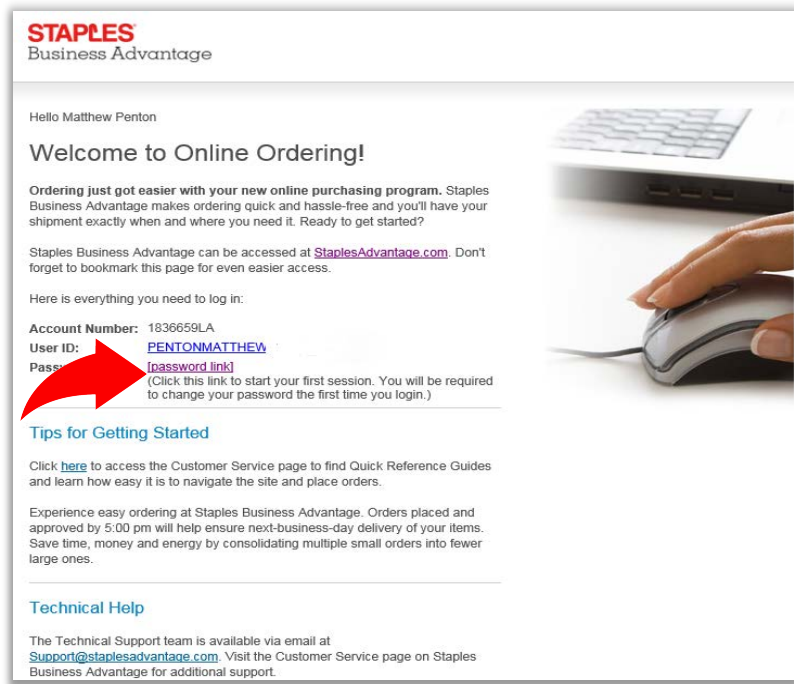


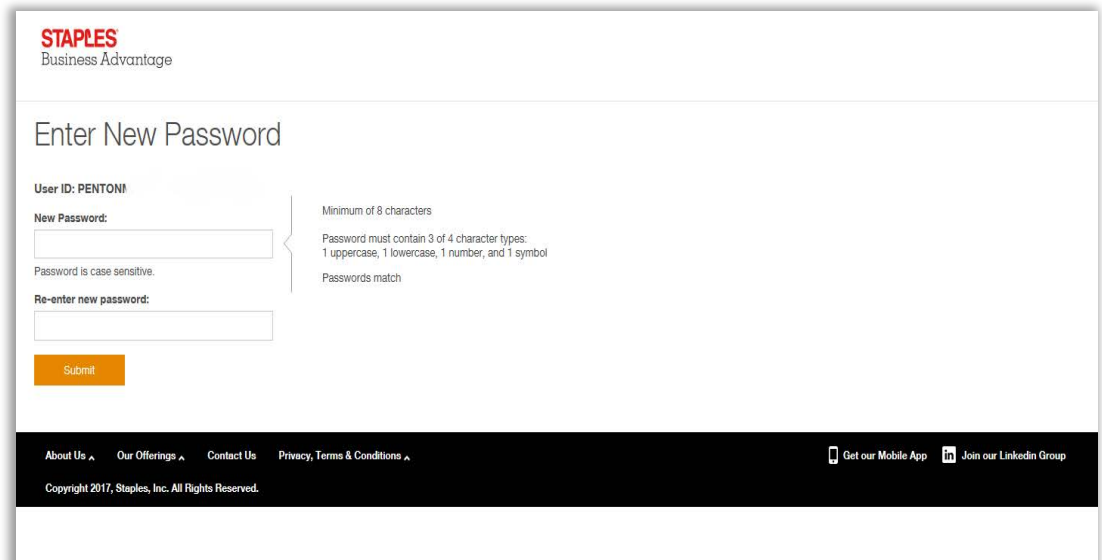


## Paymaster Rate Guide

- 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".



