



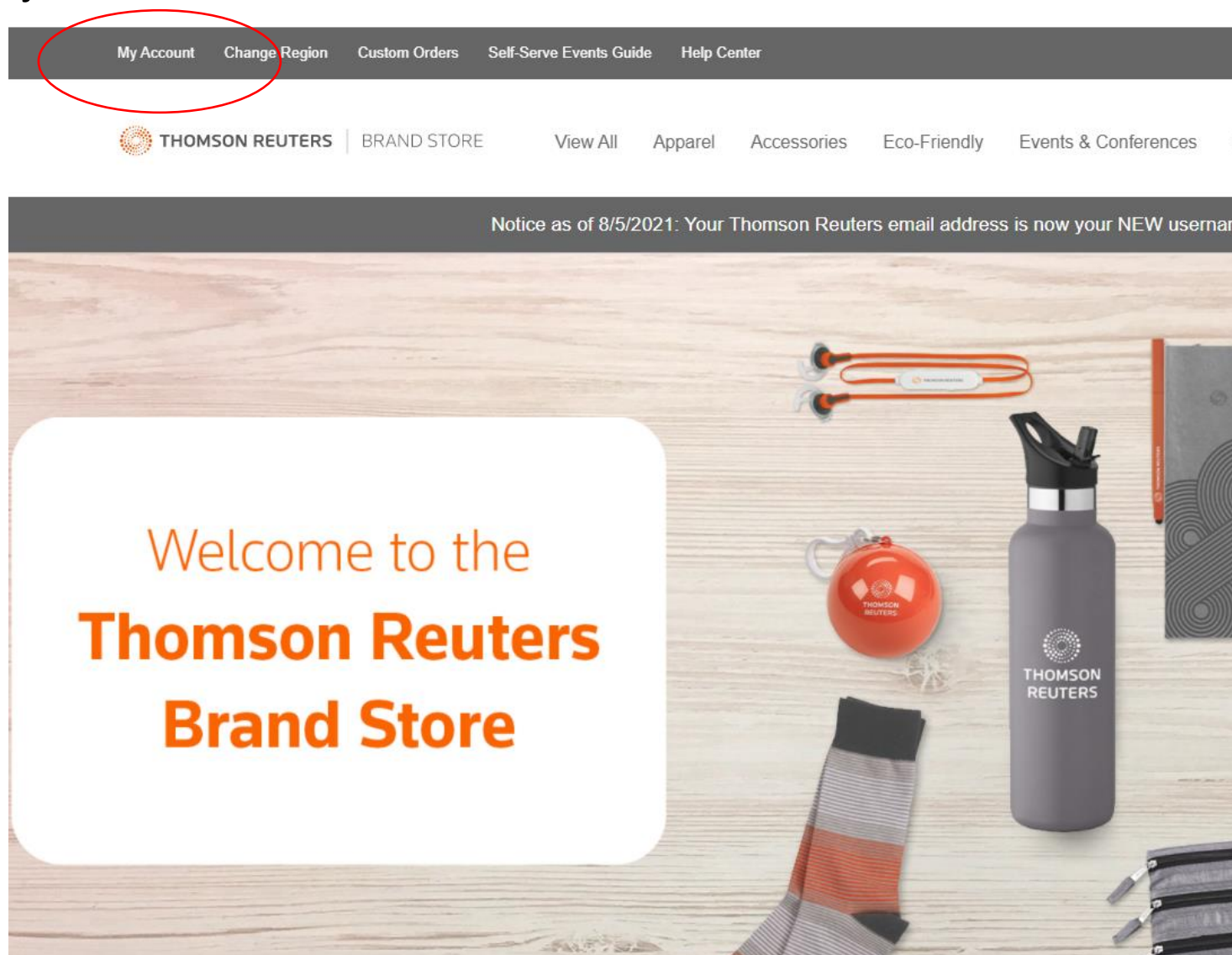
# Thomson Reuters

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



# 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

genevieve.cashman@staples.com

Password



Remember Me

Login

[Forgot Your Password?](#)

