# Ordering Productive Supplies from EZ Garage

**Online Ordering**

Select stores will order Productive Supplies from the EZ Garage website.

**How to access EZ Garage**

| Step | Action | |
|---|---|---|
| 1 | Double click the icon labeled EZ Garage on your desktop.<br><br>or<br>Enter *www.dtezgarage.com* into your web browser | |
| 2 | Enter the following login information:<br><br>For stores serviced by the AZ DC and new stores:<br>  **User Name:** Store Code, ex: AZP99<br>  **Password:** site number + 00, ex: 123400<br><br>For stores serviced by the Dallas DC:<br>  **User Name:** Store Code ex: AZP99<br>  **Password:** site number ex: 1234<br><br>**Note:** If any store currently using a 4-digit password has issues, please contact DTEZGarageSupport@isnweb.com so it can be transitioned to a 6-digit password.  (site # + 00) | Returning Customers<br>Please use your user name and password to sign into your account. Fields marked * are required.<br>Username *  AZP99<br>Password *  ••••<br>Forgotten your password?<br>Login |
| 3 | Click **Login** | |

**When Placing Orders**

There are two types of orders available, **Store Order** or **Rush Order**.

| Store Order | Store Order:<br><br>• will be combined with products other coworkers have ordered.<br>• can only be processed during Monday-Friday normal business hours.<br>• are billed a flat rate for shipping.<br><br>**Note:** All orders should be completed using **Store Order**, unless approved by the Store Manager**.** |
|---|---|
| **Rush Order** | Rush Order:<br><br>• processed immediately.<br>• billed the actual shipping charges.<br>• require a purchase order number. |

**Contact**

If you have any questions, please email EZGarageSupport@isnweb.com.