On-Line Toner, Drum, and Paper Ordering Instructions

Wards & Stakes only

(These instructions are to assist with ordering copier supplies
through Staples [formerly Corporate Express]
and are provided as an alternative to the
phone voice menu options at 800-537-7192.)

1. Log into www.ldscatalog.org
2. Enter your quick logon id and password and click the go button.

QUICK LOGON

Logon ID

Password

Go

3. Click on the link to order **Office and Activity Supplies**, this will then open up a link called

" Enter the E-Way store" click on this.

4. This should take you direct into eway to begin your order. You are defaulted to your unit number, please take a minute to verify your **Ship-To Information:**

To see a shopping list of toners or activity supplies, click on Shopping List.

For additional assistance you can click on Home Page" and then "E-Way Answer Center- this contains a lot of helpful information.