

Fastenal.com User Registration Guide

1. You will receive an email from **do_not_reply@fastenal.com** to begin setting up your password for Fastenal.com.

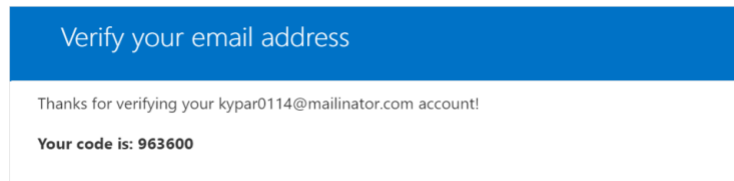


You have been registered as a user on Fastenal.com.

To complete your registration, please click [here](#) or copy & paste the link below into your browser:
<https://www.fastenal.com/azurelogin/password-reset?data=kypar0114@mailinator.com>

2. Click the “**click here**” option in the body of the email. You will be prompted to enter your email address to be sent a verification code.

Please, follow the on-screen prompts to verify your account using the code you receive.



3. After you verify your account, you will be prompted to establish your password on the Password Reset screen.

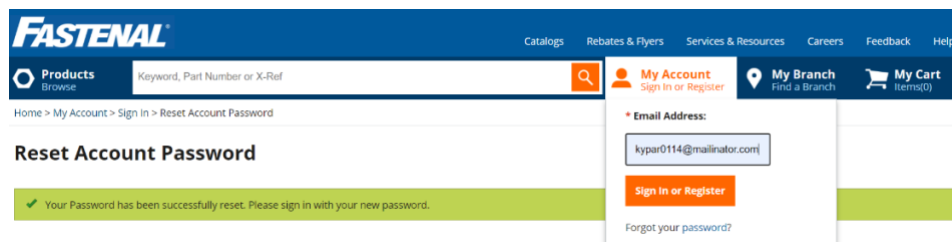
Password Reset

New Password

Confirm New Password

Continue **Cancel**

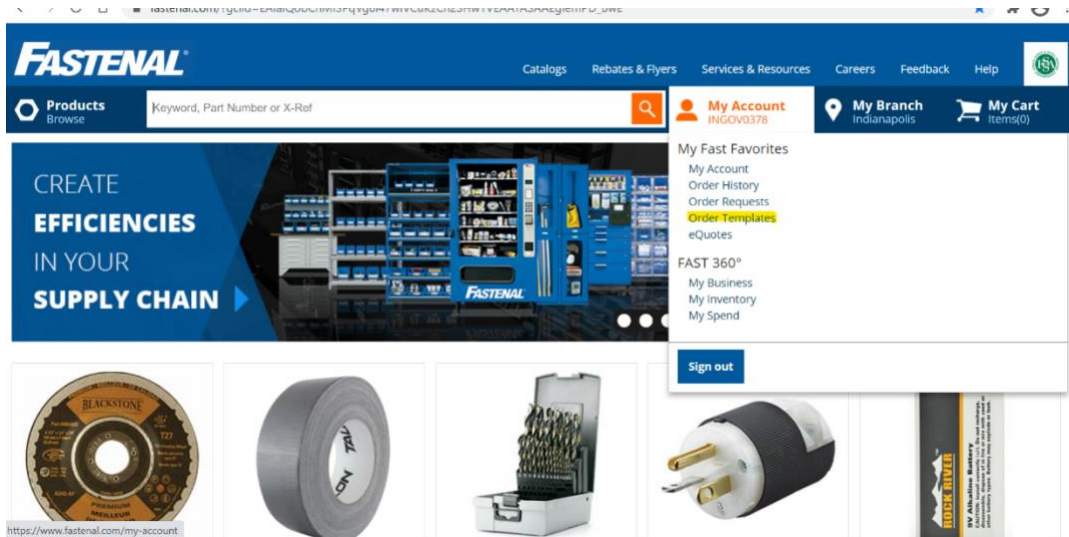
4. Click on “**My Account**” to log into your account using your email address and the password you just created.



