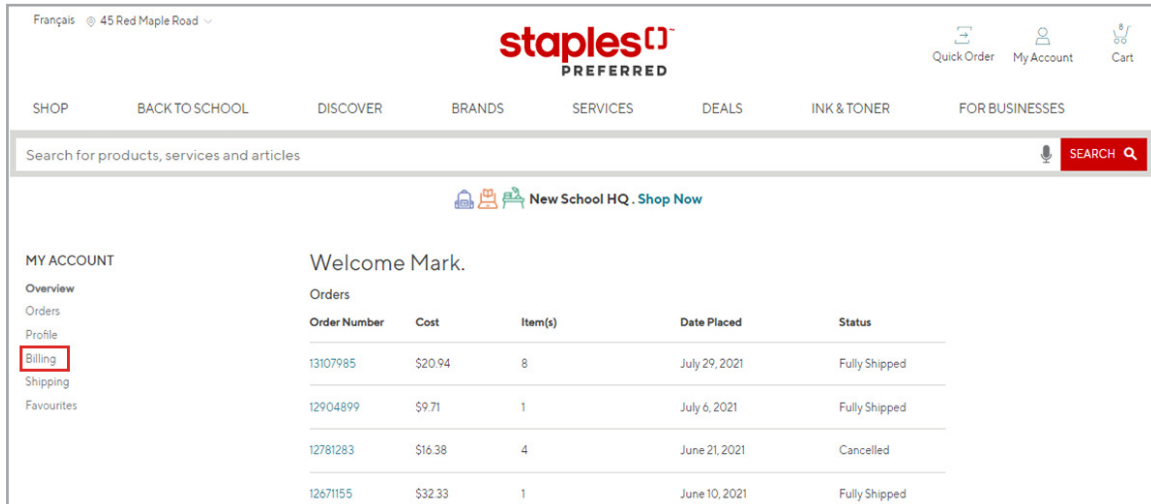# staples[]

PREFERRED

GUIDE 2

managing your billing
and shipping information

This guide provides a quick and easy overview of how to best manage your billing and shipping information. Through step-by-step illustrations, you'll learn how to utilize key features such as adding multiple shipping locations and payment methods to your profile.

Billing: Stored Credit Cards

Step 1: Once logged in to your account, you will automatically be directed to your My Account Overview page. At the left-hand side of the Overview page you will see a set of options, including Billing. Select this option.
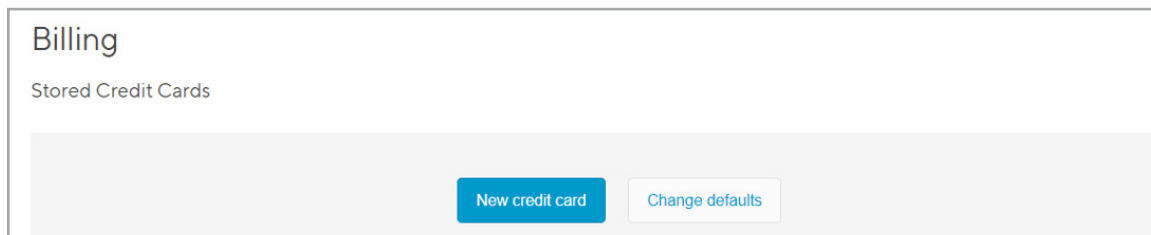
Step 2: Once selected, you will be taken to the Billing page where you can store additional credit cards for your profile.
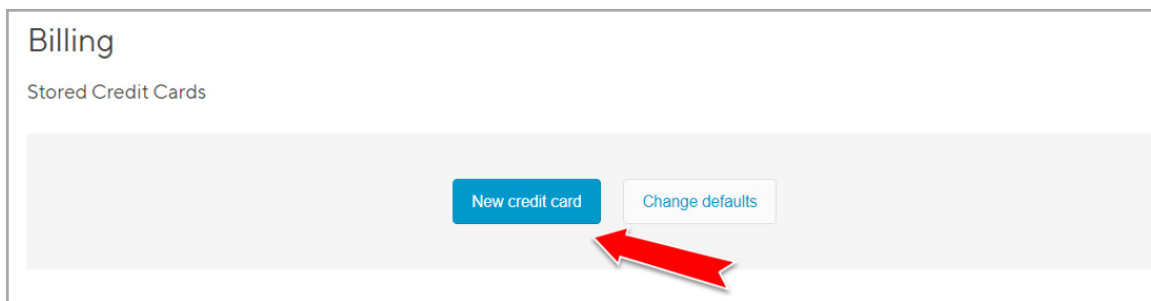

