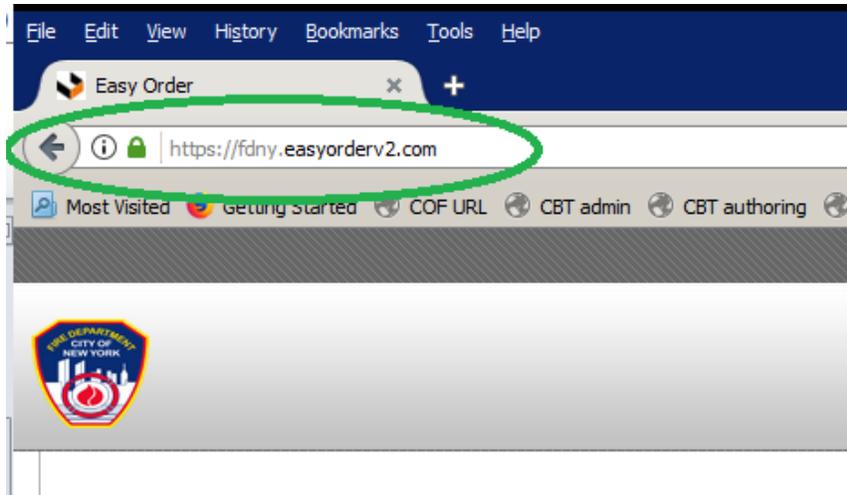


# VANGUARD TAG/DECAL/STAMP EASY ORDERING INSTRUCTIONS

## LOGGING ONTO VANGUARD EASY ORDER WEBSITE

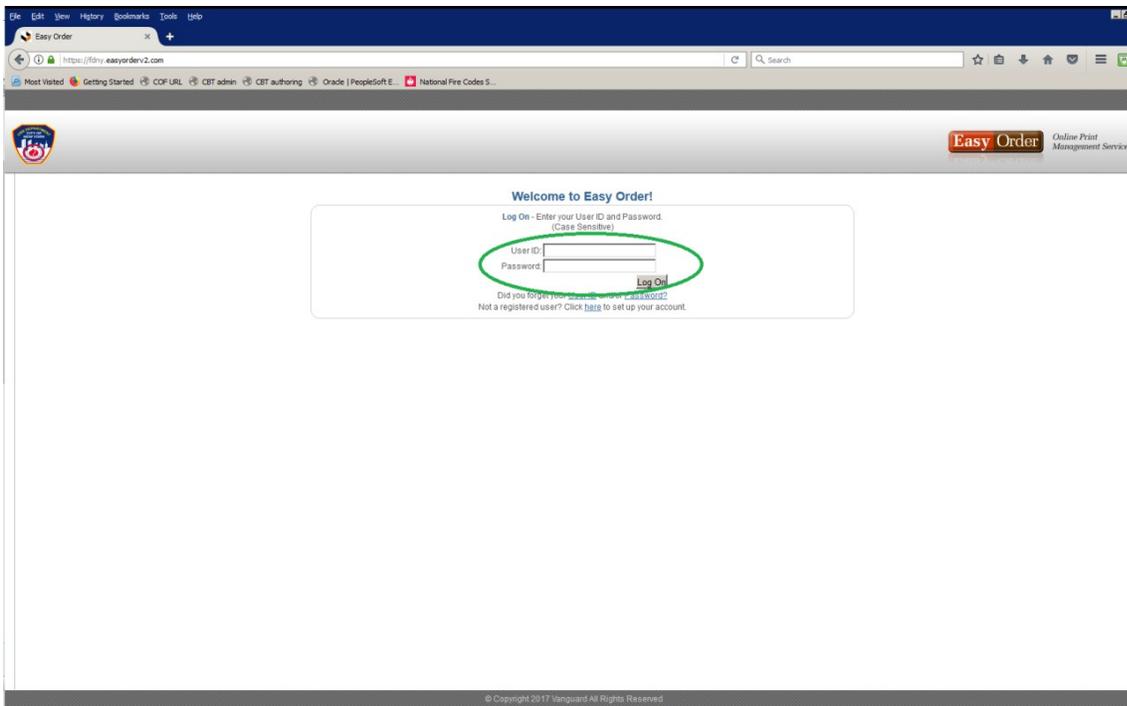
### Step 1 -

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



### Step 2 -

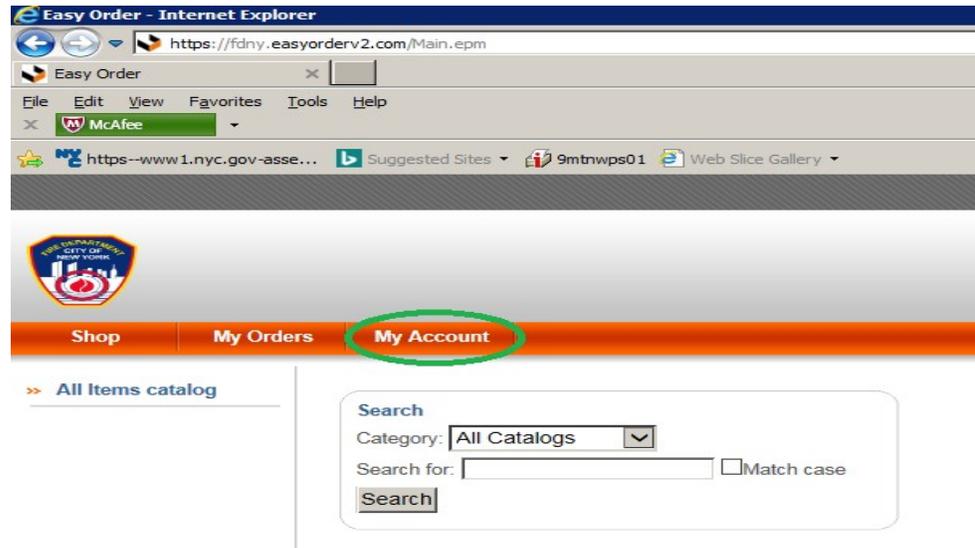
In the **User ID:** and **Password:** (fields) type in the unique user ID and password that you received from Vanguard (via e-mail) both fields are case-sensitive. Save the log in **UserID** for future use.



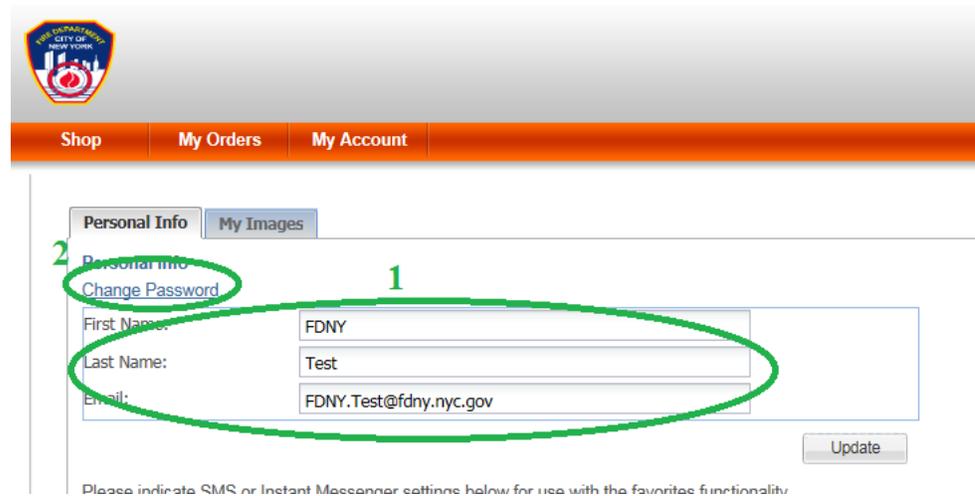
## UPDATE YOUR EASY ORDER ACCOUNT INFORMATION

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.

The screenshot shows the 'Easy Order' storefront view. At the top, there is a navigation bar with 'Shop', 'My Orders', and 'My Account'. Below this is a search bar with a dropdown menu set to 'All Catalogue' and a 'Search' button. The main content area features a table of products. The first row is 'COFSTAMP - CERTIFICATE OF FITNESS - STAMP' with a price of \$15.00. The second row is 'PFETAG - PORTABLE FIRE EXTINGUISHER TAG - INDOOR' with a price of \$1,146.00. The third row is 'RHDECAL - RANGE HOOD DECAL' with a price of \$840.00. The 'Order Qty' column has input fields for each