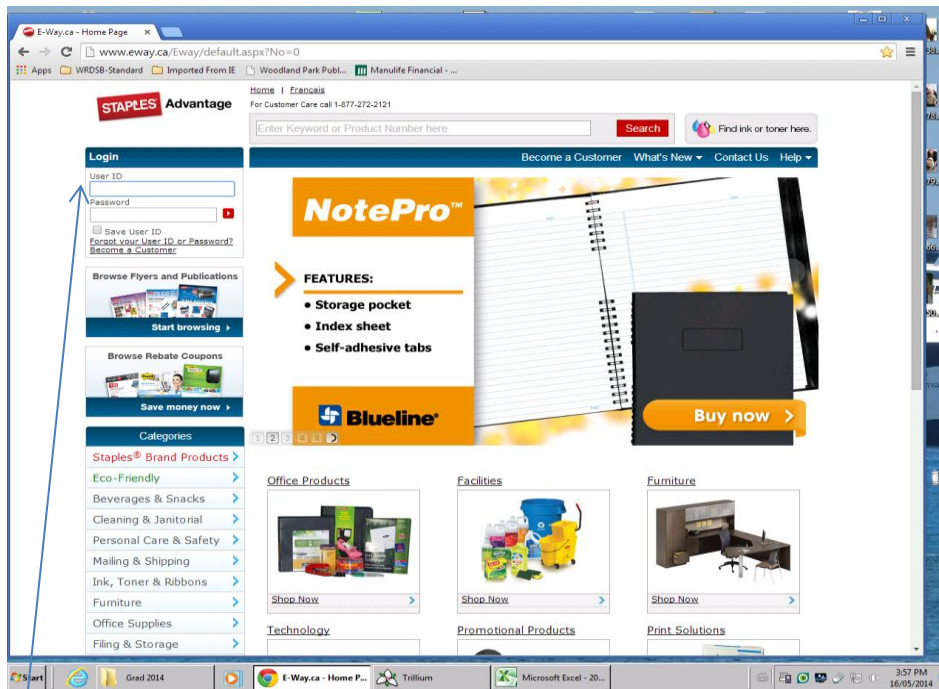


New Staples Ordering Procedure

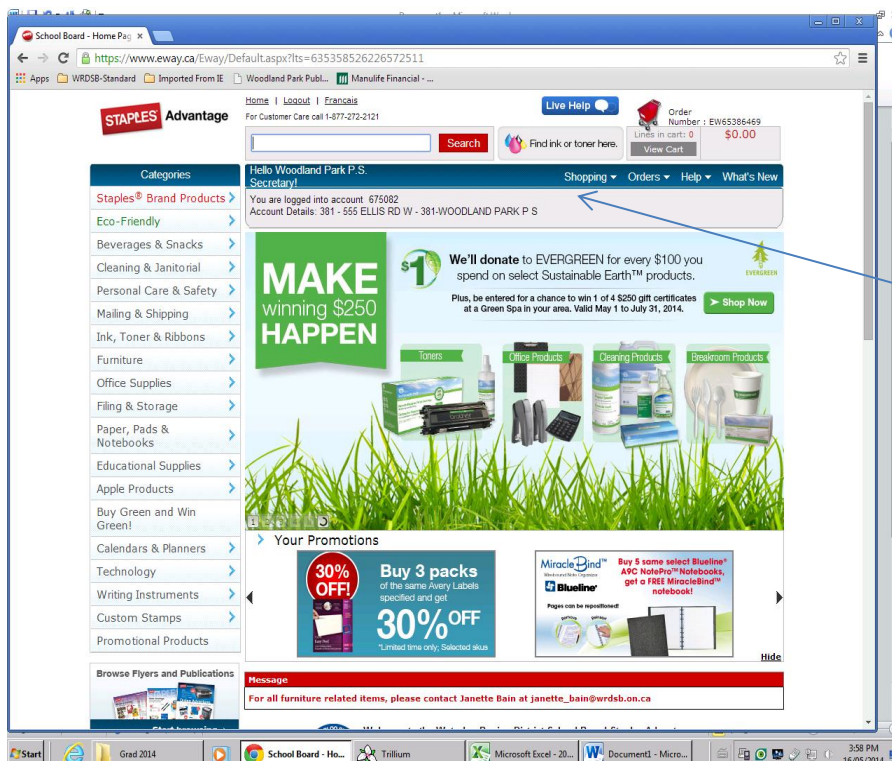
Go to www.eway.ca



User ID – tea381

