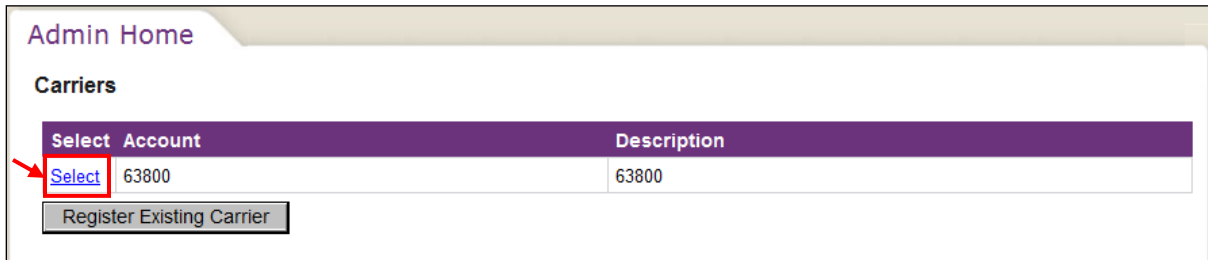
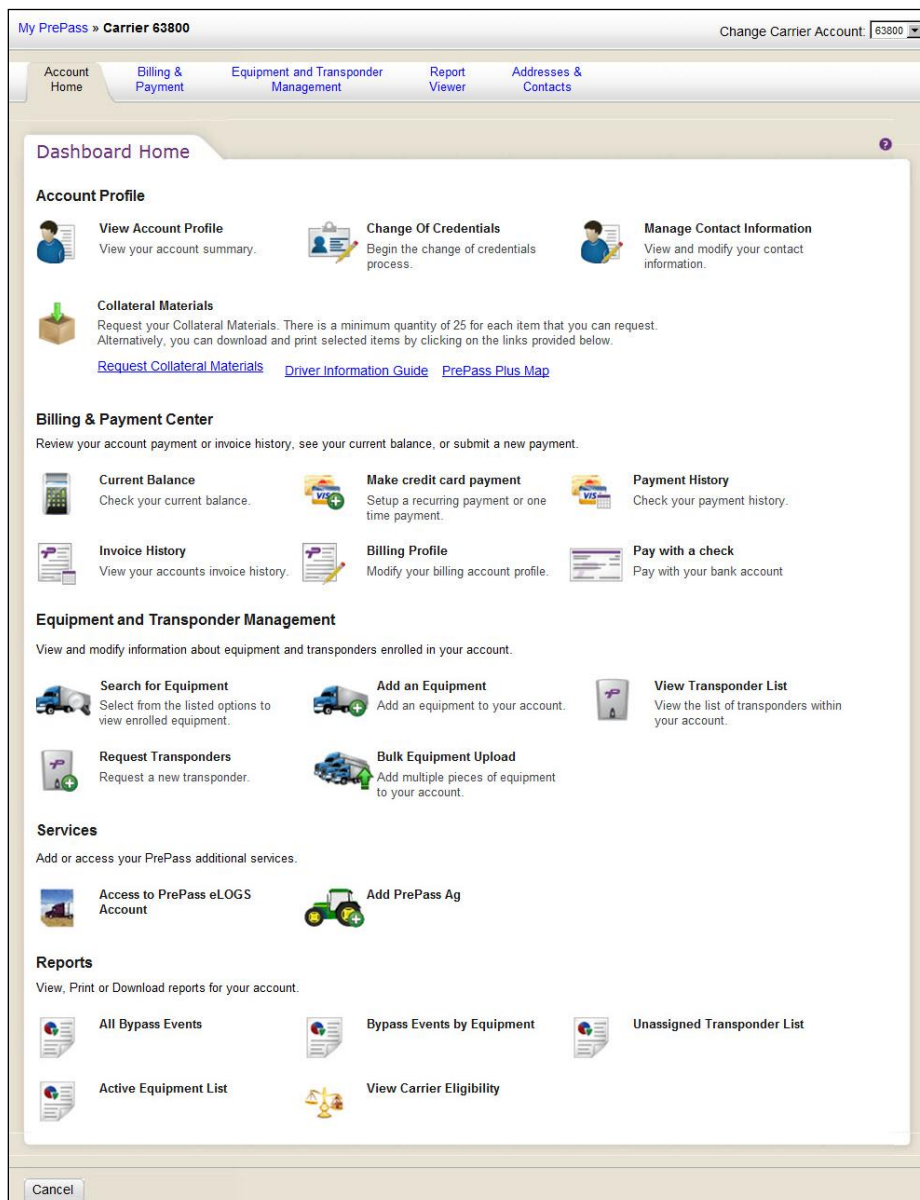