row, with a green circle around the first one labeled '1'. The 'Actions' column has 'Customize' buttons for each row, with a green circle around the first one labeled '2'. The table is titled 'ORDERING INSTRUCTIONS: Enter ORDER QTY for the first item you wish to order and click "CUSTOMIZE" FOR STAMP - Enter stamp ORDER QTY for each Certificate of Fitness Holder'. The page also shows 'Showing Items 1-3 of 3' and 'per page' options.

## 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).

### COFSTAMP - CERTIFICATE OF FITNESS - STAMP

#### STAMP ORDERING INSTRUCTIONS

STEP 1. In the profile field select **"ADD NEW..."**, or choose a previously added Certificate of Fitness Holder profile.

STEP 2. If **ADDING NEW** profile, click on **"Insert Image"** to add your company logo.

- If logo is NOT shown in a **"Choose a File"** pop-up window click **"Add Image"** and insert company logo, click add.
- If logo is shown in a **"Choose a File"** pop-up window, double click it to insert.

STEP 3. a. If ORDERING FOR A **NEW** PROFILE (NEW Certificate of Fitness holder) - Enter the **full name and C of F number**.  
b. If ORDERING FOR A **PREVIOUSLY ADDED** CERTIFICATE OF FITNESS HOLDER, skip to **Step #4**.

STEP 4. Click **"Update"**.