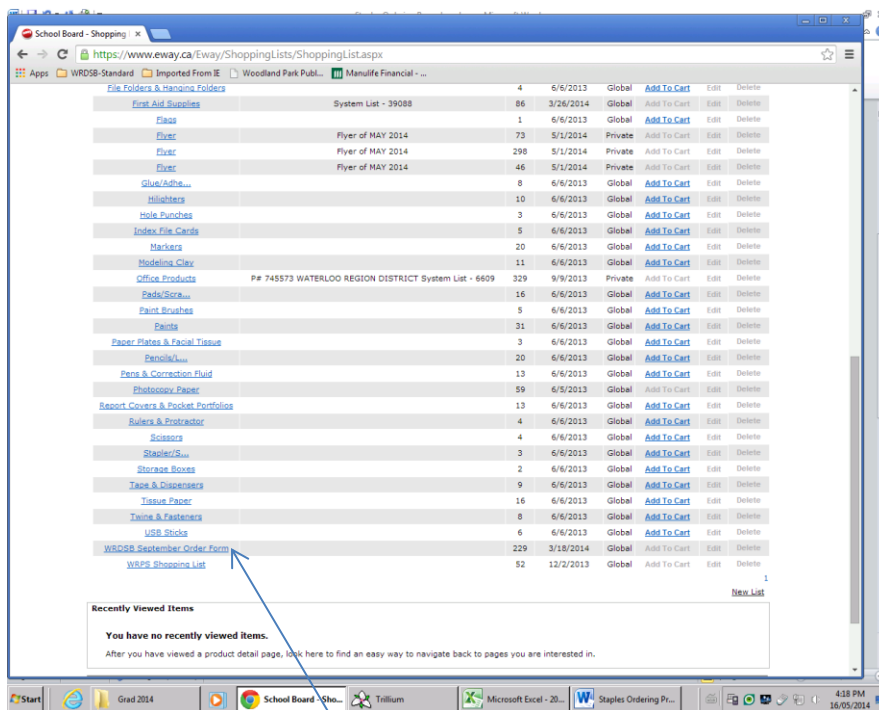
Password – eway123

Enter

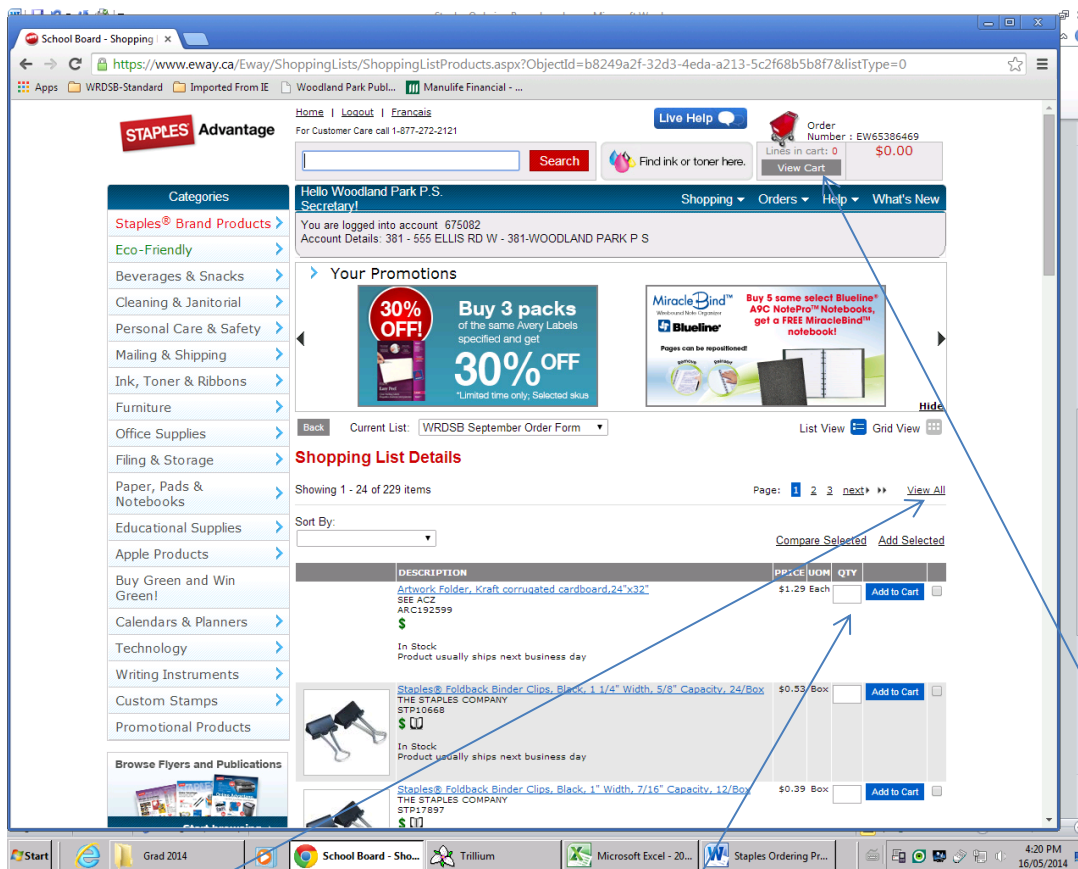


Hover over “Shopping” and when the drop down appears