



Thomson Reuters

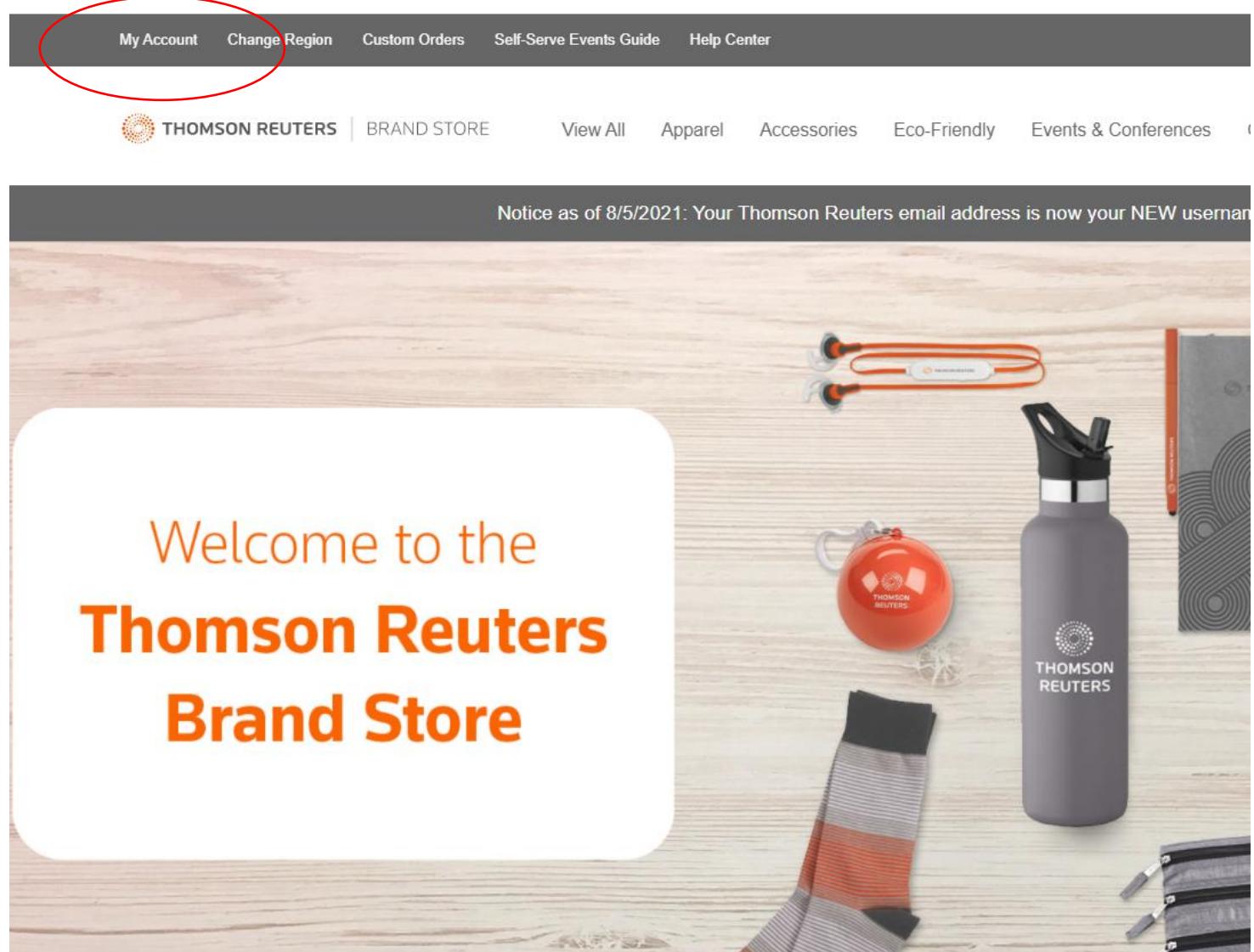
*US Brand Store
Account Set-Up Guide
&
Budget Usage Instructions
Update Fall 2021*



THOMSON REUTERS | BRAND STORE

Creating your initial account for the first time

- Go to Thomson Reuters US Brand Store:
<https://us.brandstore.thomsonreuters.com/>
- Click on 'My Account'



- Click on 'Get an account' under New Customer?