**STAPLES**  
Business Advantage

### Enter New Password

User ID: PENTON

New Password:

Re-enter new password:

Submit

Minimum of 8 characters  
Password must contain 3 of 4 character types:  
1 uppercase, 1 lowercase, 1 number, and 1 symbol  
Password is case sensitive.  
Passwords match

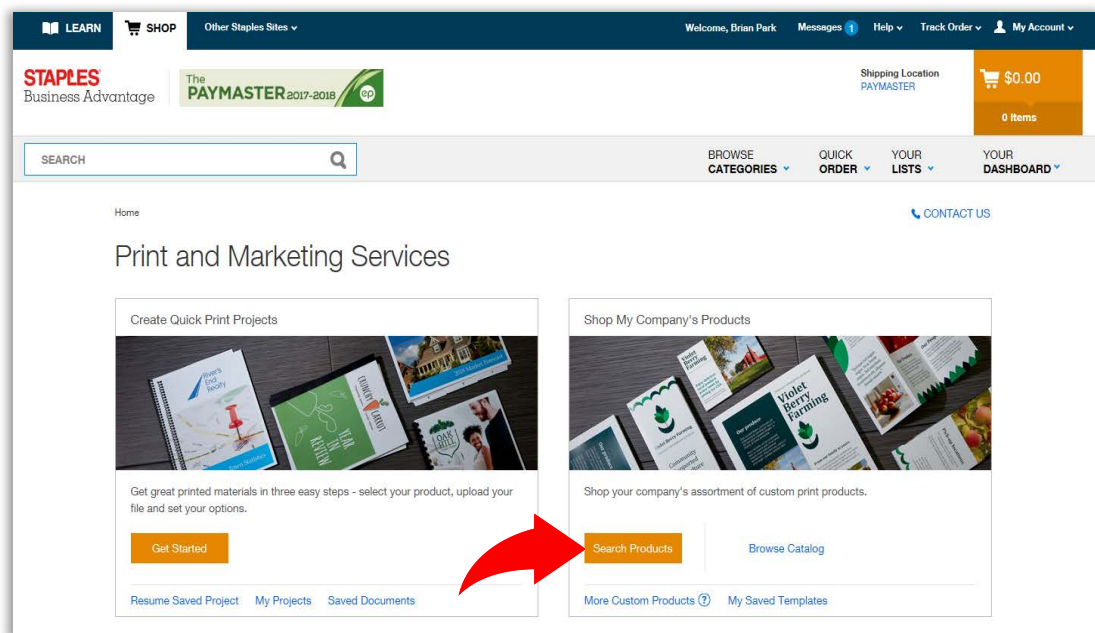
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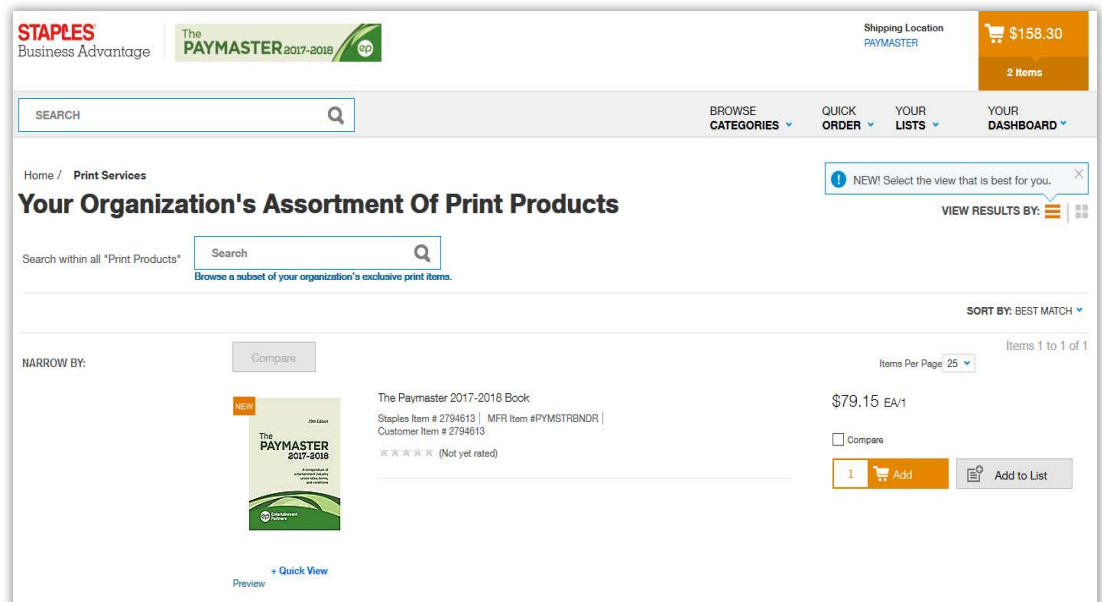
# The Paymaster 2017-2018 Book Order Guide

