HAN Assets "Fact Sheet" Ordering for Drills & Exercises

LOGGING INTO ACCOUNT FOR RETURNING USER:

1. Click on http://hanassets.nd.gov/
2. Click on 'YOUR ACCOUNT' Tab
3. Login: Enter email address and password
4. Continue with Steps 1-6 (Placing a HAN Assets Order)

PLACING A HAN ASSETS ORDER:

1. Click on ANY category
2. Click Drills and Exercises
3. Click on the "Test Item"
4. Click on "Add to Cart"
5. Click on Check out
6. Click on Submit (if you've logged in) for creating new account proceed with the following:

NEW USERS ENTER INFORMATION LISTED BELOW:

7. Enter your email address / create an EASY password (like 1234) / enter password again
8. Under the Billing Heading: Fill in your name, facility name (NO acronyms please), address, etc.
9. Do not need to fill in the Shipping information – this will automatically populate
10. Scroll down to bottom of page – Click on 'Submit' (this establishes account)
11. Click on submit again – this places the order
12. A confirmation page with order number will display and be sent to your email

In the event of an emergency, use these steps to order needed supplies and equipment. Instead of ordering the test item, users would login and order the item(s) needed by adding all items to the cart before checking out and submitting the order.
Additionally in a **REAL EVENT** & **AFTER HOURS**, PLEASE CONTACT **OUR OFFICE AT (701) 328-2270 FOLLOW THE PROMPTS TO SPEAK TO THE** CASE MANAGER AND INFORM THEM OF YOUR HAN ASSET ORDER.

NORTH DAKOTA
DEPARTMENT of HEALTH

For help please contact:
Email hanassets@nd.gov