## How Do I Request a Shipment of Devices?

1. Log into account. Please see the **How Do I Log into My Account?** document (DOC-0125) for additional assistance with logging into PrePass.com.
2. On the **Admin Home** tab, click **Select**.




The **Dashboard Home** tab appears.





3. In the **Equipment and Transponder Management** section, click [Request Transponders](#).


### Equipment and Transponder Management


View and modify information about equipment and transponders enrolled in your account.

**Search for Equipment**  
Select from the listed options to view enrolled equipment.

**Add an Equipment**  
Add an equipment to your account.

**View Transponder List**  
View the list of transponders within your account.

**Request Transponders**  
Request a new transponder.


**Bulk Equipment Upload**  
Add multiple pieces of equipment to your account.

The **Request Transponder** tab appears.

Account Home | Billing & Payment | **Equipment and Transponder Management** | Report Viewer | Addresses & Contacts

Equipment Search | Add Equipment | **Request Transponder** | View Transponders | Bulk Equipment Upload

### Request Transponder

 Complete the following fields to request transponder shipment.

Quantity:  \*

Equipment Reference Number:  \* ?

Ship To:	Address Type	Is Primary	Contact	Address
<input checked="" type="radio"/>	SHIPPING	<input type="checkbox"/>	CLINT LOEN	2220 S 57TH AVE PHOENIX, AZ 85034-4107
<input type="radio"/>	BILLING	<input checked="" type="checkbox"/>	LISA BEMAN	2200 S 57TH AVE PHOENIX, AZ 85034-4107
<input type="radio"/>	LICENSE & PERMITS	<input type="checkbox"/>	KEITH WILLIS	2220 S 57TH AVE PHOENIX, AZ 85034-4107
<input type="radio"/>	OTHER	<input type="checkbox"/>	LISA BEMAN	9000 END RD WOODVILLE, KS 66161

Shipment Type:  \*  
If you are shipping to a P.O. Box address please select USPS.

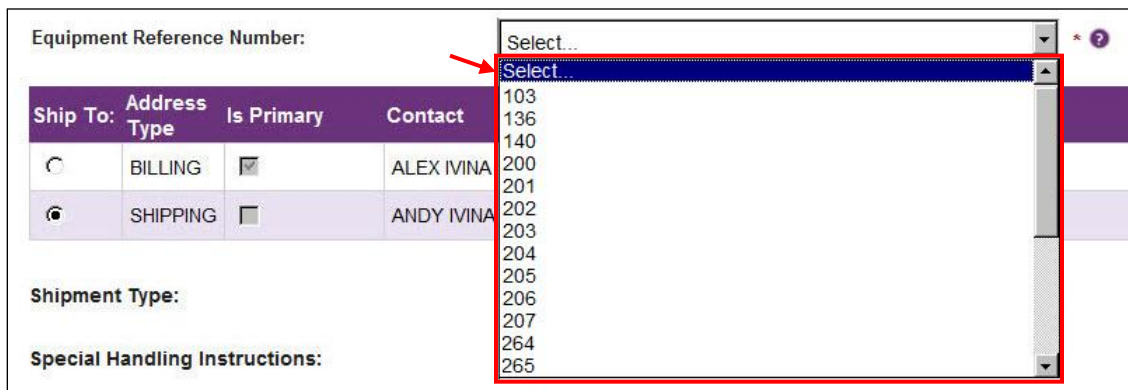
Special Handling Instructions:

\*\*Transponders issued by PrePass, if not activated within 30 days, incur a \$100 fee per transponder.  
If a transponder is no longer needed for service, please return to:  
PrePass Transponder Returns  
510 Parkland Drive  
Sandy, UT, 84070.

