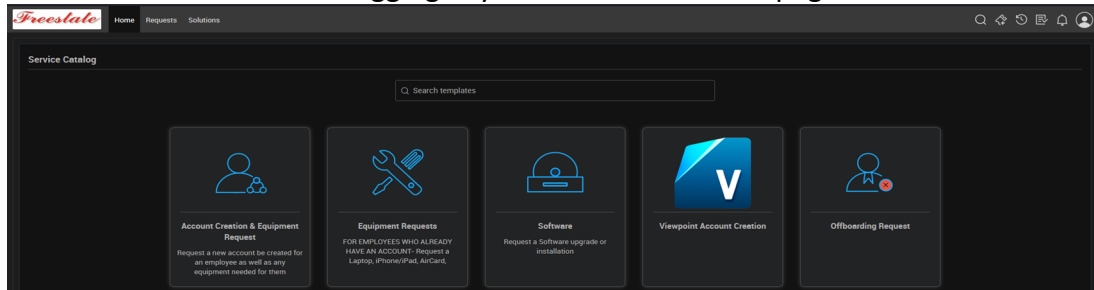


Equipment Ordering Guide IT Support Portal

Go to the following URL and login using your Freestate username and password:

<https://support.freestateelectric.com/>

After logging in you will see the below page



The **Account Creation & Equipment Request** form is for employees who don't already have an account with us. The **Equipment Request** form is for users who already have an account but need new or replacement equipment.

Account Creation & Equipment Requests

For new account creations you will need to fill out the below form with the employee's information.

You will then need to select all the equipment the user needs.

Employee Account Information	Computer, Accessories, and Software for Employee	Communication/Cellular Devices
<p>Start Date</p> <p>Employee First Name</p> <p>Employee Last Name</p> <p>Preferred Name</p> <p>Job Title</p> <p>Department: Not Specified</p> <p>Manager</p> <p>Certification Names and Numbers</p> <p>Will you be picking up the equipment?: Not Specified</p> <p>Do They Need Viewpoint Access?: Not Specified</p> <p>Notes</p> <p>Subject</p> <p>Status: Open</p>	<p>Choose Computer Model</p> <ul style="list-style-type: none">CAD Desktop -- Please Call To Discuss \$5400.00Laptop \$1300.00 <p>Computer Accessories</p> <ul style="list-style-type: none">Carrying Case \$50.00Docking Station \$200.00Dual Monitor Setup \$400.00Single Monitor Setup \$200.00Wired Keyboard and Mouse \$0.00 <p>Software and Licenses</p> <ul style="list-style-type: none">Microsoft Project \$260.00Acrobat Bundle \$0.00Autodesk Construction Cloud License (PL) \$0.00Change Order Standalone \$0.00	<p>Desk Phone - OFFICE EMPLOYEES ONLY</p> <ul style="list-style-type: none">Cisco Desk Phone \$400.00Webex Soft Phone \$0.00 <p>iPhone</p> <ul style="list-style-type: none">iPhone <p>Select iPad Model</p> <ul style="list-style-type: none">iPad Pro 11 w/ Keyboard - Office Only \$1400.00iPad Pro 12.9 w/ Keyboard - Office Only \$1700.00iPad w/ Keyboard - Office Only \$1000.00iPad with Otterbox \$850.00 <p>Air Card</p> <ul style="list-style-type: none">AirCard \$200.00

Equipment Requests

The equipment request form has the same equipment available to select as above however the form to fill out is much shorter since the employee already has an account with us.

Equipment Request
<p>Employee Name</p> <p>Department: Not Specified</p> <p>Is This A Replacement?: Not Specified</p> <p>Will you be picking up the equipment?: Not Specified</p> <p>Subject</p> <p>Notes</p>