STEP 5. Click on the link **"Click Here To View Your Proof (Required)"**.

STEP 6. New window will open with proof image, after viewing the image, close this window.

STEP 7. Click on check box next to **"I have viewed and approved my proof."**

STEP 8. Click on **"Add To Cart"**.

**IMPORTANT:** After adding this item to your cart you will be re-directed to the storefront view where you can add more Certificate of Fitness Stamp

Choose a previously customized Profile or select "Add New **...**" [Click Here to Edit Your Profile\(s\)](#)

Please insert your company logo.

Accepted file formats: JPG, JPEG, GIF.

### Step 3 -

Add your company logo to the COF STAMP by clicking **"Insert Image"** (see image, below). A new window will pop-up.

**IMPORTANT:** After adding this item to your cart you will be re-directed to the storefront view where you can add more Certificate of Fitness

Choose a previously customized Profile or select "Add New"  [Click Here to Edit Your Profile\(s\)](#)

Please insert your company logo.

Accepted file formats: JPG, JPEG, GIF.

Company Logo:

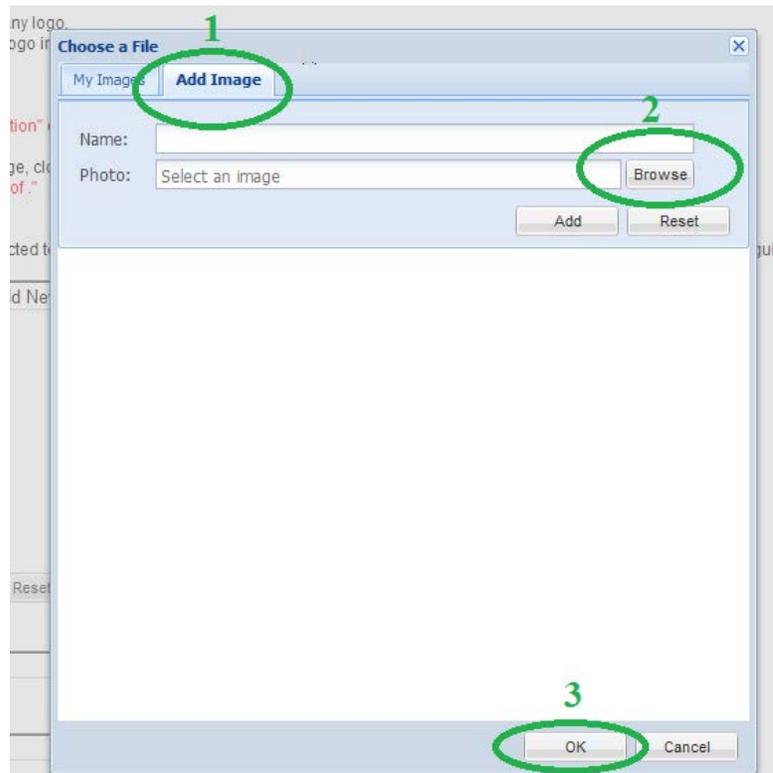
Certificate of Fitness holder's Full Name:

Certificate of Fitness holder's full 8 digit C of F number:

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).
4. Message: **New Profile successfully created** will appear.

Insert Image Reset Image

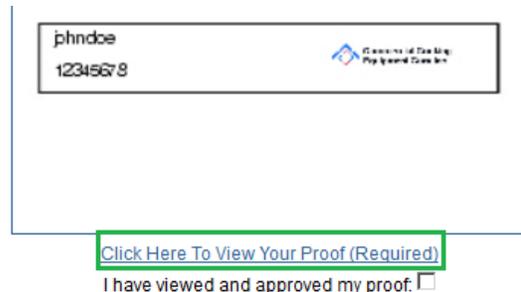
Certificate of Fitness holder's Full Name: 1 John Doe

Certificate of Fitness holder's full 8 digit C of F number: 2 12345678

3 Update

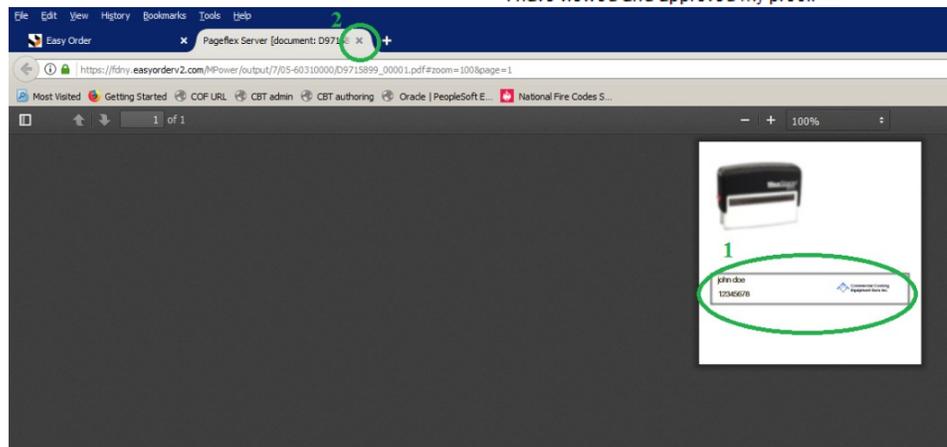
**Step 5 -**

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).



