User Login
Type eway.ca in the address bar, complete the requested information and click on the button.

1. Enter your User ID
2. Enter your Password
3. Save your User ID
4. Click on or press Enter

Home Page
The Home Page gives you access to all eway.ca features.

2. Access the eway.ca Home Page by clicking the Staples logo
3. Search for products
4. Chat with an agent
5. Ink & Toner finder
6. Product Navigation bar to view specific sections of the catalogue
7. Shopping: Shopping Lists and Shopping Cart
   Orders: Order status or Return and Special Order requests
   My Account: Modify your Profile or change your Password
8. Click to open the Cart or to submit your order

Add Items to Your Order
- **Search**: Search for a product by keyword or by item number and click Search. A summary of the matching categories as well as the main items in the search are displayed. Select a Category or Brand or go directly to a product.
- **Ink & Toner Finder**: Helps you find refills and supplies for your business machines.
- **Categories**: Click on a category and then select a sub-category to view the items. Use the Product Details page to add items to your order.
- **Quick Add**: Accessible in the Shopping Cart. Allows you to enter up to 10 items at once.
- **Shopping Lists**: Add a custom list of items into your order by choosing from the Shopping Lists displayed. Click on Shopping Lists to view available shopping lists. Select a list name to view its details. Change quantities as necessary and click Add to Order.
9 Product Detail Page
Access the Product Detail page either through the Category navigation or the Search results by clicking on the product’s description.
- To add an item to your order, enter the quantity in the text field and click on Add to Cart.
- To add an item to a list, select the shopping list from the drop-down list and click on Add to List.
- You may also select an Alternate Ordering Format to add a larger quantity of some products.

10 Your Cart
Click View Cart to see items in your current order.
- To continue shopping: click Show All Categories or launch a new search.
- To modify: change quantities. Delete an item from your order by clicking Delete.
- Notes can be added for each item and will appear on your packing slip.
- To submit the order: click Checkout to access the Checkout page. Enter the required information and click Submit Order.

11 My Order Status and Returns
- To check the status of your submitted orders, click Submitted Orders in the Orders menu.
- My Orders display all the orders you’ve placed in the define history period.
- Click an order number to view the details of a specific order.
- Click Returns in the Orders menu to submit an online merchandise return request.

12 Creating a Shared Shopping List
Shared Shopping Lists are custom lists that are available to all of your users.
- Select Shopping Lists from the Shopping menu.
- Click on New List
- Assign a list name. You may also add a short description in the List Note.
- Select Global List to make it a shared list.
- Click on Save List.
- Add one item at a time or choose the Quick Add option to add multiple items at once to the list.