### New Customer?

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

Get an account

- 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

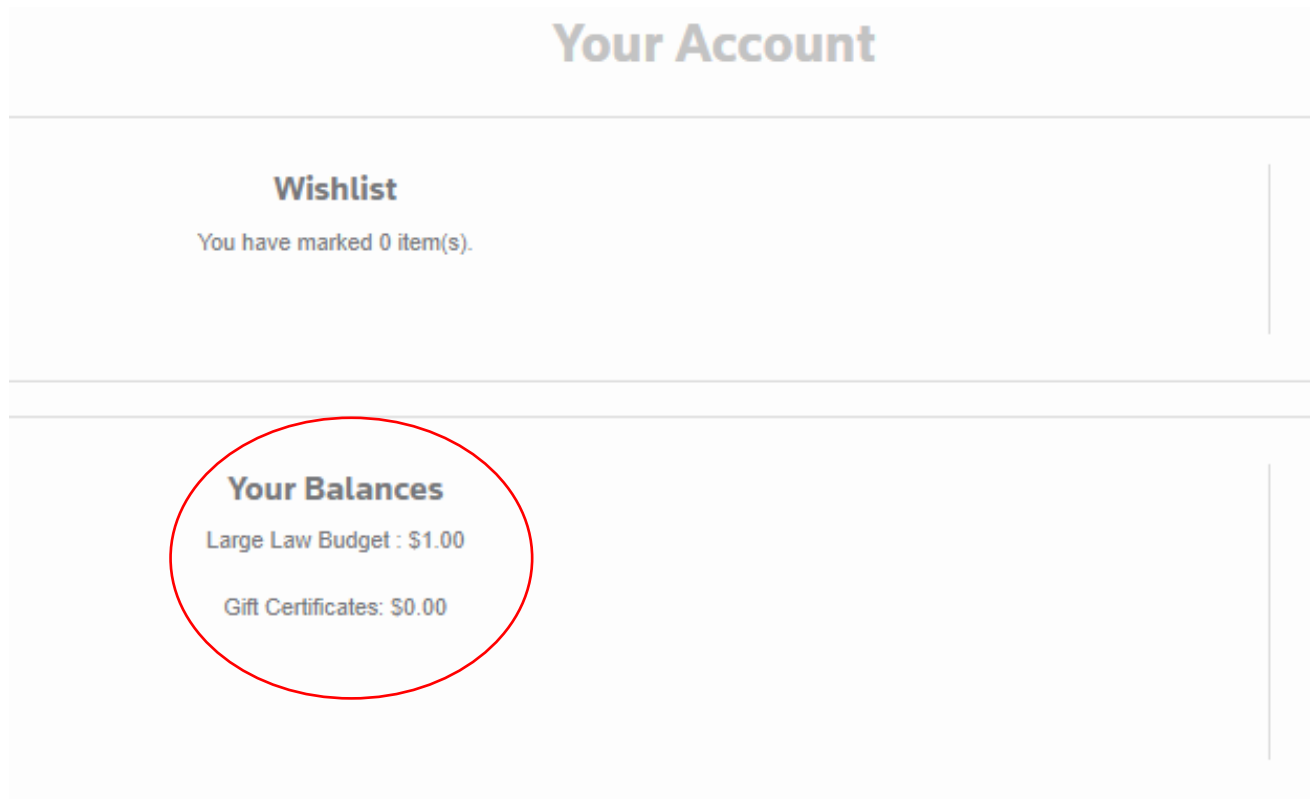
Large Law Employee ID (numeric portion only)

Government Employee ID (numeric portion only)

Customer Training Employee ID (numeric portion only)

 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'




- 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

[My Account](#)
[Change Region](#)
[Custom Orders](#)
[Self-Serve Events Guide](#)
[Help Center](#)

[Log Out](#)
\$0.00

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### Gray and Orange New Era Interception Cap

550546

Quantity 1+  
Price per item \$14.25

Size	Quantity
HEADWEAR-SMALL/MED	<input type="text" value="2"/> In-stock: 9
HEADWEAR-MED/LARGE	<input type="text"/> In-stock: 17
HEADWEAR-LG/XL	<input type="text"/> 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) [Create New Address](#)  
 7822 DAVIDSON CT  
 INVER GROVE, MN, US 55076-3133  
 Ph: 651.503.2287  
 Email: genevieve.cashman@staples.com