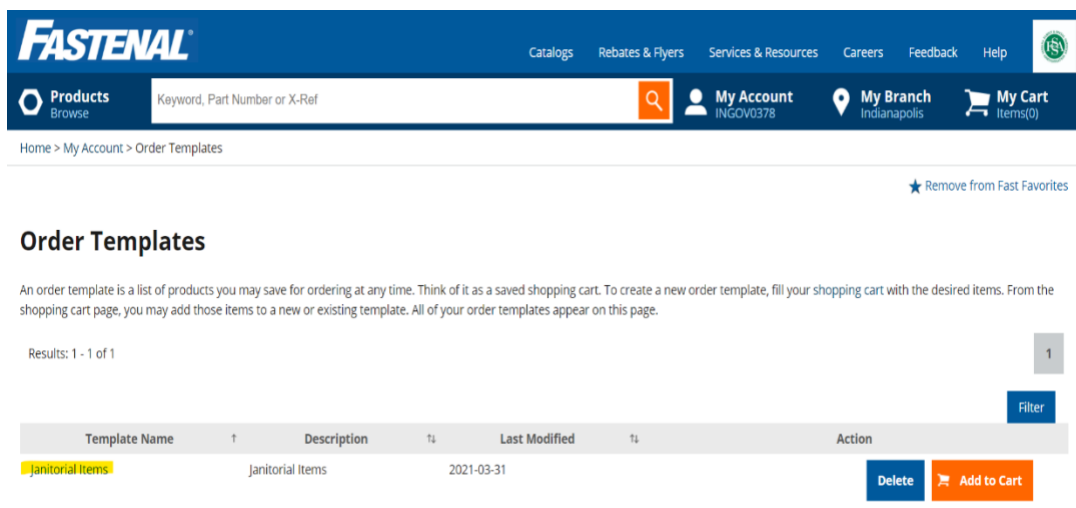
You have successfully created your account.
Proceed to the *Shopping for and Ordering Eligible Items* guide below.

Shopping for and Ordering Eligible Items

1. Log into [Fastenal.com](https://www.fastenal.com) with the login credentials you established during the *Fastenal.com User Registration* processes.
2. Navigate to the **“My Account”** tab and select **“Order Templates”**



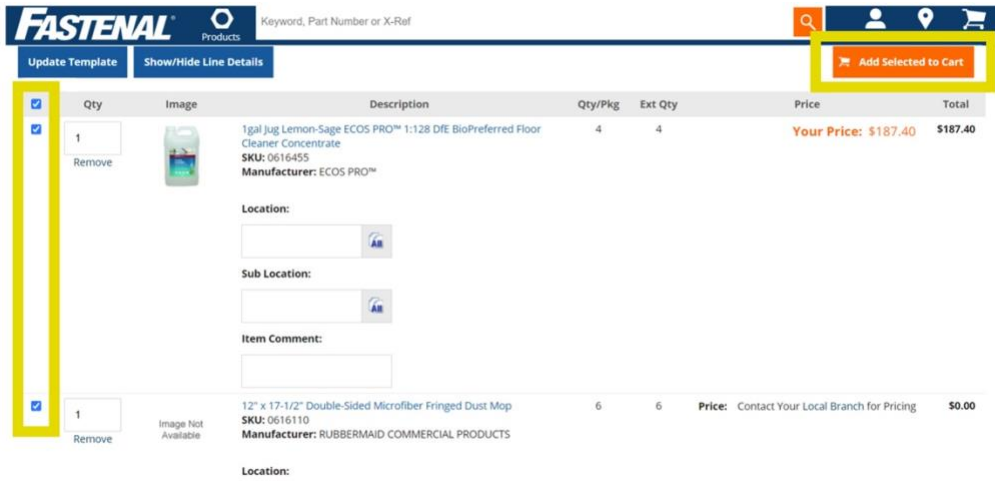
3. Click **“Janitorial Items”** to see a list of items approved to order through the *One Time Equipment and Supply Allowance* program.



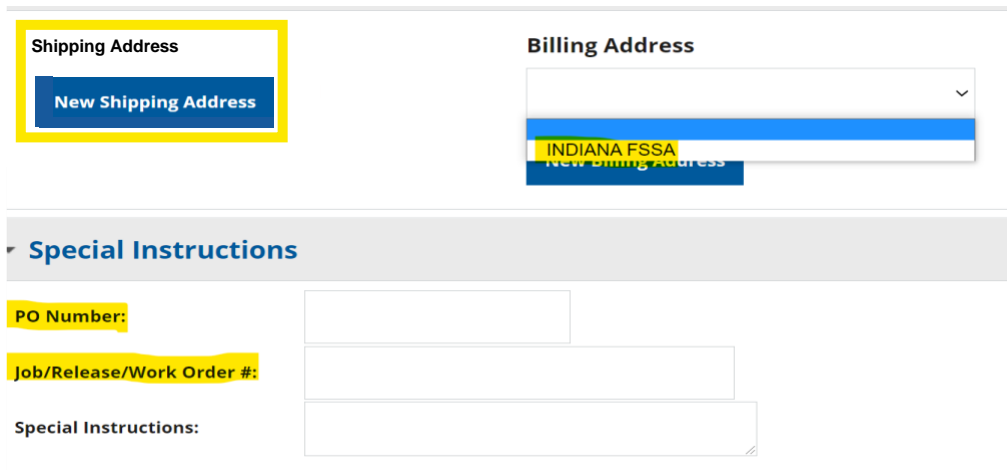
4. The items listed on the Janitorial Items order template are the only items eligible to order through this program.