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

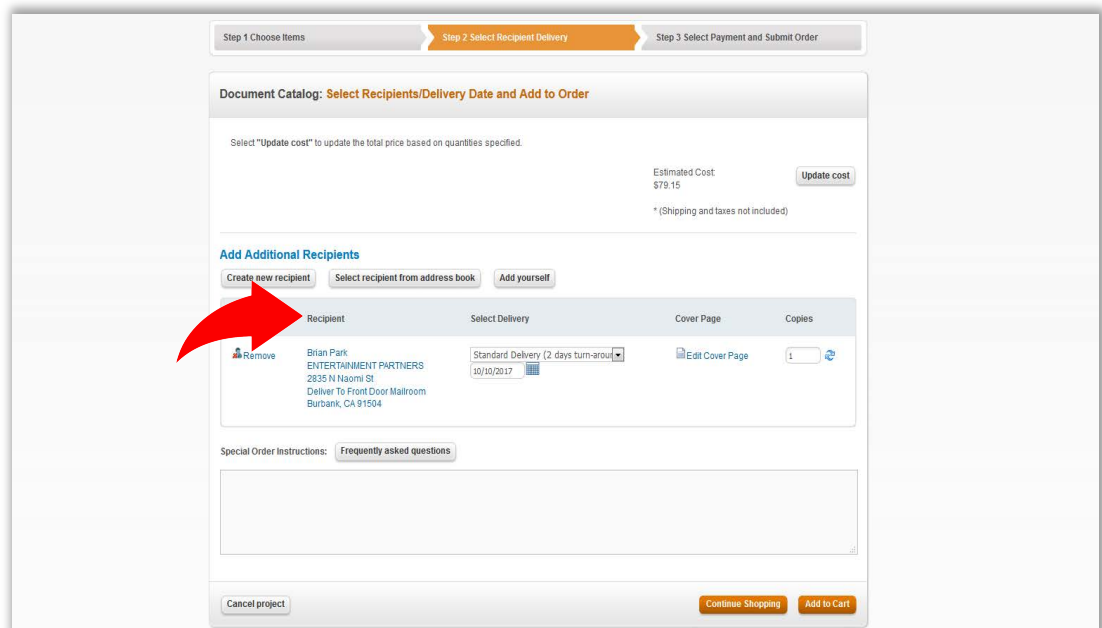


## Place an order for a Paymaster Rate Guide

- The Paymaster 2017-2018 Edition Book will be the first available product at the top of the page
- If you do not see The Paymaster 2017-2018 Edition Book, Search for "Paymaster" or Staples SKU 2794613
- Click on "Add" to place your order

