

# STAPLES®

Make More Happen

## Purchasing a School Tools Kit

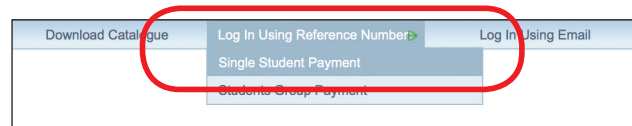


Recommended Browsers

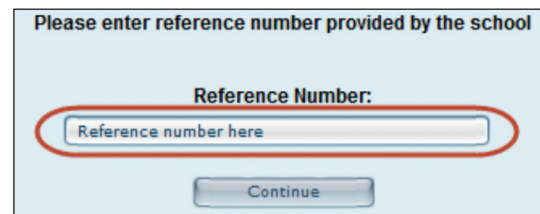


1. Go to <https://staplesschooltools.ca>

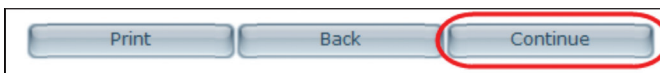
2. Click the **Log in Using Reference Number** option from the main menu, then select **Single Student Payment** from the drop down menu:



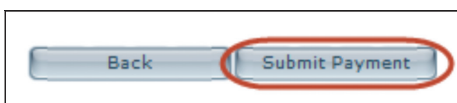
3. Enter the Reference Number exactly as shown in the letter provided from the school, then **Continue**:



4. Review the order, and press **Continue** to enter payment information:



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



6. 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 take the letter from the school along with the order reference number.

### Questions?

[customer\\_service@staples.ca](mailto:customer_service@staples.ca)

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## School Tools