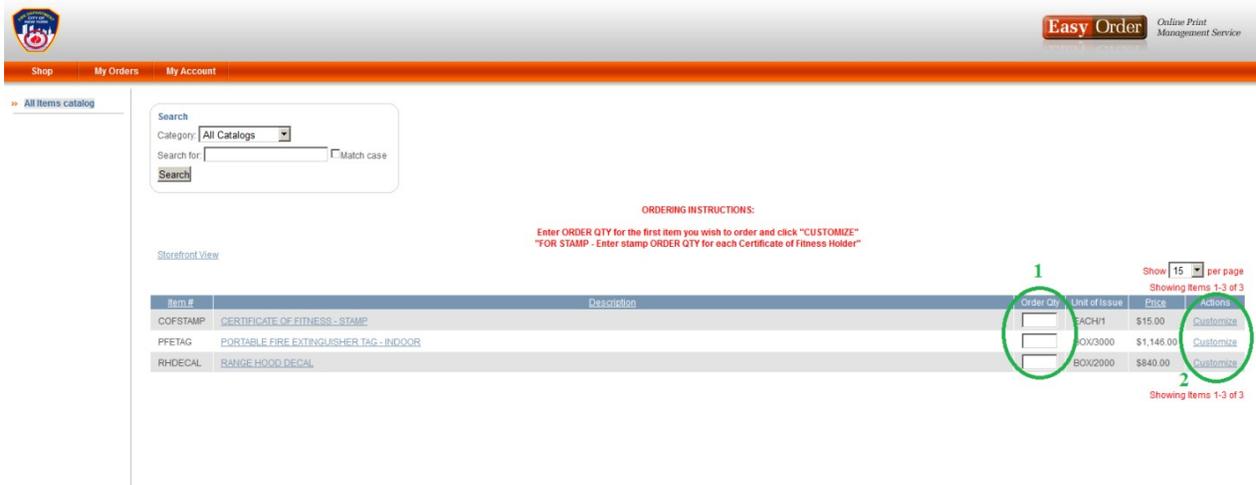
**Step 7 -**

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).

**PFETAG - PORTABLE FIRE EXTINGUISHER TAG - INDOOR**

**PORTABLE FIRE EXTINGUISHER ORDERING INSTRUCTIONS**  
 STEP 1. In the profile field select "ADD NEW...", or if already available - choose your company License Number (company ID).  
 STEP 2. If ADDING NEW, enter the company License Number (Company ID) in the required field.  
 STEP 3. If your company logo is shown in the "Company Logo" field, skip to STEP 4. To add a company logo click on "Insert Image".  
 a. If logo is NOT shown in a "Choose a File" pop-up window click "Add Image" and insert company logo, click add.  
 b. If logo is shown in a "Choose a File" pop-up window, double click it to insert.  
 STEP 4. Click "Update."  
 STEP 5. Click on the link "Click Here To View Your Proof (Required)."  
 STEP 6. New window will open with proof image, after viewing the image, close this window.  
 STEP 7. Click on check box next to "I have viewed and approved my proof."  
 STEP 8. Click on "Add To Cart."

**IMPORTANT:** After adding this item to your cart you will be re-directed to the storefront view where you can add more Certificate of Fitness Stamps, Portable Fire Extinguisher Tags - INDOOR, and/or Range Hood Decals to your order.

Choose a previously customized Profile or select "Add New" **Add New ...** [Click Here to Edit Your Profile\(s\)](#)

Please enter your company's license number.

License Number:

Please insert your company logo.

Accepted file formats: JPG, JPEG, GIF.

Company Logo:  **Insert Image** **Reset Image**

**Update**

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).

Please enter your company's license number.

License Number:

Please insert your company logo.

Accepted file formats: JPG, JPEG, GIF.

