

My Marketing Team Saved Print Templates

1. Visit StaplesAdvantage.com/VSPPremier. You will need to create an account (if you do not already have one). NOTE: This log in process is not the same as the VSP Provider Hub log in. After you have created an account, select “Sign In” at the top right corner of the home page. Use your unique login information to sign in and access the print templates.

Log In to Your Account

Account Number

User ID:

Password:

Password is case sensitive.

Keep me signed in [?](#)

Login

[Forgot your Account Number or User ID?](#)
[Forgot your Password?](#)

DON'T HAVE A LOGIN?

My company is new to Staples Advantage.

My company has a Staples Advantage account, but I need a login.

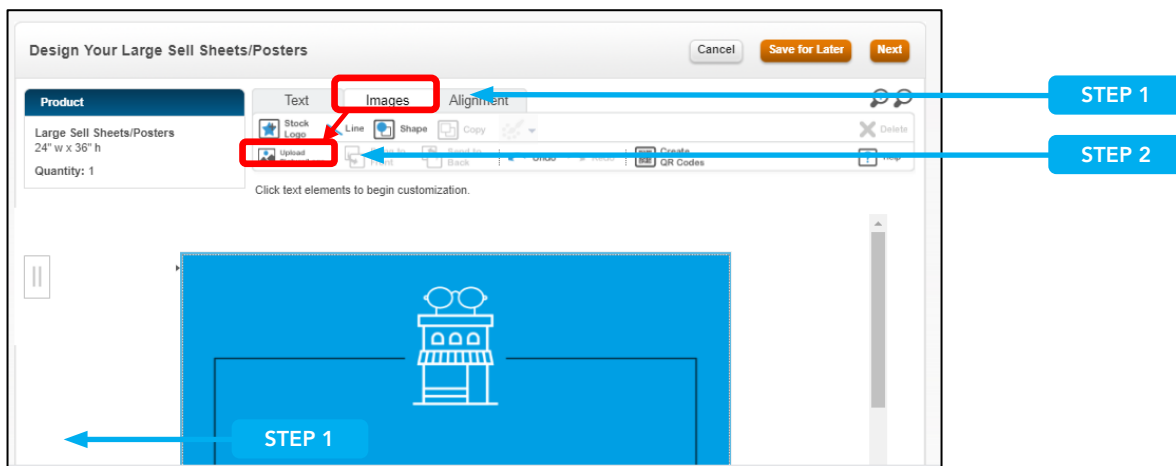
Contact Us
StaplesAdvantage.com Customers
1-877-826-7755

2. Once you've logged in to StaplesAdvantage.com, access your saved print templates at **Lists > Saved Print Templates**. In your Saved Print Templates, use the drop-down arrow and select **Shared Templates**. Find the desired template and select “Copy”.

The screenshot shows the 'Your Saved Print Templates' page. A dropdown menu is open, showing 'Shared Templates' selected. A table lists several templates with 'Copy' and 'Edit' buttons. Blue callout boxes labeled STEP 1 through STEP 4 point to the navigation menu, the 'Saved Print Templates' link, the 'Shared Templates' dropdown, and a 'Copy' button respectively.

Creation Date	Name	Product	Shared	Copy	Edit
04/27/2020	VSP TEMP CLOSED Single Poster - upload your logo	Signs and Banners	Yes	Copy	Edit
04/27/2020	VSP WE ARE OPEN Single Poster - upload your logo	Signs and Banners	Yes	Copy	Edit
04/27/2020	VSP HOURS CHANGED Single Poster - upload your logo	Signs and Banners	Yes	Copy	Edit
04/27/2020	VSP EMERGENCY EYECA Single Poster - upload your logo	Signs and Banners	Yes	Copy	Edit

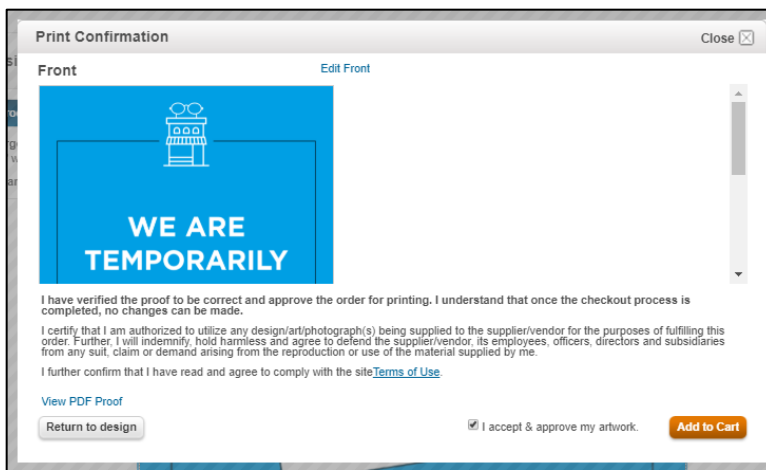
3. Select the Images tab to upload your logo. Drag your logo to the appropriate box at the bottom of the design.



4. Update these fields with your office's phone and web address.



- Once complete, select “Next” to view your proof. Downloading the PDF proof option is recommended. Once your proof is approved, you can add the item to your cart. Your checkout process will be the same as any other order.



- Postcard mailing is an option with Staples Advantage. An existing address list is acceptable, you can also work directly with Staples to build your ideal mail list.

- For any questions or additional requests, please contact your dedicated print representative.

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