click “Shopping Lists”

(be patient – this part takes a minute or two)



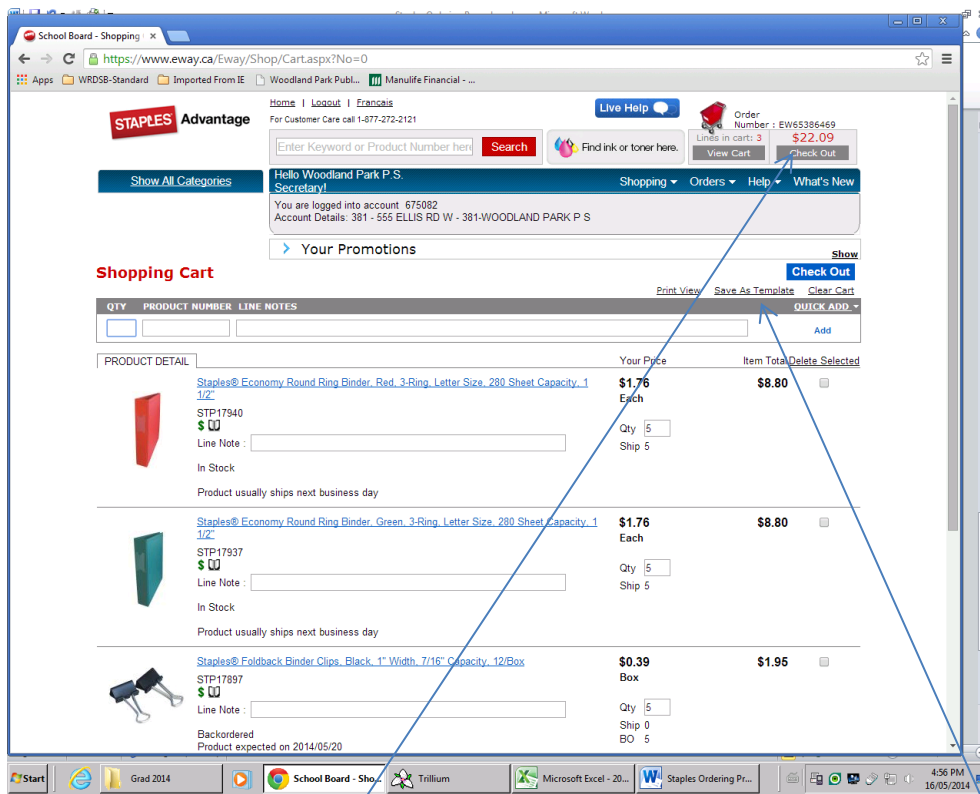
Choose “WRDSB September Order Form”



