



SETTING UP A TAX EXEMPT DEPARTMENT ACCOUNT WITH LAW ENFORCEMENT DIMENSIONS

With our new website, every department is a "new user" until we set up an account for you in this system.

This document tells you about:

- 1) The information to email LED so we can establish your account
- 2) How to use your Dept. Account after you are notified (IMPORTANT!)
- 3) Our new invoicing methods (no more paper invoices)
- 4) Our Department Discount Program

To establish a Department Account, send the following to Lisa Sofis at:

sof@ledimensions.com

- Name of contact person
- Email of contact person
- Name of Department/Agency
- Billing address
- Telephone number
- Fax Number
- Password**

**The password is case sensitive and must be between 6 and 20 letters and/or numbers. You can always change the password after the account is established.

You will receive a "Welcome Email" letting you know the account is active.

Payment Methods:

- Visa/Mastercard, or
- Invoice the department.
 - ***Please note that the invoice you receive via email should be directed to accounts payable.*** No paper invoice will be sent.

To Place an Order:

1. Only after you receive your "welcome" email are you able to place an order.
 2. Go to www.ledimensions.com
- To use your Department Account, **you must always first click the middle button** on the right side of the home page: **"POLICE DEPTS/ACADEMIES"**

Never . . . ever . . . click on the "POLICE OFFICER" button.



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How does Your Department Receive Discounts of up to 15%?

- Purchase \$500 worth of materials and receive 10% off
- Purchase \$1,000 and receive 12.5% off
- Purchase \$1,500 for a 15% discount

Discounts are automatically calculated at checkout and you will see your savings right away.

Step-by-Step Instructions:

- After clicking on the "Police Depts/ Academies" button, type in your email address and password and click "sign in."
- Choose whichever colored box has the products you would like.
- Click on "view details" if you want to learn more about the product and/or to enter the quantity.
- Hit "Continue Shopping" or "Check Out."
- At check out, choose "Shipping Method" and "Payment Method." If you choose invoice, put in your PO or make up something as a place holder.
- Hit "Submit Order."

That's it! We are always available if you need assistance: sof@ledimensions.com or 781-646-4377.

Thank you for your business!