



# EWay® Password changes

## Important information about your EWay login.

At Staples, we understand that protecting your company's information with care is our most important responsibility. On July 18, 2009 we will begin making changes to the EWay® Password requirements in order to provide the highest level of security.

### What do I need to do now?

Nothing, until EWay® prompts you to change your password.

### Should I change my password now?

No, changing your password ahead of time will not prevent EWay® from prompting you to change your password once your account has been set up for this change.

### When will I know my password must be changed?

Once your account has been set up for this password change, EWay® will prompt you to change your password to meet the new requirements.

### Steps to change your password when prompted.

When you login to EWay® and see the following screen, you will need to change your password to meet the new requirements.

Follow these steps to change your password:

- 1 Enter your Current Password (some internet browsers may populate this field for you).
- 2 Enter your New Password following the New Password requirements.
- 3 Enter your New Password to confirm.
- 4 Click Update Password.

### New Password requirements

- Passwords must be at least 8 characters
- Passwords must have one upper case letter, one lower case letter, and a number
- Passwords cannot contain your User ID
- New Passwords cannot be the same as the previous password
- Passwords are case sensitive

#### Reminder:

Do NOT change your password until you are prompted. Otherwise, you will have to make the change again once your account is implemented.

If you need additional assistance with this process, please contact Customer Service at 888-238-6329, option 5.