



Online Ordering System

USER GUIDE

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Register a new account

We recommend you have one login per brokerage, so your order history can be stored in one place and to ensure that you are not doubling up on orders.

1. On the main **LOGIN** page please click **SET ME UP**.



Online Ordering

⇒ Login

⇒ Set me up



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Phone: +61 2 9307 6656

Fax: +61 2 9307 6699

Address: PO Box A2016, Sydney South NSW 1235

Email: privacyofficer@steadfastagencies.com.au

You can also download a copy of SGUAS' and Dawes' Privacy Policy at <http://steadfastagencies.com.au/privacy-policy/>

Register a new account – continued

- Please fill in the registration form and choose the **RESELLER** from the drop down menu. Select **SUBMIT** to confirm your registration. Once you have submitted the form you will receive a confirmation email to the email address you have provided.

ACCOUNT DETAILS * Required fields

Login name: *Only alphabetic, numeric characters and underscores '_' are allowed *

Password: *Only alphabetic, numeric characters and underscores '_' are allowed *

Re-type Password: *

Email: *

CUSTOMER INFORMATION

Reseller: *

Full Name: *

Company Name: *

Telephone Number: *

Fax Number: *

DELIVERY ADDRESS No delivery to P.O. Boxes.

Address 1: *

Address 2: *

Address 3: *

Suburb/Town: *

State/City: *

Postcode: *

Country: *

POSTAL ADDRESS Same as Delivery Address

Address 1: *

Address 2: *

Address 3: *

Suburb/Town: *

State/City: *

Postcode: *

Country: *

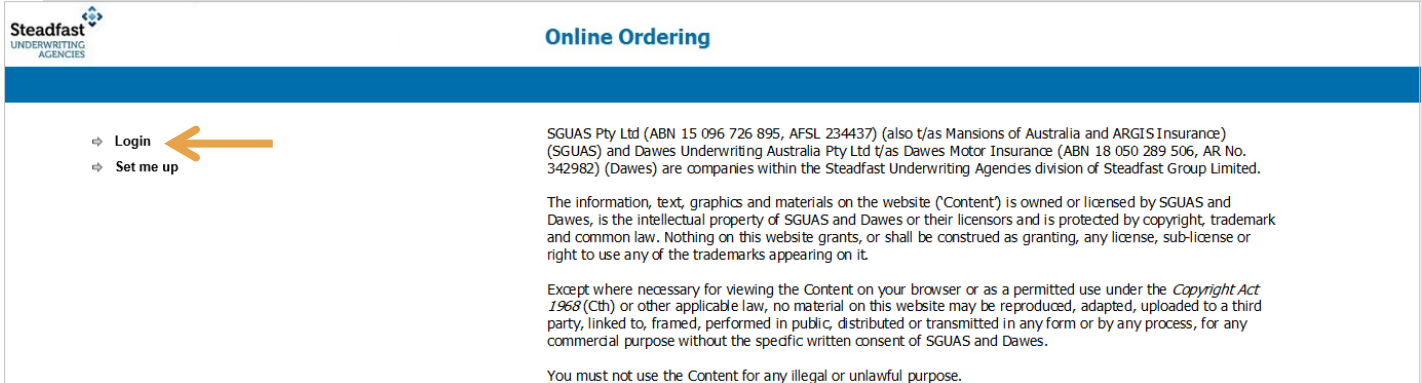
Yes I am interested in receiving emails on products, services and promotional offers.

Tips on setting up a new account

- Ensure you choose the relevant **RESELLER** cluster group, so the correct products are available to you.
- Let your colleagues know you have signed up so they too can benefit from our Online Ordering System.
- Choose a generic email for login as it is easier for everyone in the office to remember.

Log into your account

1. On the main **LOGIN** page please select **LOGIN**.



The screenshot shows the top of the Steadfast Online Ordering page. The Steadfast logo is in the top left, and the page title "Online Ordering" is in the top right. Below the title, there are two links: "Login" and "Set me up". An orange arrow points to the "Login" link. To the right of the links, there is a paragraph of text about SGUAS Pty Ltd and Daves Underwriting Australia Pty Ltd, followed by a copyright notice and a disclaimer about the use of content.

Steadfast
UNDERWRITING
AGENCIES

Online Ordering

⇒ **Login** ←

⇒ **Set me up**

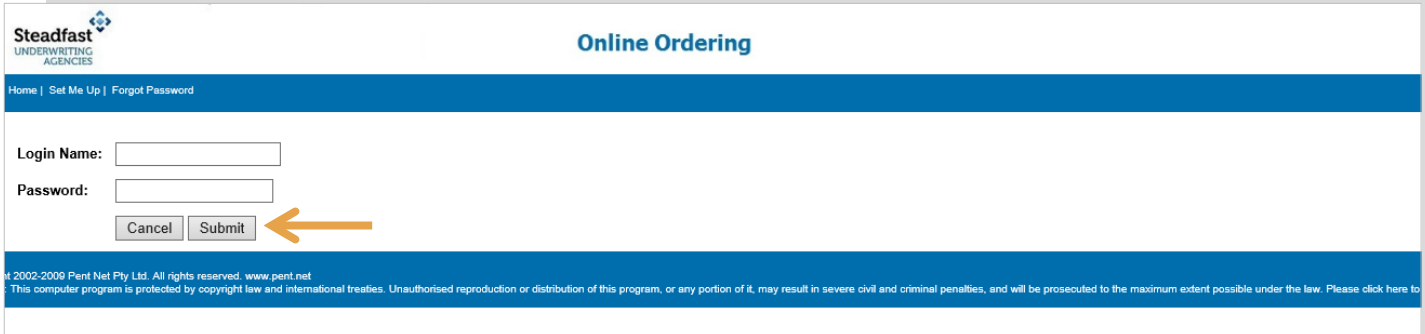
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2. Enter your Login Name and Password you have chosen and select **SUBMIT**.