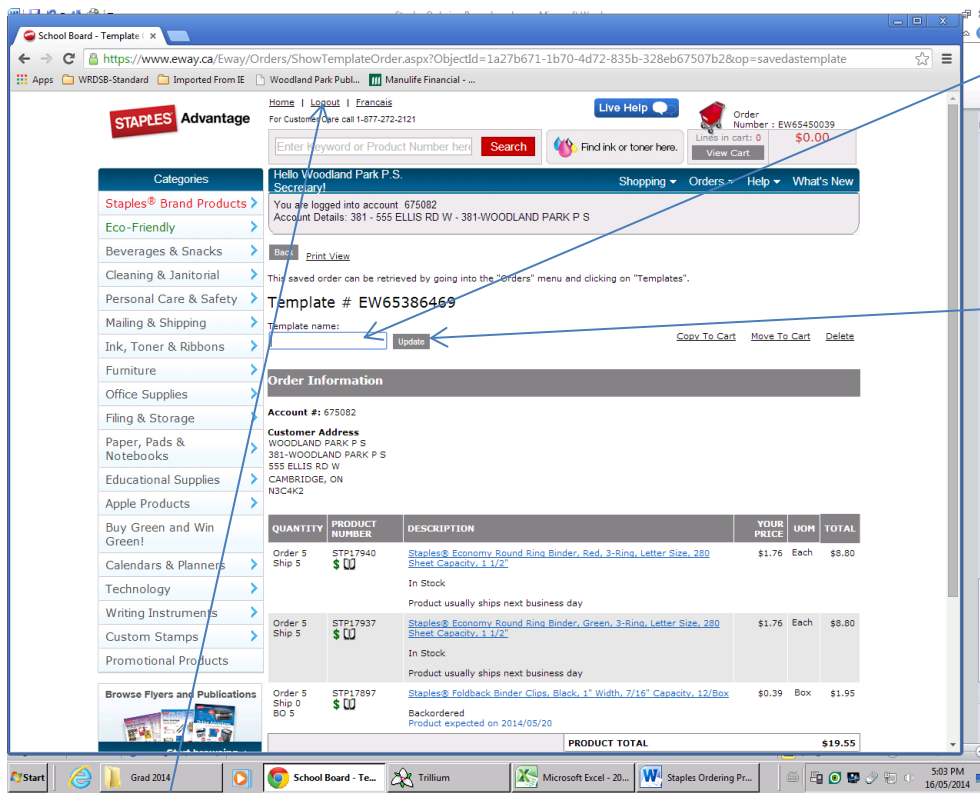
If you would like, you can choose to “view all” rather than go page by page through the list.

Once you have entered the quantity of each item you wish to purchase in the “QTY” box, hit the “Add to Cart” button.

Next you need to “View Cart”



Check the dollar amount of your order here (numbers in red). If you are happy with your selections and you are within your budget amount “Save as Template”



Enter your name in the Template Name box

Then “Update”

“Log Out” and email Rachell to let her know there is an order waiting for her to process.