



Laptops 4 Life

How to Set-up your LilyPad Account & Start Ordering Equipment

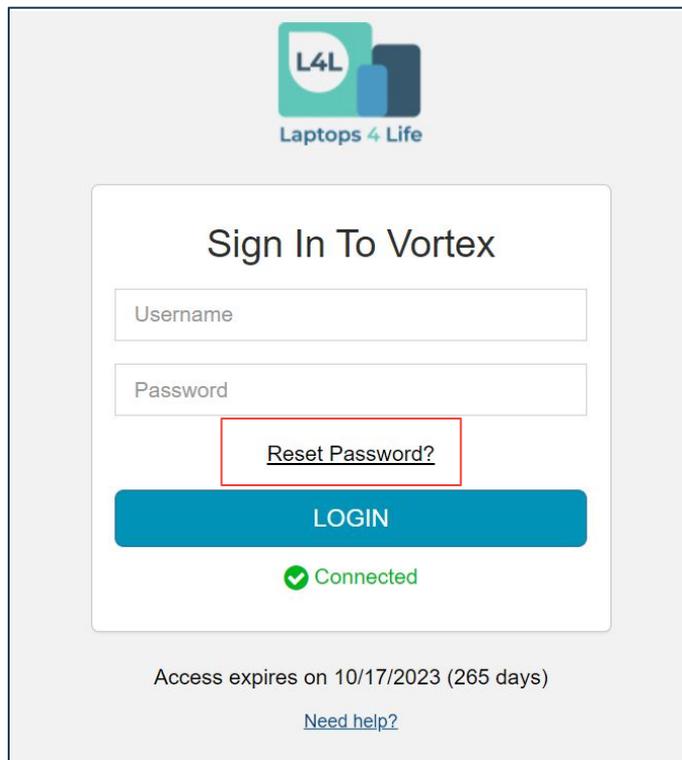
March 2023

Setting your Password

We created your account with the email address you used to request ordering access.

To set your password, go to the LilyPad sign in page at <https://l4l.lp4fb.com> and click **Reset Password**.

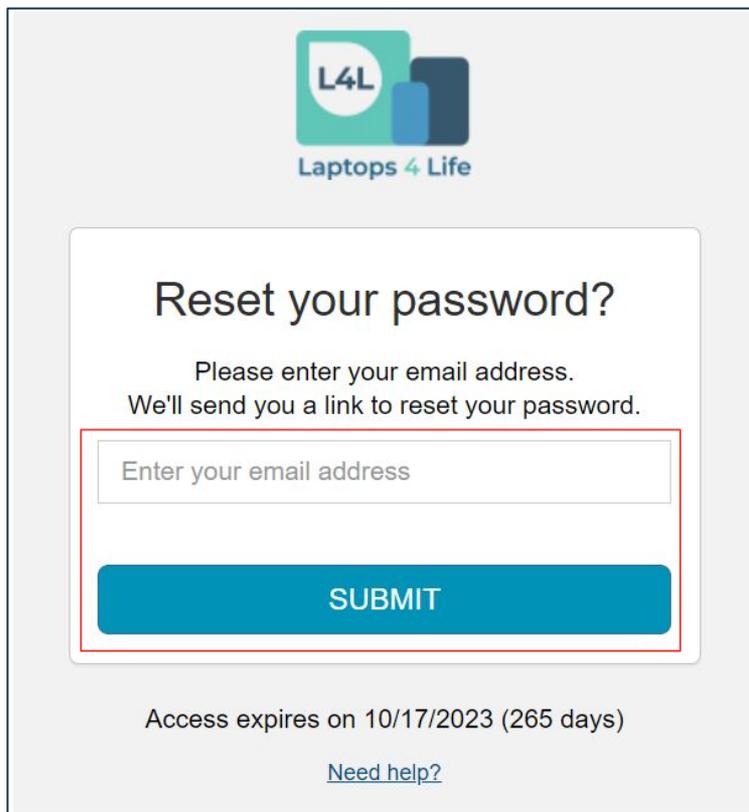
This is a new password that you are creating for the first time.



The screenshot shows the Laptops 4 Life sign-in interface. At the top is the L4L logo and the text "Laptops 4 Life". Below this is a white sign-in box titled "Sign In To Vortex". Inside the box are two input fields: "Username" and "Password". Below the "Password" field is a red-bordered button labeled "Reset Password?". Below that is a large blue "LOGIN" button. At the bottom of the sign-in box is a green checkmark icon followed by the text "Connected". Below the sign-in box, the text "Access expires on 10/17/2023 (265 days)" is displayed, along with a blue link for "Need help?".

Setting your Password

Enter the email address you used when requesting ordering access and click **Submit**.



