

ReADY- Submit Sign Request

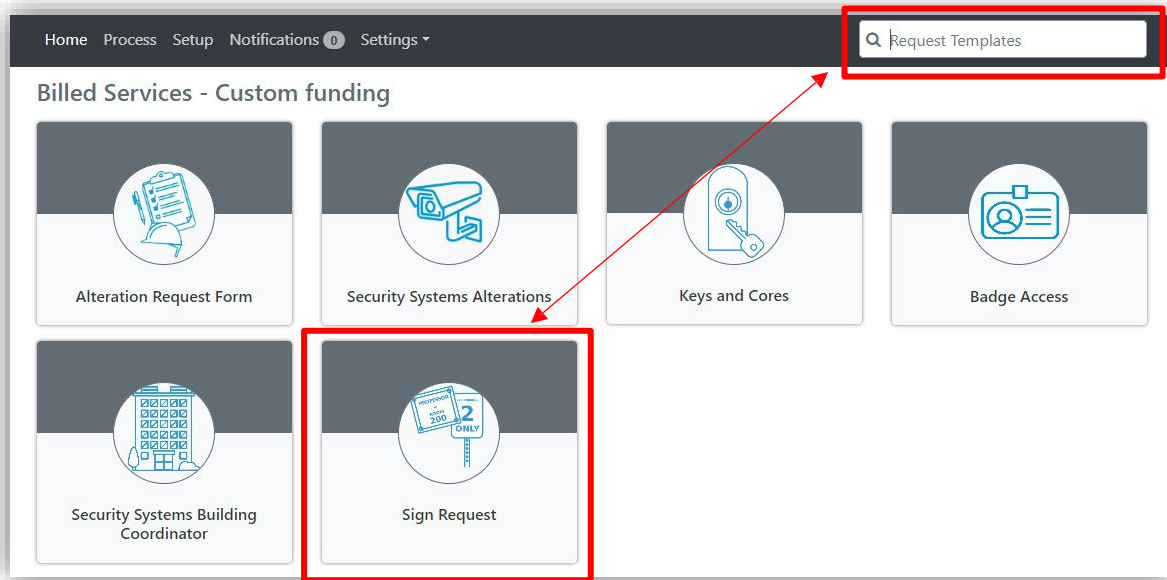
END USER TRAINING GUIDE

October 30, 2023



Submit Sign Request

1) **Search** for the Sign request type with a keyword or **Select** from the Request icons.



2) **Populate** the fields throughout the form.

a) The contact information will default to your profile. If the contact person for the request needs to be someone different than yourself, populate that person's information instead.

b) **Enter** the two-digit department number that you want the funding tied to this request.

SIGN REQUESTS

Onsite Contact

Full Name

Email

Phone Number Help

Enter Two-Digit Department Number associated to provide funding.
To find your two-digit department number, follow this link: <https://ncadmin.nc.gov/media/7303/open>

c) Follow the link if you are unsure what your department code should be.

d) **Select** the Property where the sign is being requested for. Click the dropdown and begin to type the building name or number.

e) **Enter** additional location details. Simply type "N/A" if not applicable.

f) When complete, **Click** the *Next* button.

The screenshot shows a web form titled "Location Details". At the top, it says "Select the location for this sign request." Below this is a section labeled "Property" with a dropdown menu currently showing "(Select One)" and a "Help" button to its right. Below that is a section labeled "Additional location details" with a text input field containing the example text "Example: Floor # 2, Room 202, in back corner" and a "Help" button to its right. At the bottom of the form are two buttons: a grey "Cancel" button on the left and a blue "Next >" button on the right. Three red arrows point from the text instructions to the dropdown menu, the text input field, and the "Next" button respectively.

- 3) The requestor may choose up to 5 different types of signs, up to the quantity of 10 for each type. For large orders or when helpful, printed lists of names or supporting files may be uploaded in the first section of Work Details. All fields on this page are required.

Work Details

For large orders, please upload list of names or supporting details for the signs here.

Drop Files To Attach Or:

Browse

Select the sign type for the first sign

Quantity:

Select the color for the first sign.

EX: Sign 1: White background with black engraved lettering. Sign 2: Black background with wh

Enter the exact wording for the sign.

EX: Sally Smith EX: See attached list

Are you ordering another sign?

No

Yes

Cancel Previous Next

- a) If the requester needs to enter another sign type, they will select "Yes" on this question. An identical sign select section will appear.

- 4) **Click *Next*** to continue.

- 5) On this page there will be an estimated total for each of the 5 types of signs. This is only a per type estimate that may sometimes require a call for a more accurate estimate

- a) If an estimate for the sign is not possible, "\$Call" will show in the estimated total. Additional fees will incur and a more complete estimate will be provided after the request is submitted.

- 6) **Select** whether you would like to pick up your order in person or have it mailed via interoffice mail.

- 7) **Select** the departmental account for funding.

- 8) **Complete** the Department/Division name and billing address information.

Sign 1 estimate:
\$18

Funding Details

Pick-Up or Interoffice Mail (Mail Service Center)?

Departmental account to fund this request

Account Management [Help](#)

Enter the name of the dept/division requesting this work.

Enter the billing address.

Enter the billing address.(line 2) or Mail Service Center number

City and State

Zip Code

Cancel [Previous](#) [Next](#)

- 9) **Click** *Next* to continue.