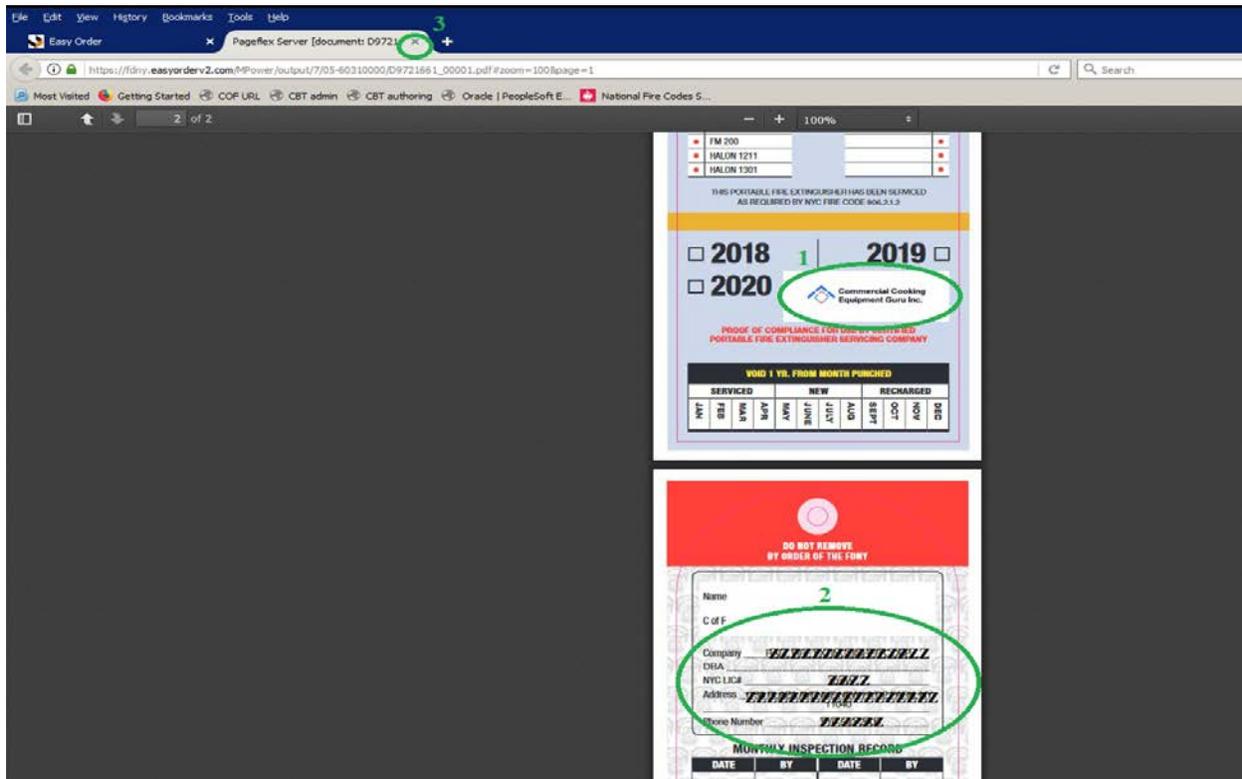


Company Logo:

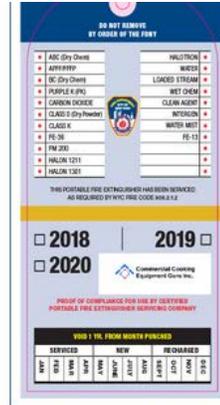


### Step 4 -

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).



[Click Here To View Your Proof \(Required\)](#) **1**  
 I have viewed and approved my proof

Prev 1 [2](#) Next

**2**

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# 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).

The screenshot shows the 'Easy Order' website storefront. At the top, there is a navigation bar with 'Shop', 'My Orders', and 'My Account' links. Below this is a search bar with a dropdown menu set to 'All Catalogs' and a 'Search' button. The main content area features a table of products. The table has columns for 'Item #', 'Description', 'Order Qty', 'Unit of Issue', 'Price', and 'Actions'. The 'RHDECAL' item is highlighted. Annotations include a green circle '1' around the 'Order Qty' input field and a green circle '2' around the 'Customize' button. Below the table, there is a 'Showing Items 1-3 of 3' indicator.

Item #	Description	Order Qty	Unit of Issue	Price	Actions
COFSTAMP	CERTIFICATE OF FITNESS - STAMP	<input type="text"/>	EACH/1	\$15.00	Customize
PFETAG	PORTABLE FIRE EXTINGUISHER TAG - INDOOR	<input type="text"/>	BOX/3000	\$1,146.00	Customize
RHDECAL	RANGE HOOD DECAL	<input type="text"/>	BOX/2000	\$840.00	Customize

## 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).

The screenshot shows the 'ADD NEW' profile creation form. It includes a dropdown menu for 'Add New ...' (annotated with a green circle '1'), a 'License Number' input field (annotated with a green circle '2'), and an 'Insert Image' button (annotated with a green circle '3'). Below the form is an 'Update' button (annotated with a green circle '4'). To the right of the form is a preview image of a range hood decal.

**RANGEHOOD DECAL ORDERING INSTRUCTIONS**

STEP 1. In the profile field select "ADD NEW...", or if already available - choose your company License Number (company ID).

STEP 2. If ADDING NEW, enter the company License Number (Company ID) in the required field.

STEP 3. If your company logo is shown in the "Company Logo" field, skip to STEP 4. To add a company logo click on "Insert Image".

a. If logo is NOT shown in a "Choose a File" pop-up window click "Add Image" and insert company logo, click add.

b. If logo is shown in a "Choose a File" pop-up window, double click it to insert.

STEP 4. Click "Update"

STEP 5. Click on the link "Click Here To View Your Proof (Required)"

STEP 6. New window will open with proof image, after viewing the image, close this window.