### SHIPPING ADDRESS

genevieve cashman (Edit) [Create New Address](#)  
 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



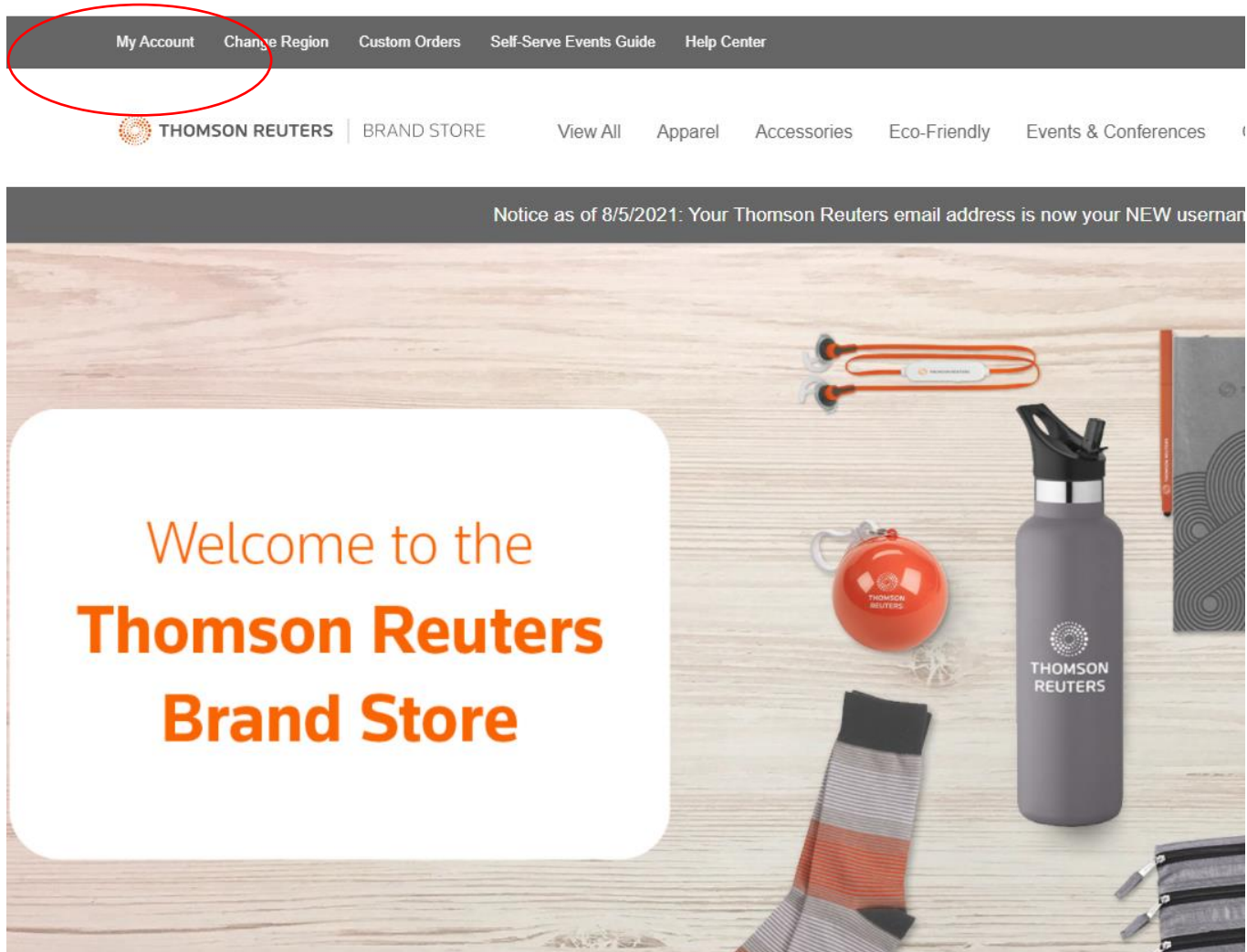
Gray and Orange New Era Interception Cap  
 Color Gray/Orange  
 Size HEADWEAR-SMALL/MED  
 Unit Price \$14.25  
 Qty 2  
 Price \$28.50  
[Edit](#)