Use the checkboxes on the left to select only the items you would like to order – Note that some items are listed with multiple size/quantity options, and be careful to select the quantity that is appropriate for your program’s needs.

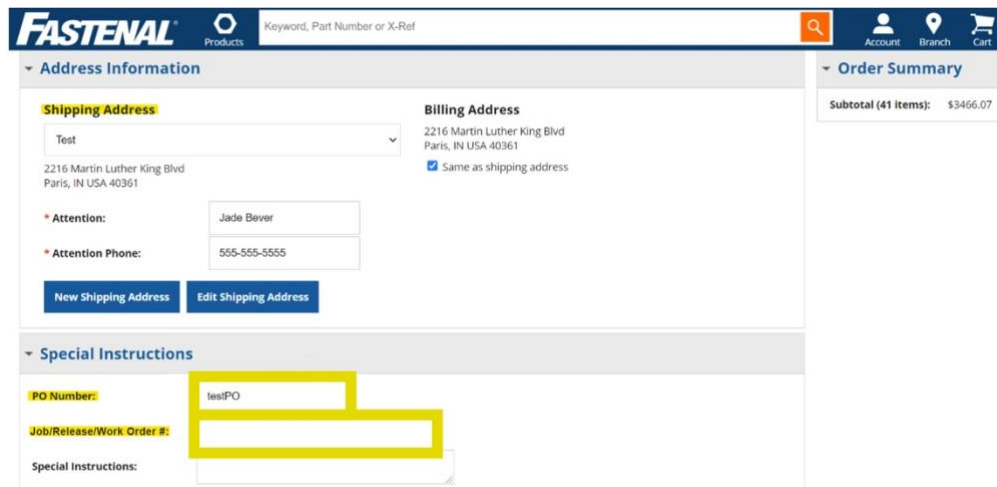
Once you select the items you would like to order, click the **“Add Selected to Cart”** button in the top right corner.



5. Review the items in your cart. When ready to proceed, select **“Check Out”**
6. Click **“New Shipping Address”** and enter your shipping address (This is the address where your order will be delivered)
7. Select **“Indiana FSSA”** in the **“Billing Address”** drop-down menu



8. In the **“PO Number”** field enter your Program License Number
9. In the **“Job/Release/Work Order #”** field enter your program name



10. Click the **“Next Step”** button on the bottom right
11. Review your items again, and **Select “Fastenal Standard Delivery” as your shipping method.**
Click the **“Next Step”** button

The screenshot shows the Fastenal website interface. At the top, there is a search bar and navigation links for 'Account', 'Branch', and 'Cart'. Below the search bar is a table of items in the cart:

Description	Qty/Pkg	Ext Qty
3-Ply Body Guard[REG] Blue Disposable Ear Loop Face Mask Vend Pack SKU: 1333910V10	10	10
White Medaphene[REG] Plus Cloth Disinfecting Wipe 90 Count SKU: 922001160	6	6
24"x5" Microfiber Dust Mop Clean Choice[REG] Replacement Pad SKU: 0612105	1	1
Hazardous Item 15oz Aerosol Hydroforce[REG] Super Citrus[TM] Heavy Duty Degreaser SKU: 0604138 2 Available TOMORROW; Remainder available Thu, Apr 8	12	12

To the right of the table is a 'Shipping Method' dropdown menu with three options: 'In-Branch Pickup FREE', 'Fastenal Standard Delivery' (which is highlighted in yellow), and 'Direct ship'. To the right of the shipping menu is a 'Shipping & Handling' section showing a total of \$0.00.

12. Review your order one final time, and then click the **“Submit Order”** button. Your order is now complete, and you will receive a confirmation email.