## How to Use the CEAS Placard Feature

- 1. Log in to your company CEAS account.
- 2. In the "Card Management" screen, you will see a new tab titled "Placards." Click on that tab (see Figure 1, letter A).
- 3. In the Placards tab, you will see a list of your company employee cardholders. A checkbox in the left column indicates the employees who are eligible to receive a self-printed placard (see Figure 1, letter B).



Figure 1.

- 4. For an employee to be eligible to receive a placard, his or her account must comply with the following conditions.
  - a. The company account must be in good standing.
  - b. The employee must have an image on file.
  - c. The employee must have completed CEAS training.
  - d. The cardholder's email must conform to the standard email format.
  - e. The card type assigned to the individual must be one of the following.

- i. Standard Card
- ii. Multi-Facility Card
- iii. All Area Card

Note: Flex Cards are currently ineligible for electronic, just-in-time placards.

- 5. Select the intended recipients by clicking the checkboxes next to the cardholder's card type on the left side of the screen. To unselect an employee, click the box again.
- 6. Once you have selected the recipients, press the "Next" button located near the middle left of the screen (see Figure 1, letter C).
- 7. After clicking on "Next," you will be taken to the "Send Placards" screen (Figure 2), which will show a list of your placard recipients and the following information for each.
  - a. Card Type
  - b. ID Sequence Number
  - c. Name
  - d. Email Address

Edit View History Bookm porate Emergency Access Syste	arks <u>T</u> ools <u>H</u> elp										
rporate Emergency Access Syste											
	× +										
-) → ୯ û	1 https://CEAS.com	m/account/login.html		⊠ ☆	Q Search		É	711 2		9	~
		Log Out	Accounts CEAS	Activation Broadca	ast Message Printing Orde	ers Configuration Return	ed Cards Change	Passw	ord Co	<u>ntact U</u>	ls He
// CEAS											
2020041	M 14	Card Management	Order History	Card Allotments	Coordinators/Contacts	Manage Account/Facil	ities				
	Send Placards								)	xyz	Bar
Z Bank											
Main Street											
5-123-1234											
ess Level: C											
No: 0001-293	The following 4 o	of 4 cardbolder(s) will be	sent placa	rds electron	ically						
ASP	Note: There currently is no	quarantee or automated method con	firming the intend	ad raciniant actually	received the placard						
20/2021	WARNING: Exceeding your	CARD ALL OTMENT will result in ALL	DLACADDC bain	ed recipient actuality	received the placald.						
ew Eligible Date	WARNING. Exceeding your	CARD ALLOTMENT WITTESULTITALL	FLACARDS being	y deactivated.							
19/2021	Card Type	Sequence		Na	ame	eMail					
stry Type	Multi-Facility Card	0001-293-000-001M		W	ashington, George	George.Washington@	domain.com				
king / Finance	Multi-Facility Card	0001-293-000-002M		A	dams, John	John.Adams@domain	.com				
	Standard Card	0001-293-001-0002		Je	fferson, Thomas	Thomas.Jefferson@do	omain.com				
	Standard Card	0001-293-001-0001		M	ladison, James	James.Madison@dom	nain.com				
TOIN, INT	Send Cancel										
Contacts											
ary Coordinator											
iable Tom	A										
n.Reliable@domain.com											
-123-1212											
rnency Contacts											
ren John											
1.Citizen@domain.com											
-123-4307											
e, Jane Je Doe@domain.com											
-123-4567											
	Busi	iness Network of Emergency Resour	ces, Inc. + 11	7 Cayuga St. Fulton	, NY 13069 + (888) 353	3-BNET   Fax (888) 353-2	2630   <u>support@c</u>	eas.con	n		
		Copyright ©	2020 Business N	etwork of Emergend	y Resources, Inc. All Rights	Reserved. + Production	v4.2.1				

Figure 2.

- 8. Pressing "Send" (Figure 2, letter A) from the "Send Placards" screen will cause the CEAS application to automatically create and send placards to each recipient listed.
- 9. After clicking "Send," if there is anything that causes a processing error or the input data provided is inaccurate, you will see a "Status Report" screen (Figure 3) identifying which cardholders received placards (green checkmark listed under "Status") and which resulted in an error (red X listed under "Status"). The CEAS application attempts to provide a "Hint" in the farright column (Figure 3, letter A) as to what went wrong. You can go back to the Card Management screen and from the "All Cards" tab, click the name of the employee whose information you want to repair. This will open the Manage Cardholder screen where you can review the data.



Figure 3.

10. On the "Send Placards" screen, pressing the "Return" button near the middle left of the screen (Figure 3) will return the user to the Account page.