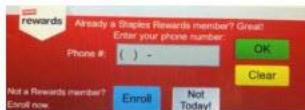


## How to Enroll In-Store via Pin Pad at Register

1. Customer will click Enroll on the Pin pad.



2. Associate at register will enter all required fields - account type (personal, business, teacher), name, zip code, email address, phone number.
3. Once enrollment is confirmed by customer a receipt is generated with the new rewards number & a welcome email is sent.

**Note:**

- Phone # is used for future account look-up at register. No physical card is issued.
- Customers can use rewards member # immediately and their purchase will be credited towards their Rewards.

## How to Enroll Online via [www.staples.com/rewards](http://www.staples.com/rewards)

1. Go to [www.staples.com/rewards](http://www.staples.com/rewards) and click the Sign up button.
2. Create an account by entering email address and password > click enroll in Staples Rewards > enter account type, name and phone number > click create account.
3. A confirmation email will be sent & message will appear allowing customer to continue to staples.com.

## How to Look Up Rewards #

**In store:** Enter phone # tied to rewards account when checking out at register

**Online:** Login to your account > click Rewards > Rewards Profile

**Call Center:** 800-793-3320 for times when self-serve options don't work (example: multiple accounts)