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




**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'


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**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

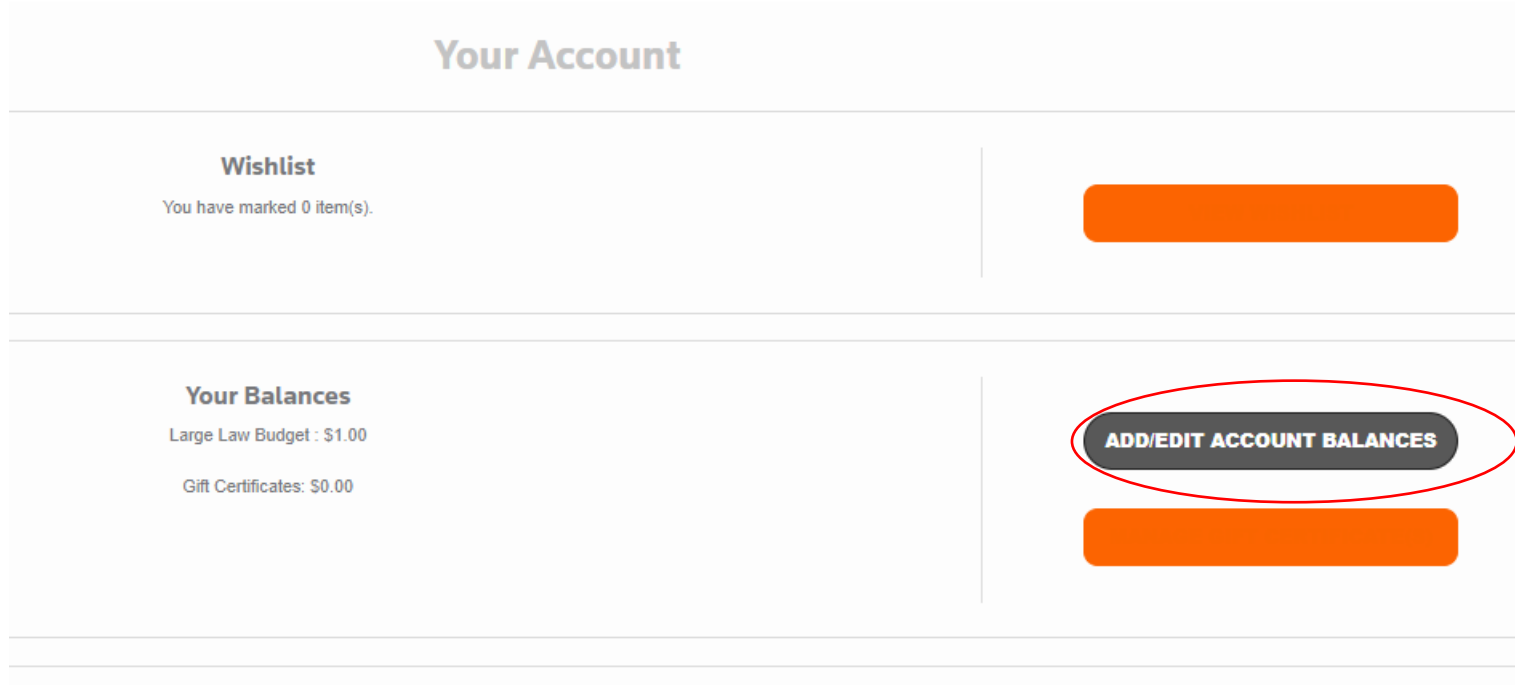
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## **Directions for pre-existing users that are new to budget**

- 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

genevieve.cashman@staples.com

First Name \*

genevieve

Last Name \*

cashman

Phone Number

Email Address \*

genevieve.cashman@staples.com

[Change password](#)

Large Law Employee ID (numeric portion only)

123456

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

# Thank you!

**Genevieve Cashman**

*Strategic Account Manager*

*651.503.22587*

*Genevieve.Cashman@staples.com*