

Ordering an RFID Tag in iConnectData (ICD)

The Order Tags option in ICD allows you to put in a request for unit tags, trailer tags or wallet cards:

1. Access the RFID Order Tags page (**ICD home page > Manage > SmartQ RFID > Order Tags**). If you do not have access to the SmartQ RFID option, contact your Comdata Representative.
2. Complete each required field (denoted by an asterisk) and select **Submit Order** at the bottom of the page. Select **Reset** to clear all fields.

RFID ORDER TAGS

Account*	Email*	
<input type="text" value="XYZ COMPANY - TE999"/>	<input type="text" value="test@comdata.com"/>	
Street Address 1*	Street Address 2	City*
<input type="text"/>	<input type="text"/>	<input type="text"/>
State*	ZIP code*	
<input type="text" value="-- Select One --"/>	<input type="text" value="ZIP CODE"/>	
Number of RFID Unit Tags*	Number of RFID Trailer Tags*	Number of Wallet Cards*
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="button" value="Submit Order"/>	<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>

Note the following:

- Please ensure to order *only* tags within your account's setup. For example, if you try to order trailer tags, but your account is only set up for unit tags, the trailer tags will be mailed to you, but cannot be used. This can cause issues on your and Comdata's end.
- The **Email*** field defaults to the email address associated with your ICD user ID. This email will receive invoices and notices on your ordered tags. Enter a different email address, if necessary.
- Complete all of the shipping fields (address, city, state, etc.) with the address that will receive the tags.
- You can order a maximum of only 250 unit tags, trailer tags and wallet cards.
- Wallet cards contain step-by-step instructions to help drivers with the RFID process.
- Once you select **Submit Order**, a request will be put in to Comdata's Distribution department. Unit tags normally ship within two days and trailer tags ship within five-seven days. If you do not receive your tags in the time expected, contact your Comdata Representative.