About Us | Services | States | How Do I | Contact Us | Privacy Policy

**Note:** A grid row with a yellow background indicates more information is needed for that contact. Please see the **How Do I Update My Billing or Shipping Address Online** document (DOC-0141) for more information.

4. Type the number of transponders requested in the **Quantity** field.
5. If your account uses Fusion devices, proceed with this Step. Otherwise, proceed to Step 6.  
Click the **down arrow** in the **Equipment Reference Number** field and select the appropriate vehicle (equipment) reference number for your account.



Equipment Reference Number:

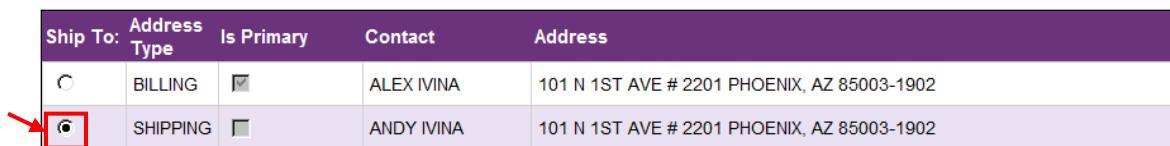
Ship To:	Address Type	Is Primary	Contact
<input type="radio"/>	BILLING	<input checked="" type="checkbox"/>	ALEX IVINA
<input checked="" type="radio"/>	SHIPPING	<input type="checkbox"/>	ANDY IVINA

Shipment Type:

Special Handling Instructions:

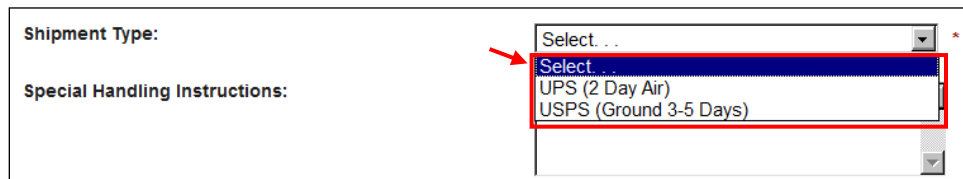
- Select...
- Select...
- 103
- 136
- 140
- 200
- 201
- 202
- 203
- 204
- 205
- 206
- 207
- 264
- 265

6. Select the appropriate **Ship To** radio button to identify the address where PrePass is going to ship the device.



Ship To:	Address Type	Is Primary	Contact	Address
<input type="radio"/>	BILLING	<input checked="" type="checkbox"/>	ALEX IVINA	101 N 1ST AVE # 2201 PHOENIX, AZ 85003-1902
<input checked="" type="radio"/>	SHIPPING	<input type="checkbox"/>	ANDY IVINA	101 N 1ST AVE # 2201 PHOENIX, AZ 85003-1902

7. Click the **down arrow** in the **Shipment Type** field and select the appropriate shipment type.

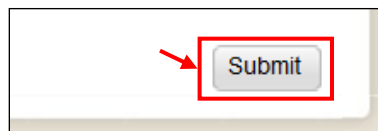


Shipment Type:

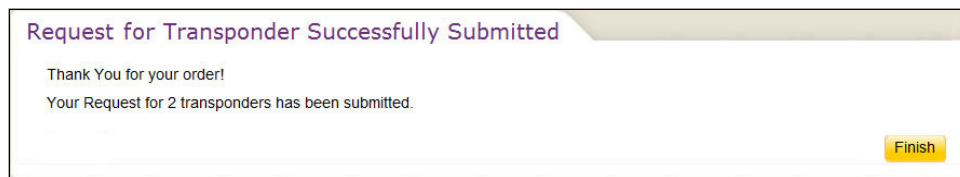
Special Handling Instructions:

- Select...
- UPS (2 Day Air)
- USPS (Ground 3-5 Days)

8. Click **Submit**.



The **Request for Transponder Successfully Submitted** tab appears.



Request for Transponder Successfully Submitted

Thank You for your order!  
Your Request for 2 transponders has been submitted.

**Note:** Upon submitting the request, the software generates a Device Order record in the account.

9. Click **Finish**.



The software closes the **Request for Transponder Successfully Submitted** tab and the **Dashboard Home** tab appears.

10. Click **Logout** in the upper-right corner of the screen to log out of PrePass.com.