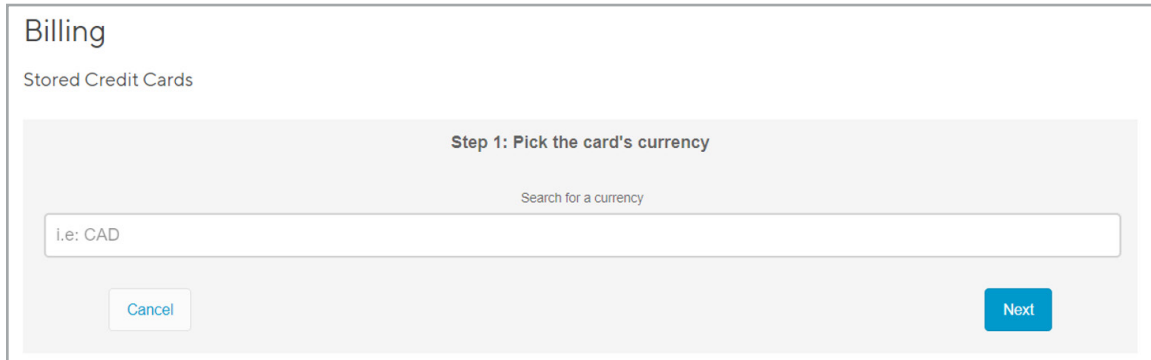**Step 3:** To add a new credit card select " New Credit Card"

Step 4: In the search field, type the currency in which your new card will be under. In the example below, we will type "CAD" for Canadian currency. Canadian Dollar will come up in the search field.
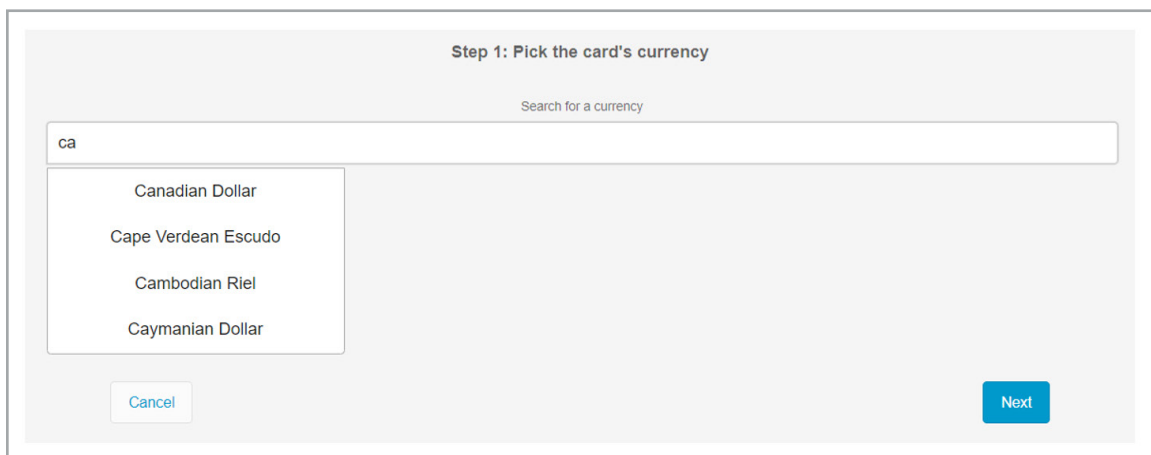
Select Canadian Dollar and select Next.

Billing

Stored Credit Cards

Step 1: Pick the card's currency

Search for a currency

i.e: CAD

Cancel   Next
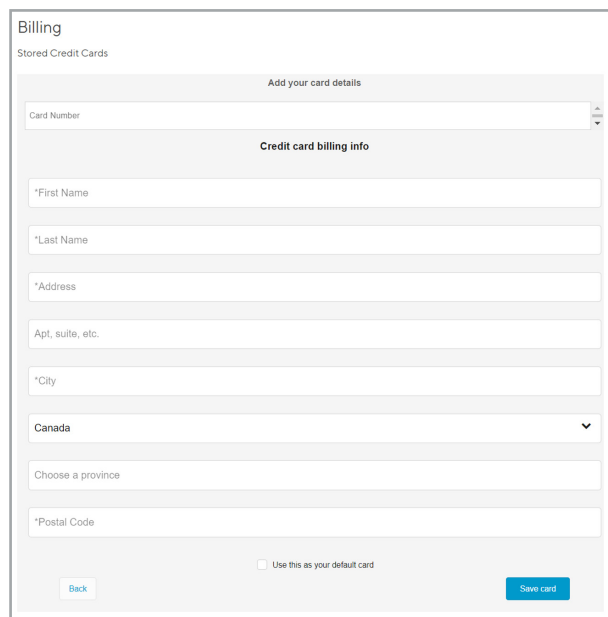
Step 1: Pick the card's currency

Search for a currency

ca

Canadian Dollar

Cape Verdean Escudo

Cambodian Riel

Caymanian Dollar

Cancel   Next

Step 5: Fill out your credit card details and credit card billing info. Ensure that all information is correct before proceeding. You have the option to select this as your default credit card to use for payment by checking the box.

