VANGUARD TAG/DECAL/STAMP EASY ORDERING INSTRUCTIONS

LOGGING ONTO VANGUARD EASY ORDER WEBSITE

Step 1 -
Open a browser (Internet Explorer, Mozilla Firefox, Safari etc.) type in the URL window https://fdny.easyorderv2.com

Step 2 -
In the User ID: and Password: (fields) type in the unique user ID and password that you received from Vanguard (via e-mail) both fields are case-sensitive. Save the log in UserID for future use.
UPDATE YOUR EASY ORDER ACCOUNT INFORMATION

After logging into your company EASY ORDER account you should confirm your information and change your Vanguard Easy Order password.

Step 1 -
Click on “My Account” (see image on right).

Step 2 -
Check that your first name, last name, and e-mail address are correct (see 1, on right). Then, click on “Change Password” (see 2, on right) and change the password to something unique that you will remember for future use.
ORDERING STAMPS ON EASY ORDER WEBSITE

Step 1 -
After logging into your company’s STOREFRONT VIEW you should enter the ORDER QTY (see 1, below) of CERTIFICATE OF FITNESS STAMPS you want to add to your shopping cart, then click CUSTOMIZE (see 2 below).

*PLEASE NOTE: For each Certificate of Fitness holder performing the responsibilities of Rangehood cleaning or Portable Fire Extinguisher sales/service you must enter the quantity and customize each individual COF STAMP. After clicking customize, you will be prompted to enter Certificate of Fitness holders full name and C of F number. If you wish to order more than 1 COFSTAMP for your Certificate of Fitness holder, enter that number in the ORDER QTY field now.

Step 2 -
To add a new a Certificate of Fitness holder profile to your account select “Add New …” (after initial setup, the profile will be saved to your account for later use).
Step 3 -
Add your company logo to the COF STAMP by clicking “Insert Image” (see image, below). A new window will pop-up.

A. If your company logo is NOT shown in this new window, click on “Add Image” tab (see 1, on right). If your logo is SHOWN, then skip to B.

Then hit on “Browse” (see 2, on right), find the custom logo file from your computer directory and double click it.

In the Name: field create a unique name for this image, example - “your company name_Logo”, then click OK (see 3, on right).

B. If company logo is shown in the window, double click it to insert into the COF profile.
Step 4 -
1. In the Certificate of Fitness holder’s Full Name (see 1, below) field enter First and Last name of the C of F holder.
2. In the Certificate of Fitness holder’s full 8-digit C of F number (see 2, below) field enter C of F holder’s full C of F number (which can be found on their C of F card).
3. Click “Update” (see 3, below).

Step 5 -
To validate the Stamp you customized click “Click Here To View Your Proof (Required)” link (see image, on right).

Step 6 -
A new window will open, check the spelling of the C of F holders name and Certificate of Fitness number (see 1, on right). Then close this tab (see 2, on right).

Step 7 -
Check box “I have viewed and approved my proof” and click add to cart.
ORDERING PORTABLE FIRE EXTINGUISHER TAGS ON EASY ORDER WEBSITE

Step 1 -
After logging into your company’s STOREFRONT VIEW you should enter the ORDER QTY (see 1, below) of the item PFETAG you want to add to your shopping cart, then click CUSTOMIZE (see 2 below).

Step 2 -
To add a new Portable Fire Extinguishing company profile to your account select “Add New ...” (after initial setup, the profile is saved to use for future ordering of PFE tags. If ordering again, select the previously used profile).

1. Enter your company License Number (Company ID) (see 2, above).
2. If company logo field is empty click “Insert Image” (see 3, above) and add your company logo.
3. Press “Update” (see 4, above).
**Step 3 -**
To validate the PFE tags you customized click “Click Here To View Your Proof (Required)” link (see image, below).

**Step 4 -**
A new window will open. Check the proof and ensure your company logo is present and correct (see 1, below), the spelling of the Company, NYC LIC #, Address and company Phone number (see 2, below) and correct. Then, close this tab (see 3, below).
Step 5 -
Check box “I have viewed and approved my proof” (see 1, right) and Add to Cart (see 2, right).
ORDERING RANGEHOOD DECALS ON EASY ORDER WEBSITE

Step 1 -
After logging into your company’s STOREFRONT VIEW you should enter the ORDER QTY (see 1, below) of the item RHDECAL you want to add to your shopping cart, then click CUSTOMIZE (see 2, below).

![Easy Order Image]

Step 2 -
1. To add a new Rangehood company profile to your account select “Add New…” (see 1, below).
2. Enter your License Number (Company ID) into the required field (see 2, below).

![Rangehood Image]

3. Insert your company logo by clicking on “Insert Image” (see 3, above).
4. Enter your company License Number (Company ID) (see 2, above).
5. If company logo field is empty click “Insert Image” (see 3, on previous page) and add your company logo.
6. Then click “Update” (see 4, above).

After initial setup, the profile is saved to use for future ordering. (If you are ordering again, select the previously used/saved profile).

**Step 3 -**
To validate the Rangehood decals you customized click “Click Here To View Your Proof (Required)” link (see image, below).

**Step 4 -**
When the new window opens up check the proof and ensure your:
1. company logo is present and correct (see 2, below),
2. the spelling of the Company, NYC LIC #, Address and company Phone number (see 1, below) and correct.
3. Close this tab (see 3, below).
Step 5 -
Check box “I have viewed and approved my proof” (see 1, below) and Add to Cart (see 2, below).
REMOVING ITEMS FROM YOUR CART ON EASY ORDER WEBSITE

**Step 1 -**
Click “VIEW CART” (see image below).

**Step 2 -**
Click on the red X to delete an item from your cart.
CHECKOUT ON EASY ORDER WEBSITE

Step 1 -
Click “CHECKOUT” (see image below).

Step 2 -
After clicking CHECKOUT, you will see SHOPPING CART DETAIL screen.
1. Confirm items in your cart (see 1, below), order quantity (see 2, below), pieces ordered (see 3, below), unit price (see 4, below) and Sub Total (see 6, below) are all correct. You have the option to edit or remove the items (see 5, below).

2. Click on Continue Checkout (see 7, above) to proceed.
Step 3 -
After clicking Continue Checkout you will see SHIPPING/BILLING PROPERTIES. From here you should:
1. Fill out, Mark to the Attention of field (see 3, below).
2. Fill out Shipping Address (see 4, below).
3. Confirm the Order Total (see 2, below).
4. Click Continue.

You also have the option to go Back to Cart Summary (see 1, below).

Step 4 -
Confirm your Order screen will display the Shipping Address as well as the items you are about to order.

On this screen you have the option to:
1. Adjust your order (see 1, below).
2. Change Shipping/Billing (see 2, below).
3. If everything is correct and you are ready to order, click on Place This Order Now (see 3, below).
Step 5 -

After submitting the order, you will see the screen with the following message:

“Vanguard has received the request. You will receive an e-mail from FDNY within 48 hours with instructions. For more information, email: TagsDecal@fdny.nyc.gov and include your invoice number.”

You have the option of viewing the order you just placed by clicking “VIEW THIS ORDER NOW”.

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If you are still having an issue ordering from Vanguard please e-mail TagsDecal@fdny.nyc.gov and request to schedule an appointment. FDNY will assist you in placing your order.

In subject line write: Placing Tag/Decal/Stamp Order at FDNY.