

## *HAN Assets: Ordering for Drills and Exercises*

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### NEW USERS:

1. Go to: <http://hanassets.nd.gov/>
2. Click on the 'Register' link in the top right corner
3. Enter your email address, create and confirm a password, under 'Pending Membership' select 'User'
4. Click 'Create'
5. Click 'Add new address' under the 'Address book' tab
6. Complete all fields
7. Click 'Save changes'
8. Click the 'Home' tab to return to the catalog
9. Continue with steps under Placing a HAN Assets Order (below)

### RETURNING USER:

1. Go to: <http://hanassets.nd.gov/>
2. Click on 'Sign in' in the top right corner
3. Login: Enter email address and password
4. Continue with steps under Placing a HAN Assets Order (below)

### PLACING A HAN ASSETS ORDER:

1. Select 'Test Category' on left side of screen
2. Click 'Test Product'
3. Click 'Add to cart'
4. Click 'Go to checkout'
5. Enter the shipping address if different than the billing address
6. Click 'Place order: \$0.00'
7. An order confirmation will appear, print invoice and log out (upper right corner)
8. An email confirmation will also be sent

*For assistance please email: [hanassets@nd.gov](mailto:hanassets@nd.gov) or call 701.328.2270.*

*In the event of an emergency, use these steps to order needed supplies and equipment. Instead of ordering the 'Test Product', the user would login and order the item(s) needed by adding all items to the cart before checking out and submitting the order.*

*If placing a real event order, you will receive a call from the Emergency Preparedness and Response staff within 30 minutes of order placement. If you do not receive this confirmation call, please contact the Emergency Preparedness and Response Case Manager at 701.328.2270. If the 'Test Product' is ordered for a drill or exercise, no phone call will be received.*