

STAPLES ADVANTAGE

- † Log into **My Siena**.
- † In the **My Tools** area under **Employee Tools**, click the **Staples Advantage** link.
- † The **Staples Advantage** Web site will display.
- † Click the **Login** button to access the site to place an order.

ACCOUNTS PAYABLE FORMS

- † Log into **My Siena**.
- † In the **My Tools** area under **Employee Tools**, click the **Accounts Payable Forms** link.
- † A page with different Accounts Payable Forms, including Tax Exempt information will appear.
- † Click the link for any of the forms to open them.