STEP 7. Click on check box next to "I have viewed and approved my proof."

STEP 8. Click on "Add To Cart"

**IMPORTANT:** After adding this item to your cart you will be re-directed to the storefront view where you can add more Certificate of Fitness Stamps, Portable Fire Extinguisher Tags - INDOOR, and/or Range Hood Decals to your order.

Choose a previously customized Profile or select "Add New" **Add New ...** [Click Here to Edit Your Profiles](#)

Please enter your company's license number

License Number:

Please insert your company logo.

Accepted file formats: JPG, JPEG, GIF.

Company Logo:  **Insert Image** [Reset Image](#)

**Update**

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).

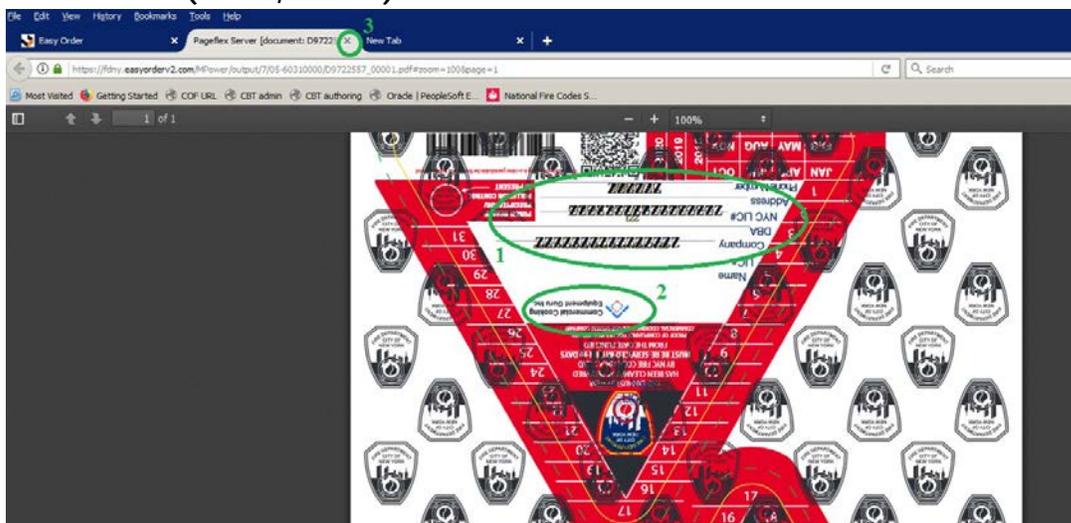


Add to Cart Cancel

**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).



[Click Here To View Your Proof \(Required\)](#) **1**

I have viewed and approved my proof:  **1**

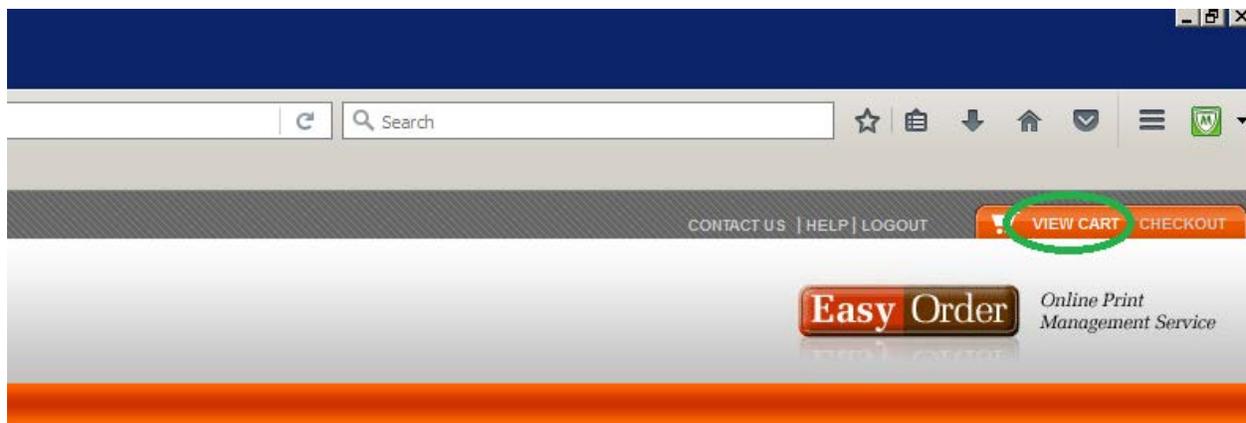
Prev 1 Next

**2**  
[Add to Cart](#) [Cancel](#)

## REMOVING ITEMS FROM YOUR CART ON EASY ORDER WEBSITE

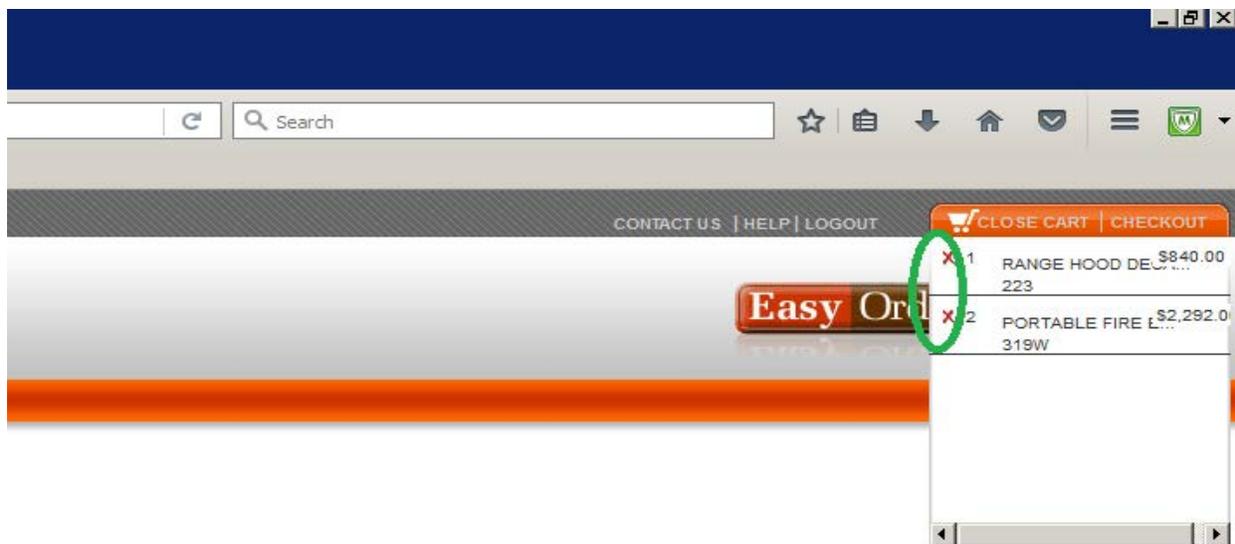
### Step 1 -

Click "**VIEW CART**" (see image below).



### Step 2 -

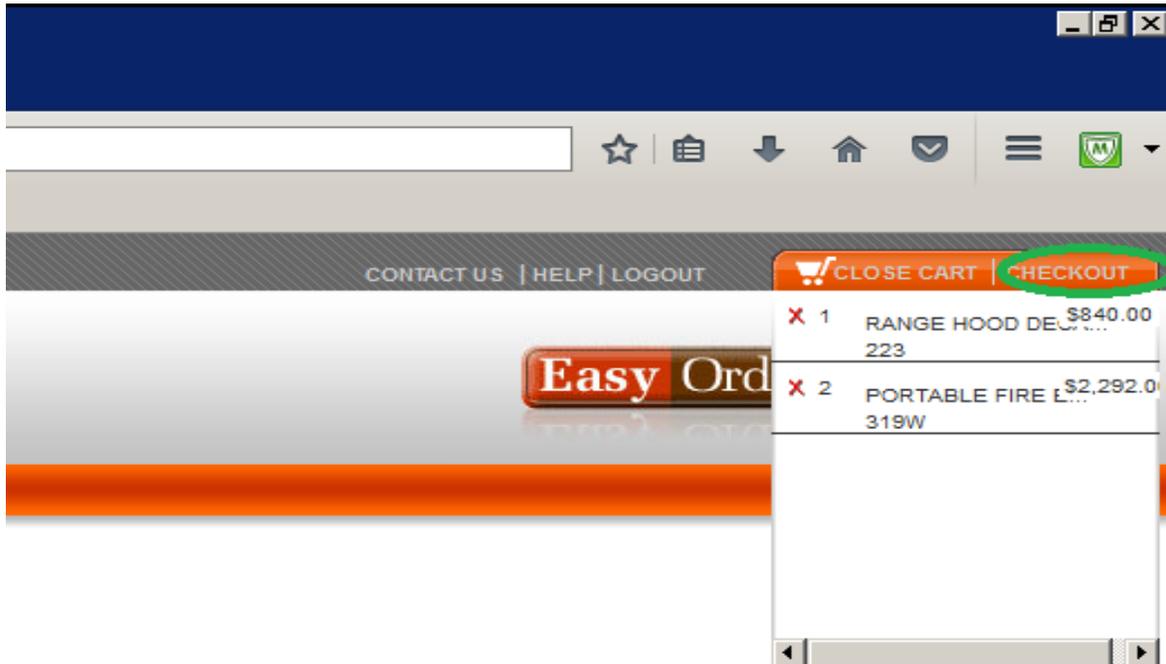
Click on the red **X** to delete an item from your cart.



