

**Get your pricing in Staples stores.**

## **Receive your custom Staples Advantage pricing in Staples stores**

Get the lowest price available at the time of purchase when you checkout in any Staples store in the U.S.

### **Here's what you need to do:**

- After you log in to StaplesAdvantage.com for the first time to set up your password, you will get a notification to add a unique phone number for retail privileges under the In-Store Program section of your profile
- Don't see the in-store program under your profile? Reach out to your Staples program site administrator to enable retail privileges on your existing profile or request a new user profile with retail privileges

### **How the Staples store program works:**

- Get the lowest price available at the time of purchase – the in-store sale price or your custom price
- Any method of payment is accepted but note AR billing is not available
- For tax-exempt purchases, users must present a tax-exempt certificate at the time of purchase
- At store checkout, key in your unique phone number that you registered on Staples Advantage for retail privileges on the pin pad

Rewards or Staples Advantage Customer?  
Enter your phone # Enjoy your benefits!

SEARCH

Not a Rewards member yet? ENROLL NOT TODAY

## How to update your profile

- Authorized users will receive the below email to register a unique phone number

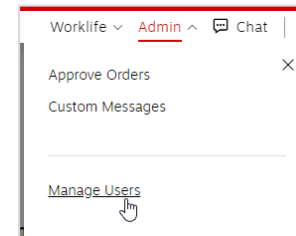


- Clicking the link within the email will bring the user into their profile. A unique phone number for in-store lookup needs to be entered under the StaplesAdvantage In-Store Program section.

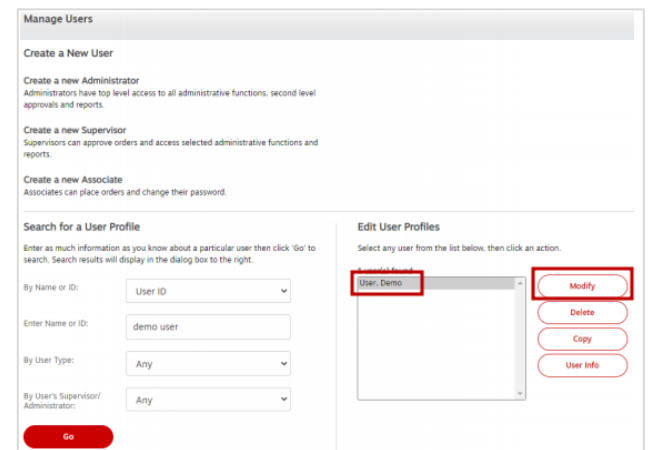


## How a site administrator can enable retail permissions for existing user profiles

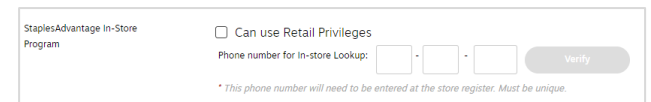
- Log into StaplesAdvantage.com and select Manage Users from the Admin Tab



- Search for the user profile by Name or ID. Under Edit User Profiles, select the user and click Modify. If the user is not found, follow the on-screen prompts to create a new user.



- Check the box "Can use Retail Privileges". If known, the unique phone number for in-store lookup can be entered. If you do not know the phone number, the user will need to enter this themselves by logging into their profile.



- Final step, click Save to complete changes