Customer Login

Username / Email

Password

Remember Me

[Forgot Your Password?](#)

New Customer?

Sign-up for an account to get quick checkout, address books and order history.

- Fill in all required info on this page to register for an account
- Your email address is your user name
- Remember your username and password as you'll need these every time you shop in the future
- Entering Numeric Portion of Employee ID is what drives your account to have budget dollars associated

Register For An Account

First Name *

Last Name *

Username / Email *

Create a password *

Password must be at least 8 alphanumeric characters and contain at least one number.

Re-type password *

Send Me Periodic Emails And Special Offers

Large Law Employee ID (numeric portion only)

Government Employee ID (numeric portion only)

Customer Training Employee ID (numeric portion only)

Create Account

Cancel



Already have an account? [Login Now](#).

- You can view 'Your Balance' for available budget dollars
- (Note budget names may differ pending the team you are on that are associated with your TR employee ID)
- Click on 'Continue Shopping'

Your Account

Wishlist

You have marked 0 item(s).

Your Balances

Large Law Budget : \$1.00

Gift Certificates: \$0.00

- Click on the category of product you would like to shop
- Add items to cart
- When ready, click on the small cart in your upper right screen
- You will also notice your budget balance is noted above the search box

Large Law Budget: \$1.00

My Account
Change Region
Custom Orders
Self-Serve Events Guide
Help Center
Log Out
\$0.00
Search...
Go

THOMSON REUTERS
BRAND STORE
View All
Apparel
Accessories
Eco-Friendly
Events & Conferences
Office Supplies
eGift Cards

Home / View All / View All /
Gray and Orange New Era Interception Cap



559546

Quantity Price per item **\$14.25**

Size	Quantity
HEADWEAR-SMALL/MED	<input type="text" value="2"/> In-stock: 9
HEADWEAR-MED/LARGE	<input type="text" value="1"/> In-stock: 17
HEADWEAR-LG/XL	<input type="text" value="26"/> In-stock: 26

Add To Cart

+ Add To Wishlist

Details

- Breathable, 97% cotton/3% spandex with contrast 100% cotton undervisor and top button
- Stretch fitted style
- Import
- Embroidered Thomson Reuters logo
- Gray/Orange



- At shopping cart overview, if your order is complete, click Checkout
- You will advance to Proceed to checkout where you can use your budget as payment method
- Place order!

View Cart / Checkout

Proceed To Checkout

PAYMENT METHOD

Large Law Budget (\$1.00 Available)

Credit Card
 Credit Card Payment-No Pricing Receipt

BILLING ADDRESS

genevieve cashman (Edit)
7822 DAVIDSON CT
INVER GROVE, MN, US 55076-3133
Ph: 651.503.2287
Email: genevieve.cashman@staples.com

SHIPPING ADDRESS

genevieve cashman (Edit)
7822 DAVIDSON CT
INVER GROVE, MN, US 55076-3133
Ph: 651.503.2287
Email: genevieve.cashman@staples.com

SHIPPING METHOD

Please select payment method for shipping options.

[Place Order](#)

SUMMARY

Have A Promo Code?

[Apply](#)

Sub Total	\$28.50
Order Total	\$28.50

IN THE CART



Gray and Orange New Era Interception Cap
Color Gray/Orange
Size HEADWEAR-SMALL/MED
Unit Price \$14.25
Qty 2
Price \$28.50

[Edit](#)

