

Staples® Business Credit

SETTING UP YOUR INVOICE FEATURES.

With your Staples Business Credit account you have the flexibility to opt out of paper statements, set up daily or weekly invoice notifications and receive reminder emails so you never miss a payment.

HERE'S HOW:

- Log in to StaplesAdvantage.com, click “My Account” and select “My Invoices”
- On the My Invoices screen, click the Settings icon

Monthly statements

Select how you would like to receive your monthly statements by clicking Email or Do Not Email.

Available invoices

Select how often you would like to be notified about invoices.

Past due payments

You can opt out of email reminders that let you know when a payment is past due (the default setting).

Save your selections

Choose Update Options and you'll be all set.

Monthly statements

I would like to receive my statements by:

Email (default)
 Do not email monthly statements

Invoices

We send emails when new invoices are available to view as often you would like to receive them.

Do not email newly billed invoices (default)
 Daily emails - all new invoices billed that day
 Weekly emails - all new invoices billed within the prior

Past due payments

Please email me a reminder when payments are past due

[Update options](#)

Have questions, need help with how to read your statement or pay online? Contact Staples Business Credit. Phone: 877-457-6424
Email: help@StaplesBusinessCredit.com