# CHECKOUT ON EASY ORDER WEBSITE

## Step 1 -

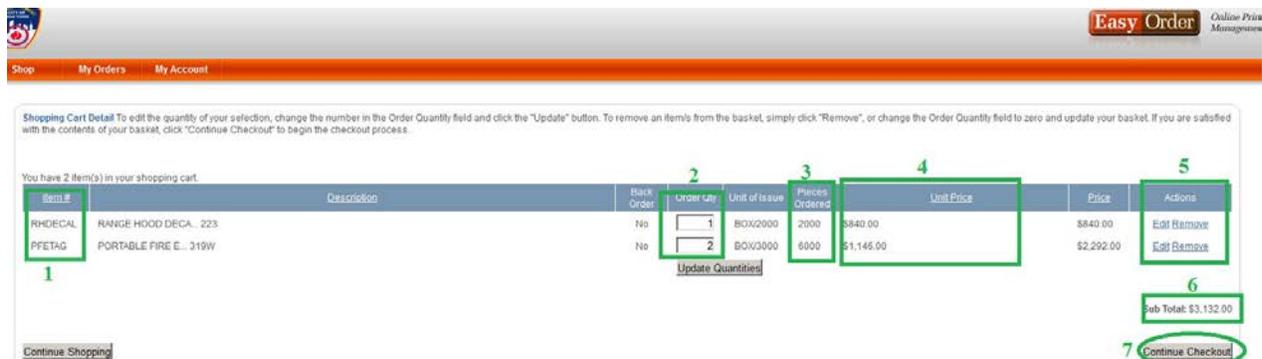
Click "**CHECKOUT**" (see image below).



## 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).

Select Shipping/Billing Properties  
Choose the location you wish to ship to by selecting from the shipping drop-down list. Then, choose the method of shipping by making a selection from the delivery options drop-down list. When you are done, click the "Continue Checkout" button to continue the check out process.

Ship to/Bill to: [Dropdown] **3**

\*Mark to the Attention of: [Text Field]

Purchase Order No.: [Text Field]

Delivery Instructions: [Text Field]

Company Name: [Text Field] **4**

\*Address: [Text Field]

\*City: [Text Field]

Country: [Dropdown: United States (US)]

\*State: [Dropdown: Select a State (NA)]

\*Zip: [Text Field]

Delivery Options: [Dropdown: Fedex Ground]

Item #	Description	Back Order	Order Qty	Unit of Issue	Pieces Ordered	Unit Price	Price
RHDECAL	RANGE HOOD DECA... 223	No	1	2000	2000	\$840.00	\$840.00
PFETAG	PORTABLE FIRE E... 319W	No	2	3000	6000	\$1,146.00	\$2,292.00

Sub Total: \$3,132.00  
Freight: TBD  
Handling: TBD  
Taxes: TBD  
Order Total: **\$3,132.00** **2**

**back to Cart Summary** **1**

**Continue**

### 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).

Confirm Your Order - Please review the following information carefully, and make any corrections necessary using the features provided. Once you are satisfied with the order information as displayed, clicking "Place This Order Now" will complete the ordering process, and submit this order for immediate processing.

**Your order will require approval for the following reason:**  
All orders require approval for group.  
You may **adjust your order** to proceed for approval.

Shipping Destinations: CUSTOM  
Mark to the Attention of: Elsa Araya  
9 metro tech center  
Brooklyn, NY 11201  
Delivery Options: Fedex Ground

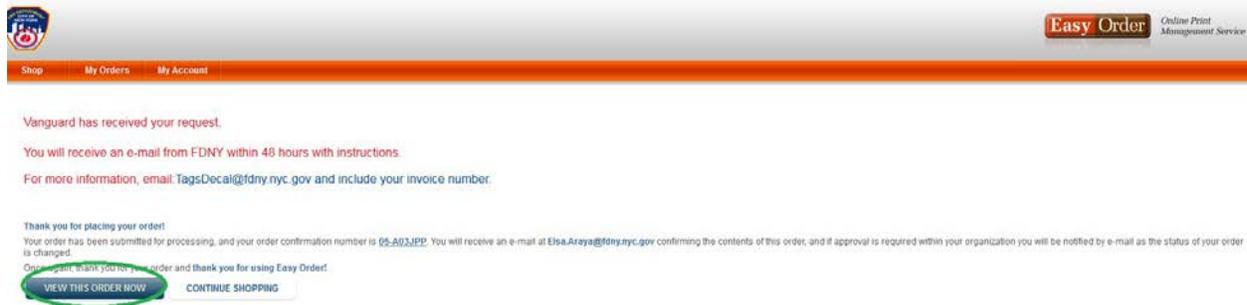
Item #	Description	Back Order	Order Qty	Unit of Measure	Pieces Ordered	Unit Price	Price	Actions
RHDECAL	RANGE HOOD DECA... 223	No	1	2000	2000	\$840.00	\$840.00	
PFETAG	PORTABLE FIRE E... 319W	No	2	3000	6000	\$1,146.00	\$2,292.00	

Tax: TBD  
Freight: TBD  
Handling: TBD  
Total: **\$3,132.00** **3**

**Change Shipping/Billing** **2** **Place This Order Now** **3**

## 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](mailto: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](mailto: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.*