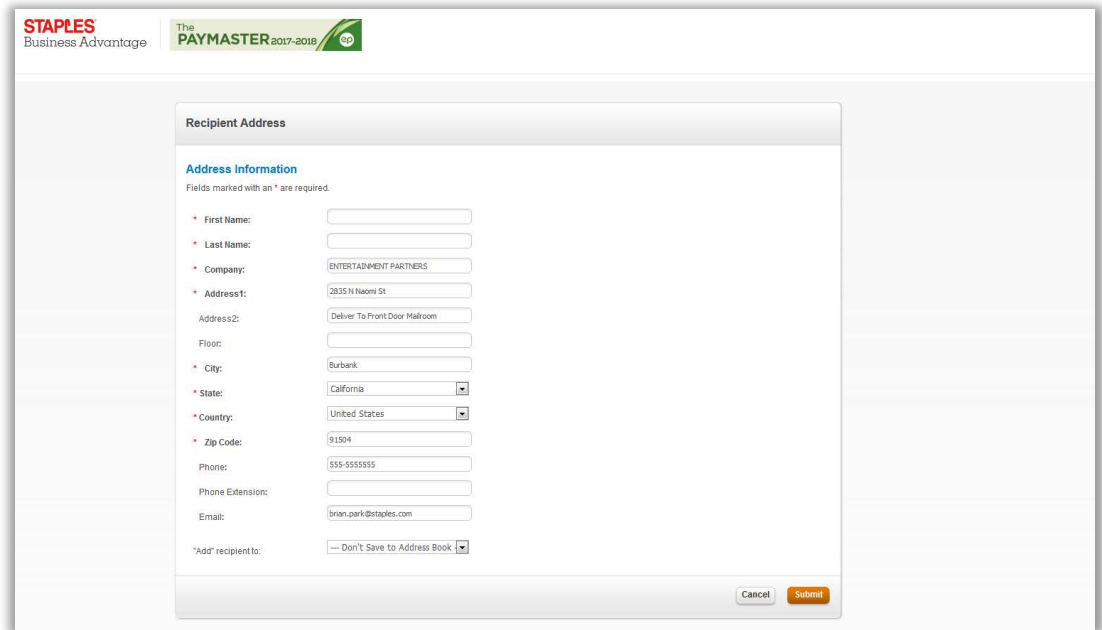


- Change the shipping address by clicking on the shipping information under the "Recipient" header.

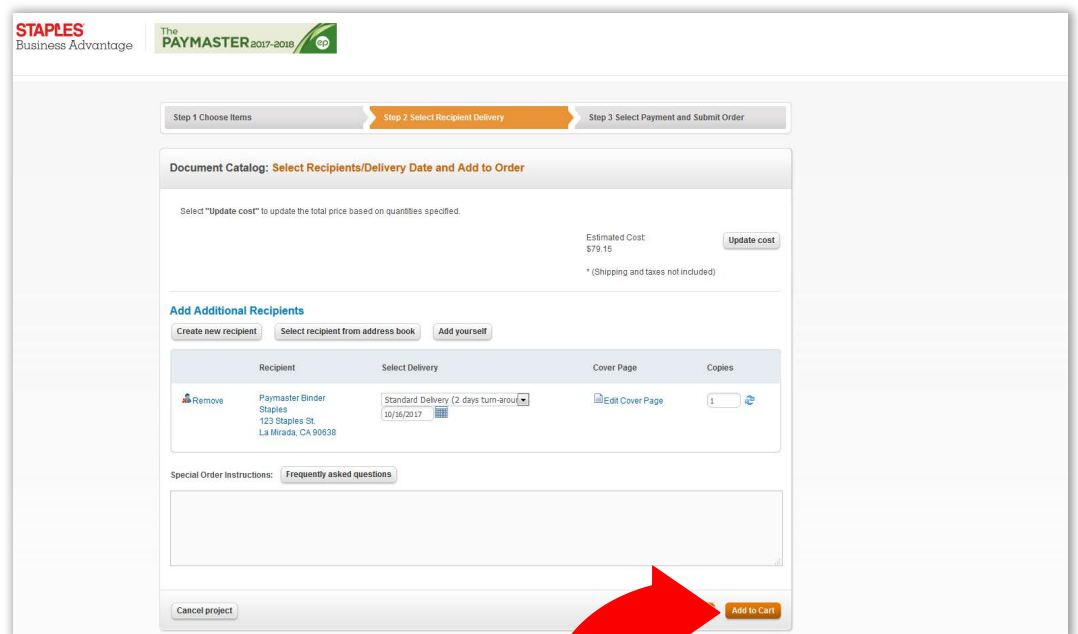


## Changing your ship-to Address

- Replace the Entertainment Partners default address with your new shipping address and click "Submit"



