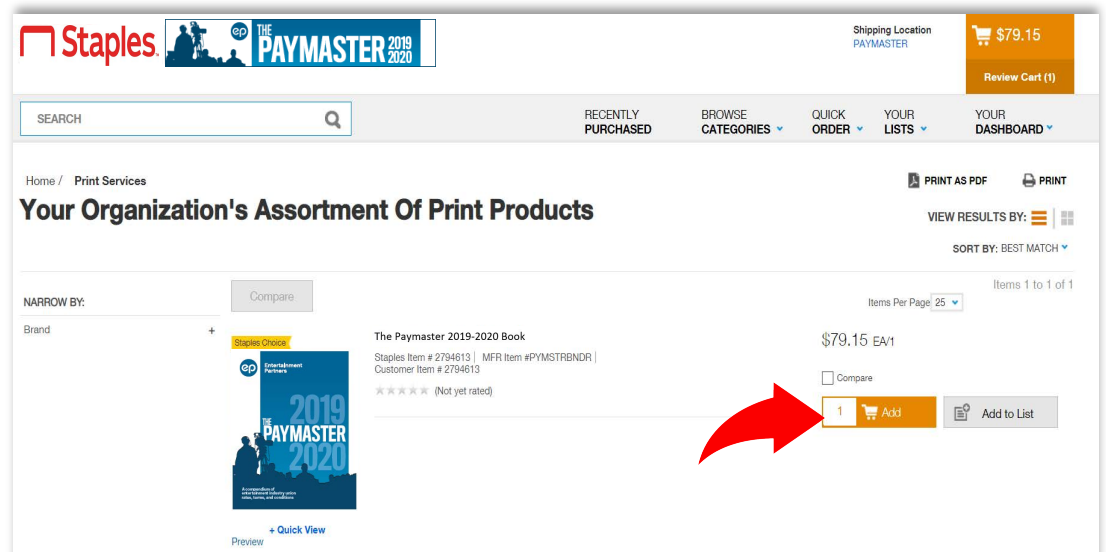


- Select "Search Products" in the "Shop My Company's Products" box

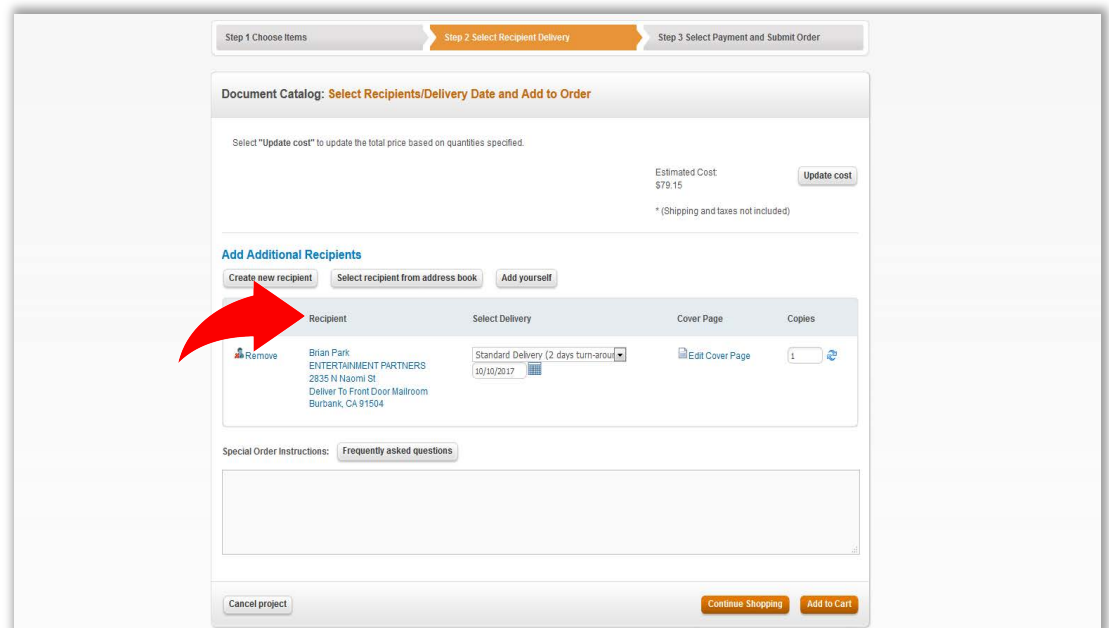


## Place an order for a Paymaster Rate Guide

- The Paymaster 2019-2020 Edition Book will be the first available product at the top of the page
- If you do not see The Paymaster 2019-2020 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"

**Recipient Address**

**Address Information**  
Fields marked with an \* are required.

\* First Name:

\* Last Name:

\* Company:

\* Address1:

Address2:

Floor:

\* City:

\* State:

\* Country:

\* Zip Code:

Phone:

Phone Extension:

Email:

\*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"

**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
<input type="button" value="Remove"/>	Paymaster Binder Staples 123 Staples St La Mirada, CA 90638	Standard Delivery (2 days turn-arou 10/16/2017	<input type="button" value="Edit Cover Page"/>	1 <input type="button" value=""/>

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.

**My Cart**

SEARCH [ ]

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

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**

[Add to List] [Print as PDF]

**SUBMIT ORDER**

Items for Delivery

Check delivery date

	The Paymaster 2019-2020 Book	\$79.15 EA/1	1	\$79.15
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Staples Item # 2794613  
MFR Item # PYMSTRBNDR  
Customer Item # 2794613

[Customize] [Packing Slip Note]

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

**My Cart**

SEARCH [ ]

BROWSE CATEGORIES | QUICK ORDER | YOUR LISTS | YOUR DASHBOARD | **\$79.15**

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**

[Add to List] [PDF Version] [Print]

**SUBMIT ORDER**

[Update Cart]

Items for Delivery

SORT BY: PLEASE SELECT | ITEM PRICE | QTY | TOTAL

	The Paymaster 2019-2020 Book	\$79.15 EA/1	1	\$79.15
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Staples Item # 2794613  
MFR Item # PYMSTRBNDR  
Customer Item # 2794613

[Customize] [Packing Slip Note]

For any questions or concerns please reach out to Staples Print Specialists at [MyPrintSpecialist@Staples.com](mailto:MyPrintSpecialist@Staples.com) or 800-270-9166 at ext. 8210