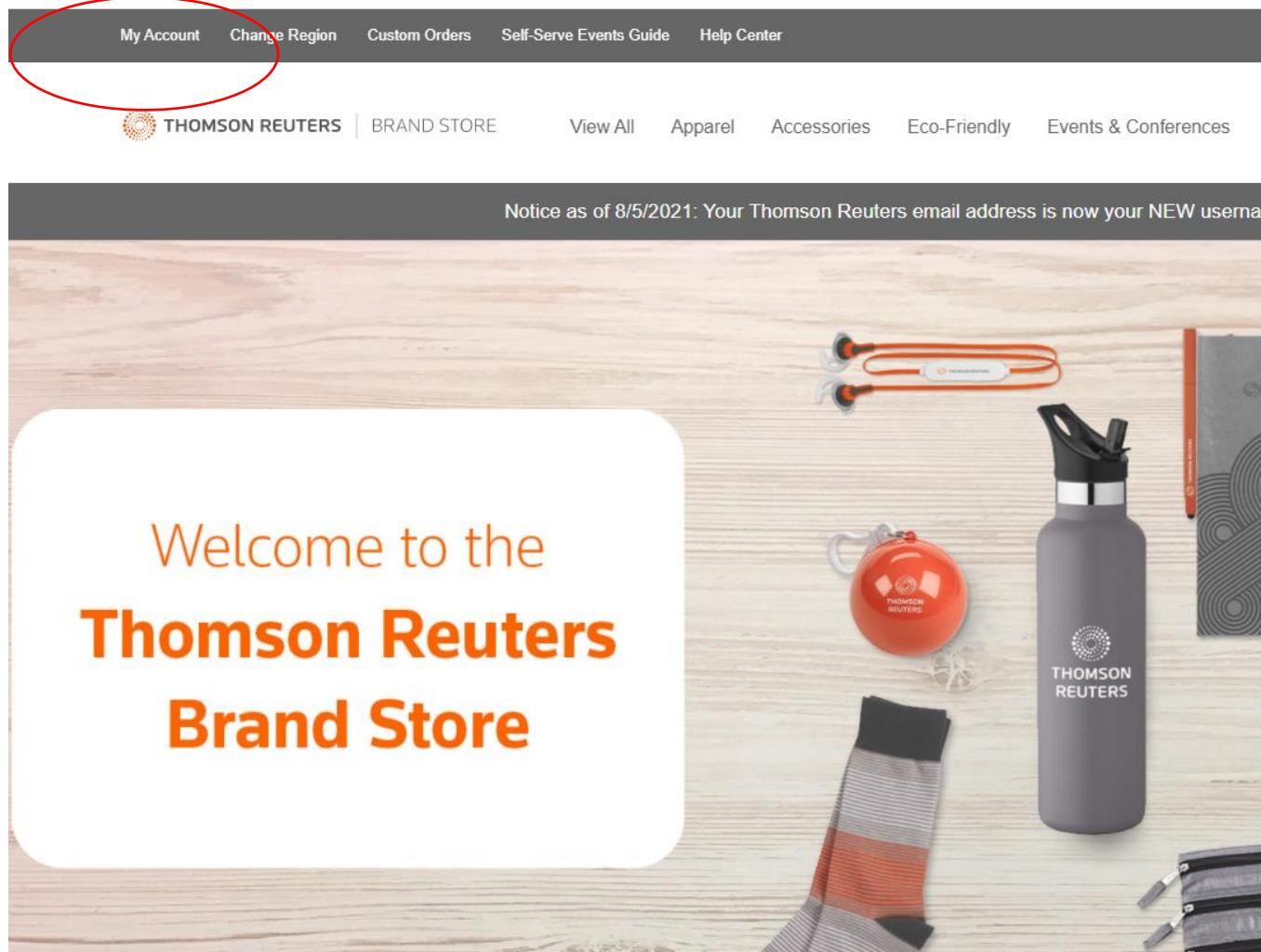
Note the no cost shipping at check out for ground shipping!!



THOMSON REUTERS | BRAND STORE

After your account has already been created

- Go to Thomson Reuters US Brand Store:
<https://us.brandstore.thomsonreuters.com/>
- Click on ‘My Account’



- Enter Username (your email) and Password to log in
- Shop, cart items and checkout per slides 7-8
- Available Balance can always be checked by logging in, clicking 'My Account'

Notice as of 8/5/2021: Your Thomson Reuters email address is now your NEW username to log in

Customer Login

Username / Email

Password

Remember Me

[Login](#)

Forgot Your Password?