The screenshot shows a web form for resetting a password. At the top is the L4L logo with the text 'Laptops 4 Life'. The main heading is 'Reset your password?'. Below it, the instructions read: 'Please enter your email address. We'll send you a link to reset your password.' There is a text input field with the placeholder 'Enter your email address'. Below the input field is a blue button labeled 'SUBMIT'. At the bottom of the form, it says 'Access expires on 10/17/2023 (265 days)' and includes a link for 'Need help?'.

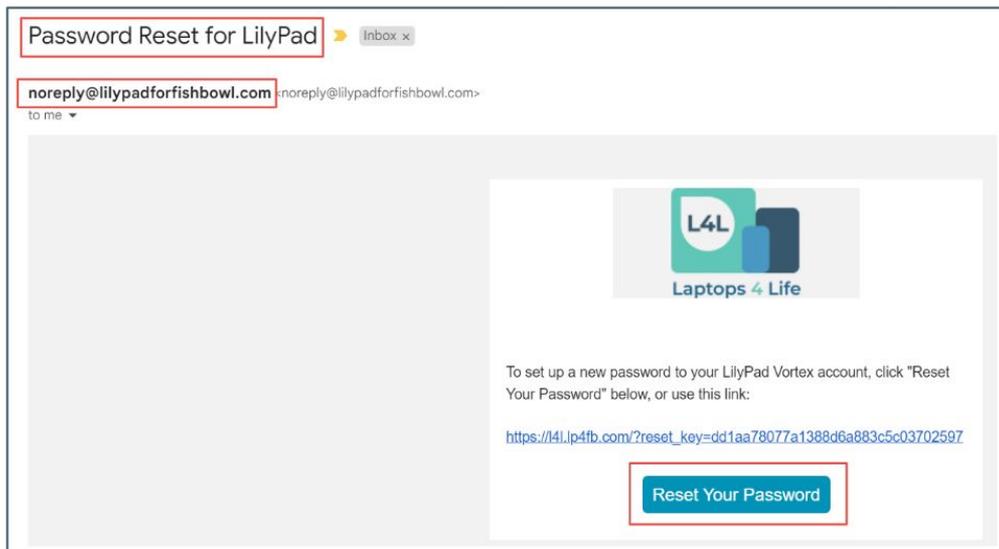
3



Laptops 4 Life

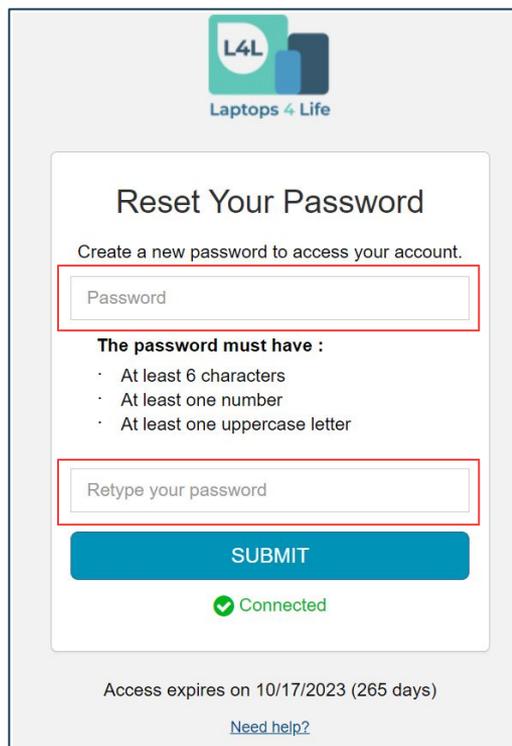
Setting your Password

- You will receive an email from noreply@lilypadforfishbowl.com with the subject: Password Reset for LilyPad
- Click **Reset Your Password**



Setting your Password

- You will be redirected to a password reset page
- Create a new secure password that has:
 - At least 6 characters
 - At least one number
 - At least one uppercase letter
- Enter your password in the top box and retype your password into the bottom box
- Hit the **Submit button**