Lastly, press Save to add this new card to your stored credit cards. You can repeat the process to add other credit cards to your profile. You also have the ability to change your default method of payment.

Billing

Stored Credit Cards

Add your card details

Card Number

Credit card billing info

*First Name

*Last Name

*Address

Apt, suite, etc.

*City

Canada

Choose a province

*Postal Code

Use this as your default card
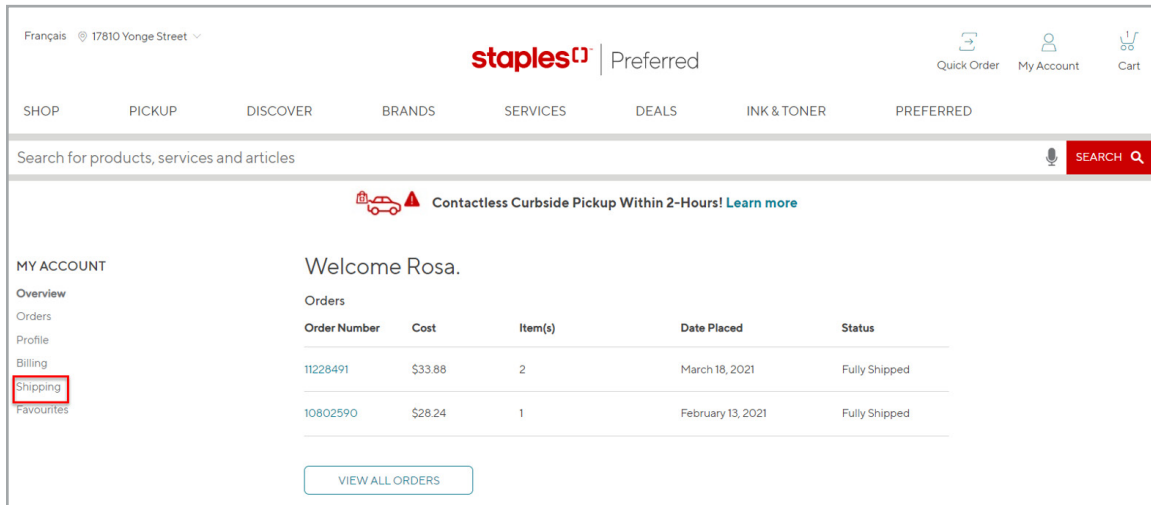
Back   Save card

Adding Multiple Shipping Locations

Add multiple shipping locations so you can easily and quickly send supplies to multiple office locations, remote employees, or temporary spaces.

Step 1: Once logged in to your account, click on My Account to navigate to the My Account Overview page.

At the left-hand side of the Overview page you will see a set of options, including Shipping. Select this option.
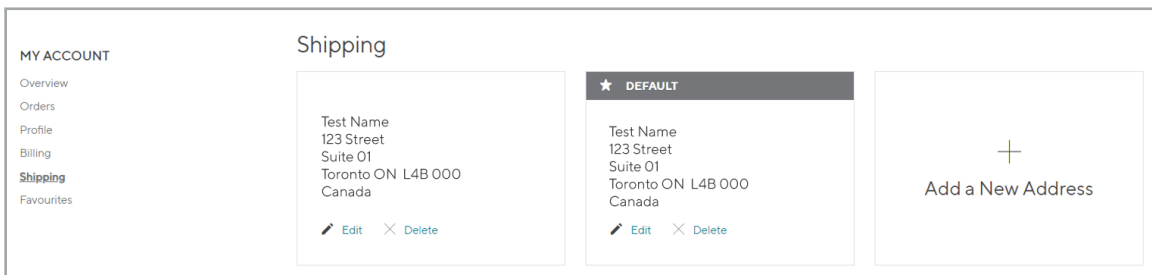
Step 2: Once selected, you will be taken to the Shipping page where you will see an overview of your current Shipping locations. These will include an individual's name, address and postal code. Additionally, you will see which shipping location is selected as the Default location.

Here you have the flexibility to make edits to addresses, delete shipping locations, or add new shipping locations.

Step 3: To make changes to an existing shipping location, select Edit below the address you wish to change.

Step 4: Edit the sections you wish to change. You can also check the box if you would like this address to become your new default shipping location. Once finished, press Update Address.

Step 5: To add a new shipping location, select the tile with + Add a New Address. Repeat Step 4.