New C

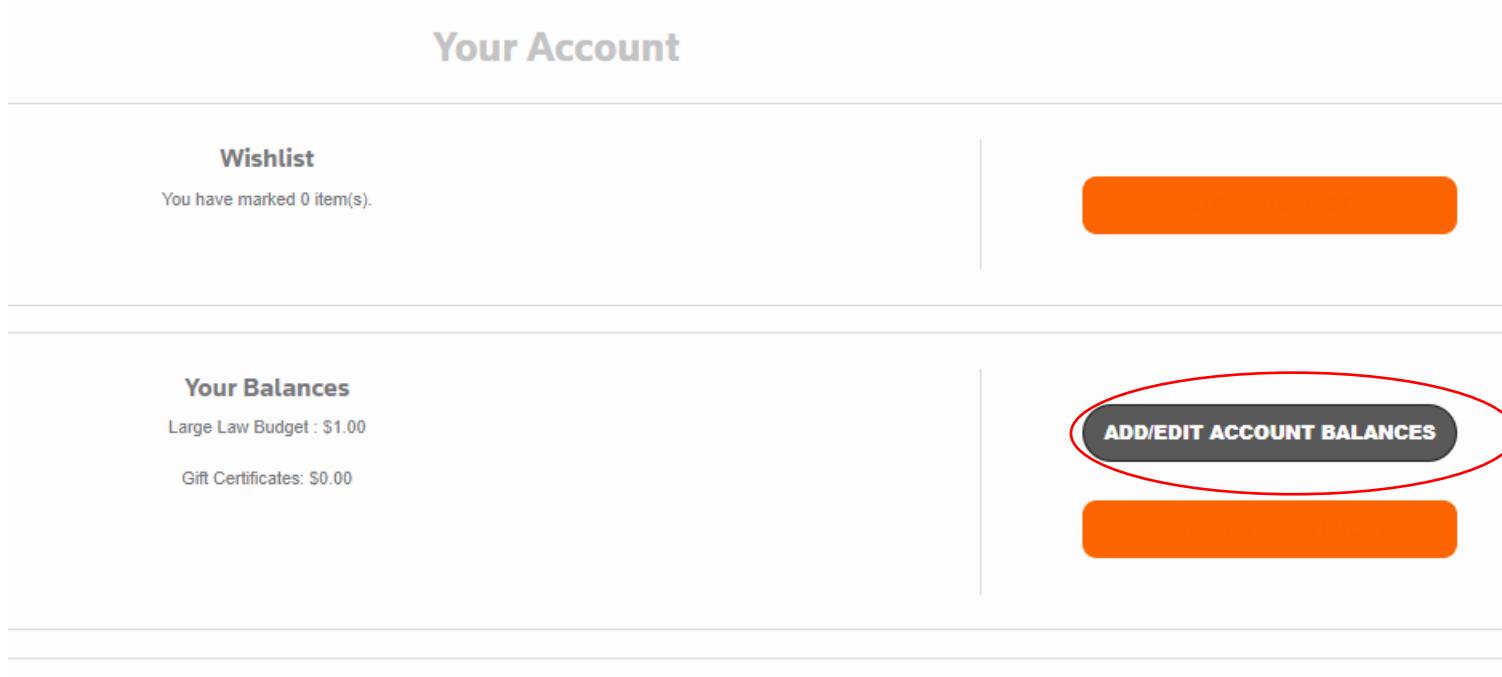
Sign-up for an account to get quick

[Get a](#)



Directions for pre-existing users that are new to budget

- Go to Thomson Reuters US Brand Store:
<https://us.brandstore.thomsonreuters.com/>
- Click on 'My Account'
- Log in
- Click on 'My Account' to view balances or add employee ID for budget access
- HOVER over 'Add/Edit Account Balances' and Click



- Add your Employee ID number to the appropriate budget title
- In this example I am part of the Large Law and have added the numeric portion of my employee ID allowing the system to update my provide and provide balance to my account
- Click update profile

Edit Profile

If changing your email address, you will need to use your new email address the next time you login.

Username

First Name *

Last Name *

Phone Number

Email Address *

[Change password](#)

Large Law Employee ID (numeric portion only)

Government Employee ID (numeric portion only)

Customer Training Employee ID (numeric portion only)

[Send me periodic emails and special offers](#)

[Update Profile](#)

[Cancel](#)

Questions?

- For assistance setting up or troubleshooting your account contact: Joanna.Nero@staples.com
- For order specific questions (stock, tracking, order status, etc.) contact: sppthomsonreuters@staples.com
- For internal TR questions or specific budget questions, contact:
Commercial Excellence: leslie.gilbertson@thomsonreuters.com
Legal: debbie.wehrs@thomsonreuters.com
Customer Training: christina.vassey@thomsonreuters.com

Thank you!

Genevieve Cashman
Strategic Account Manager

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