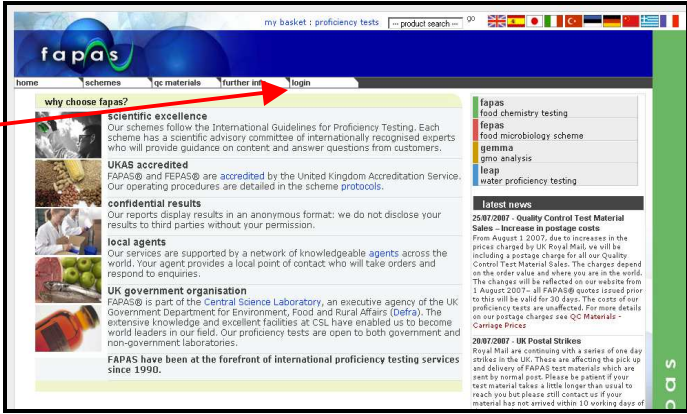
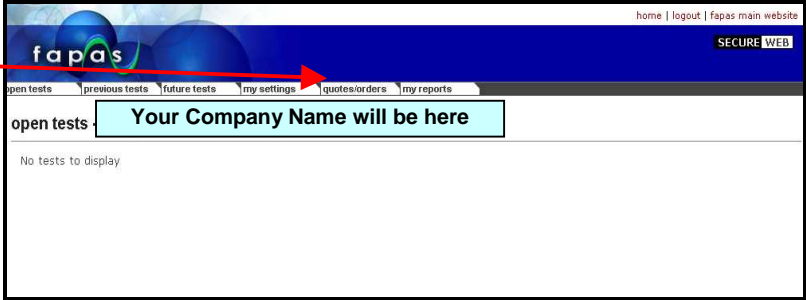


Instructions for accessing 'QUOTES & ORDERS'

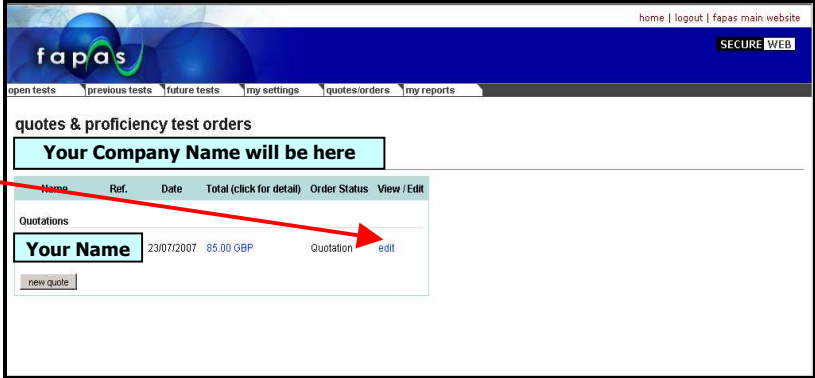
STEP 1.
Go to our website at www.fapas.com and login using your **User ID** and **Password**.



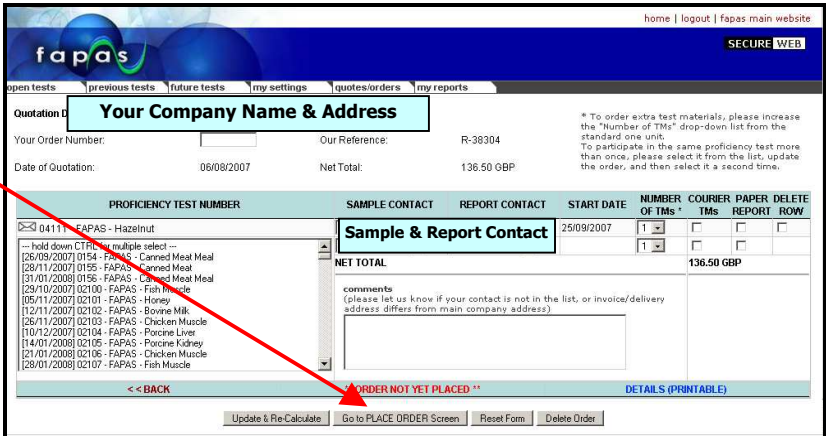
STEP 2.
Select the tab called 'quotes/orders'.



STEP 3.
Select the blue 'edit' link to view your quote and amend it as required.



STEP 4
If you do not need to change your quote –
Select **Go to PLACE ORDER screen** at the bottom of the screen to place your order.



STEP 5.
Select **PLACE ORDER ON ACCOUNT** to confirm your order.
If you have a problem changing your quote or confirming your order please contact us at fapas@csf.gov.uk

