

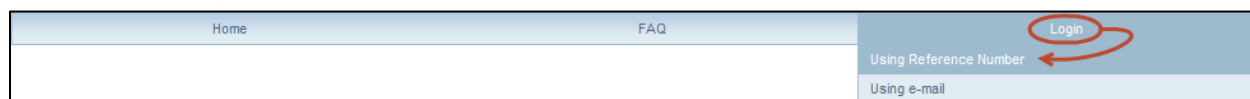


### Recommended Browsers



# PURCHASING A SCHOOL TOOLS KIT

- Go to <https://staplesschooltools.ca>
- Click on Login and choose **Using Reference Number** option:



- 1** Enter the Reference Number exactly as shown in the letter provided from the school, then **Continue**:

Please enter reference number provided by the school

Reference Number:

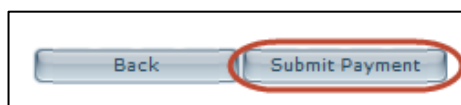
Reference number here

Continue

- 2** Review the order, and press **Continue** to enter payment information:



- 3** Enter the student and billing information, and then press **Submit Payment** to confirm.



- 4** You may print or save your order confirmation. A copy will also be emailed to you at the email address you provided. Click **Finish** to complete the process:



### Don't want to pay online?

Visit your local Staples store and bring the letter from the school along with the order reference number.

Please share your positive experience with your friends!

QUESTIONS?



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