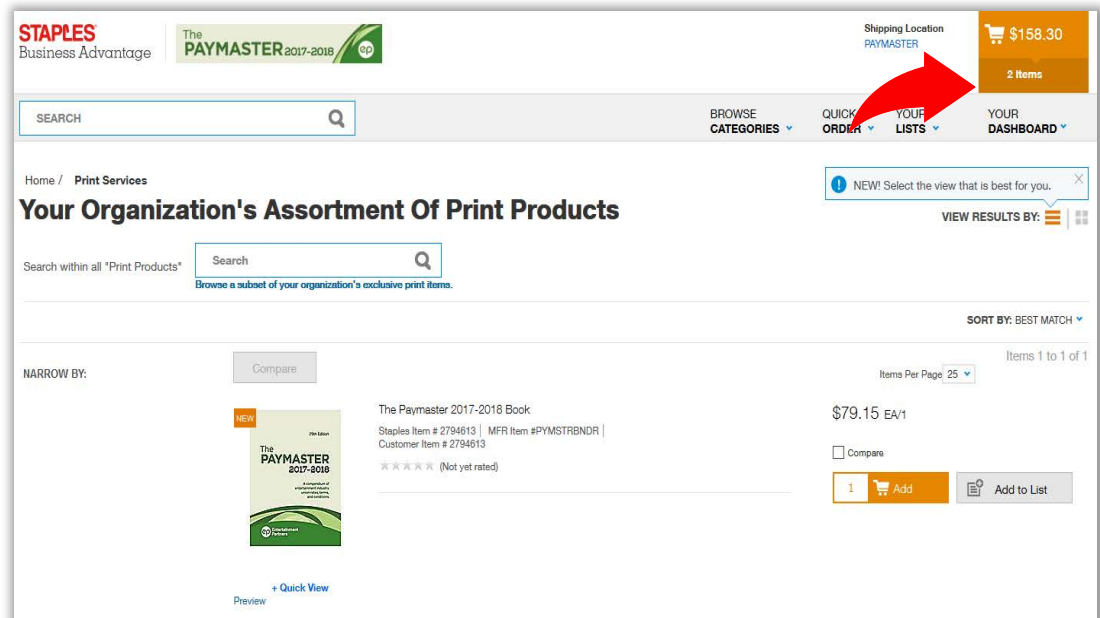
- You will see the new address you created on the confirmation page.
- Click "Add to Cart"



Recipient	Select Delivery	Cover Page	Copies
<a href="#">Remove</a> Paymaster Binder Staples 123 Staples St La Mirada, CA 90638	Standard Delivery (2 days turn-around) 10/16/2017	<a href="#">Edit Cover Page</a>	1

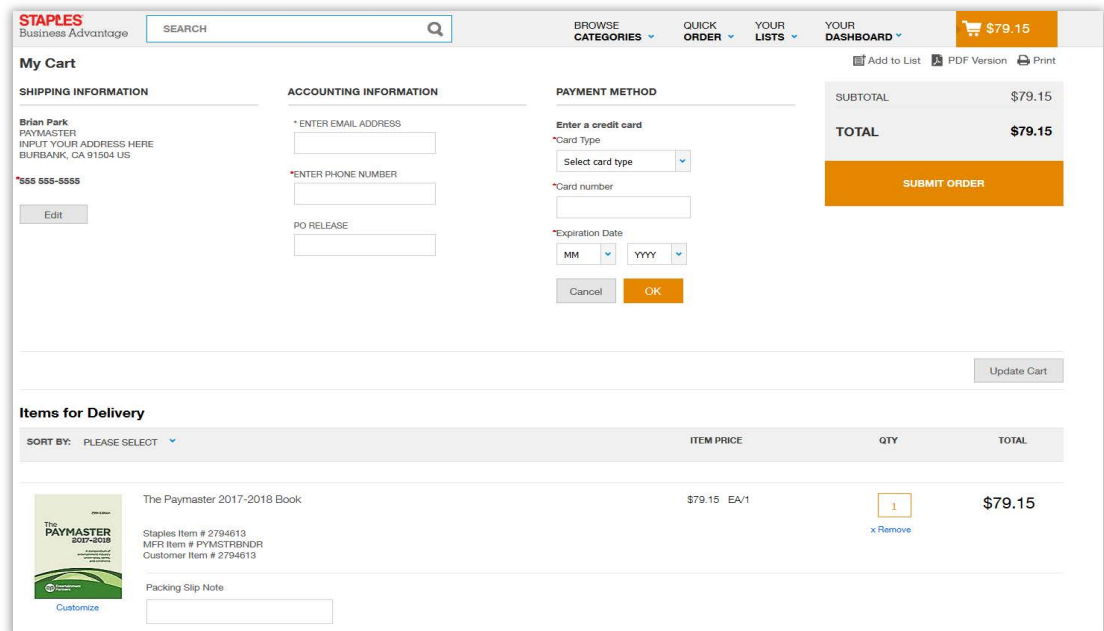
## Submitting your Order

- 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.



- Click "Submit Order" to complete your purchase.

*\* Please note the shipping address under the "Shipping Information" section of this page is defaulted to Entertainment Partners. Your updated shipping address will be reflected in your order confirmation once you submit your order.*



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