The screenshot shows the login form on the Steadfast Online Ordering page. The Steadfast logo is in the top left, and the page title "Online Ordering" is in the top right. Below the title, there is a navigation bar with links for "Home", "Set Me Up", and "Forgot Password". The login form consists of two input fields: "Login Name:" and "Password:". Below the input fields are two buttons: "Cancel" and "Submit". An orange arrow points to the "Submit" button. At the bottom of the page, there is a small copyright notice.

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Online Ordering

Home | Set Me Up | Forgot Password

Login Name:

Password:

←

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How to place an order

1. In the main menu **LIST OF PRODUCTS** select the required category (Product Disclosure Statements and Financial Services Guides and Key Facts Sheet; Forms).
2. Once you have selected the required category, select the specific product group (Farm; Home; Motor or Key Facts Sheets).
3. To order the relevant product select the **ORDER** button located beneath each product.

The screenshot displays the 'Online Ordering' interface. On the left is a 'List of Products' menu with the following items: Product Disclosure Statements and Policy Wordings and Key Facts Sheets (with sub-items for FARM, HOME, and MOTOR), Forms, Stationery, Search Templates, Order History, Orders for Approval, and Update Account Details. An orange arrow points to the 'MOTOR - Product Disclosure Statements and Policy Wordings' item. The main content area shows four product cards, each with a DAWES logo and a title: 'DAWES MOTOR VEHICLE INSURANCE POLICY', 'DAWES DRIVING INSTRUCTOR'S MOTOR VEHICLE INSURANCE POLICY', 'DAWES DIRT BIKE INSURANCE POLICY', and 'DAWES MOTORCYCLE INSURANCE POLICY'. Below each card is the item code, description, and effective date, along with 'Preview asset' and 'Order' buttons. An orange arrow points to the 'Order' button for the Motor Vehicle Insurance Policy. The top navigation bar includes 'Home | Shopping Cart | Request a Quote | Logout'. A footer contains copyright information for Pent Net Pty Ltd.

How to place an order - continued

- Select the quantity required from the drop down menu.
- Select **ADD TO SHOPPING CART**. No price will be calculated as this service is free to you.




Online Ordering

Home | Request a Quote | Logout

Preview Back
Job No GLADAW_MV_0715
Description Dawes Motor Vehicle Insurance (effective date 1/7/2015)
Author mystique2

ORDER DETAILS

Stock available: 1440


Quantity: 10
15
20
25
30
35
40 

TOTAL PRICE

Flat Fee: \$

Printing Cost: \$

TOTAL COST: \$

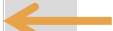



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- Select **CONTINUE SHOPPING** to add another item or **REVIEW ORDER** to proceed with your order.
- You can remove any product from your cart by selecting **REMOVE**.

Shopping Cart

EMPTY CART

	Flat Fee (Excl GST)	Freight Fee (Excl GST)	Unit Price (Excl GST)	Cost (Excl GST)	Add ons (Excl GST)	Amount (Excl GST)	
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	remove 
Total Amount (Excl GST)						\$0.00	
GST						\$0.00	
Freight Fee (Incl GST)						\$0	
Total Amount (Incl GST)						\$0.00	
<input type="button" value="Continue Shopping"/> <input type="button" value="Review Order"/> 							

How to place an order - continued

9. Check that you are happy with the products and quantities ordered.
10. Your order will be sent to the address you have provided on the registration form. You can also enter an alternative address by selecting the **USE ALTERNATIVE ADDRESS** tick box and filling in the address field.
11. Agree to the Terms and Conditions and select **CONFIRM ORDER**.

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Online Ordering

Home | Shopping Cart | Request a Quote | Logout

ORDER DETAILS

Item No.	Category	Description	Quantity	Flat Fee (Excl GST)
1	Product Disclosure Statements and Policy Wordings and Key Facts Sheets	Daves Motor Vehicle Insurance (effective date 1/7/2015) *Current available stock: 1440 *Stock after this order: 1430		10

DELIVERY DETAILS

Steadfast Agencies
Level 5, 99 Bathurst Street
Sydney NSW
2000 Australia

Use Alternative Address

Address Line 1

Address Line 2

Address Line 3

TERMS AND CONDITIONS

This is to certify that all details on this order are correct.

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12. Once you have confirmed the order you will receive a confirmation email with your order number.

Contact details and FAQ

Contact us for online ordering enquiries:

Product Development

Level 5, 99 Bathurst Street, Sydney NSW 2000

PO Box A2016, Sydney South NSW 1235

t 02 9307 6638 f 02 9307 6699

e ProductDevelopment@steadfastagencies.com.au w www.steadfastagencies.com.au

FAQ:

How long does an order take to process and be received?


- 5 business days for deliveries to metropolitan areas and up to 10 business days for regional areas.

What products can you order?

- Products Disclosure Statements and Policy wordings – Farm, Home, Motor
- Key Facts Sheets – Farm, Home
- Direct Debit Form

How to retrieve a forgotten password?

Select **LOGIN** on the main login page and **FORGOT PASSWORD** on the following page. Enter your email address and submit your selection. Your password and login details will be sent to your email address.



Online Ordering

Home | [Set Me Up](#) | [Forgot Password](#) ←

Login Name:

Password:

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