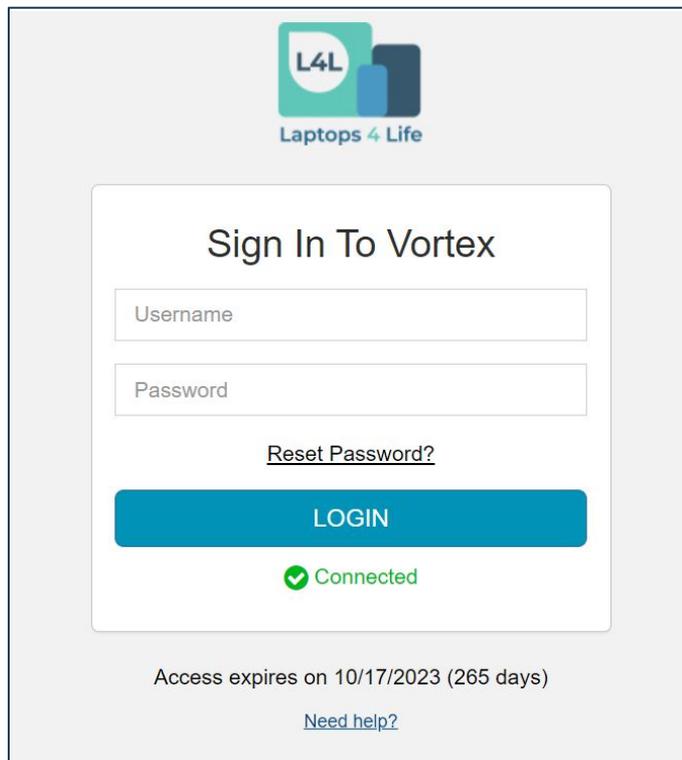


The screenshot shows the L4L password reset interface. At the top left is the L4L logo with the text 'Laptops 4 Life'. The main heading is 'Reset Your Password'. Below it, a sub-heading says 'Create a new password to access your account.' There are two input fields: the top one is labeled 'Password' and the bottom one is labeled 'Retype your password'. Both fields are highlighted with a red border. Below the fields, a section titled 'The password must have :' lists requirements: 'At least 6 characters', 'At least one number', and 'At least one uppercase letter'. A blue 'SUBMIT' button is positioned below the fields. Underneath the button, a green checkmark icon is followed by the text 'Connected'. At the bottom of the page, it states 'Access expires on 10/17/2023 (265 days)' and includes a blue link for 'Need help?'.

Setting your Password

You will now be able to sign in to LilyPad with your email address and new password!

LilyPad: <https://l4l.lp4fb.com>

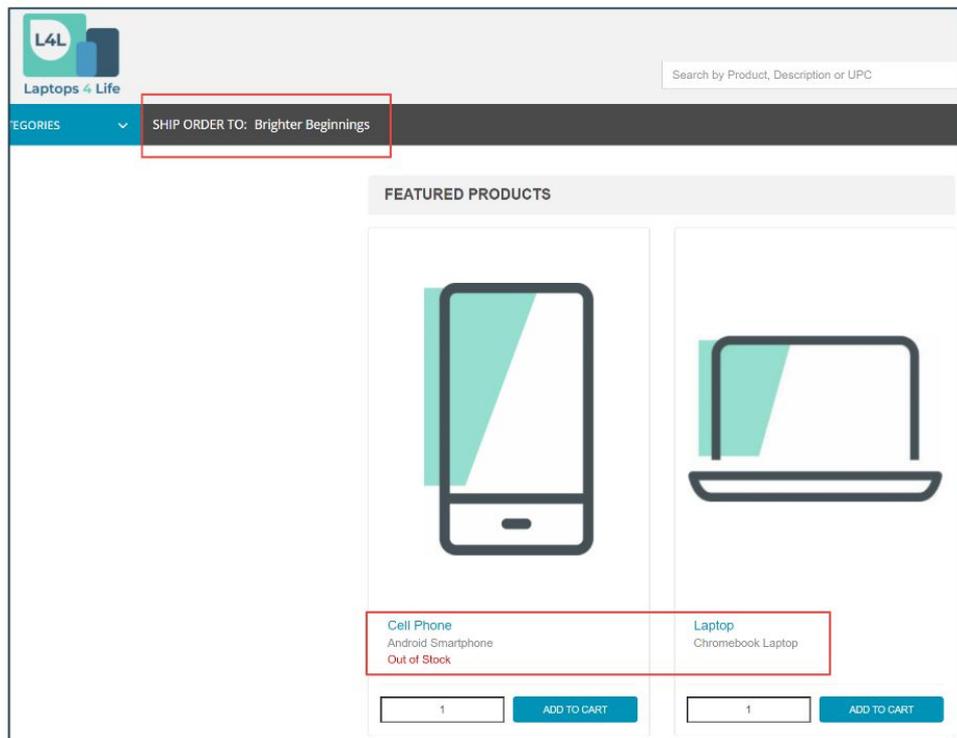


The screenshot shows a sign-in interface for 'Vortex' by 'Laptops 4 Life'. At the top is the L4L logo. Below it is a white box containing the title 'Sign In To Vortex', a 'Username' input field, a 'Password' input field, a 'Reset Password?' link, and a blue 'LOGIN' button. Below the login button is a green checkmark and the text 'Connected'. At the bottom of the page, it says 'Access expires on 10/17/2023 (265 days)' and a 'Need help?' link.

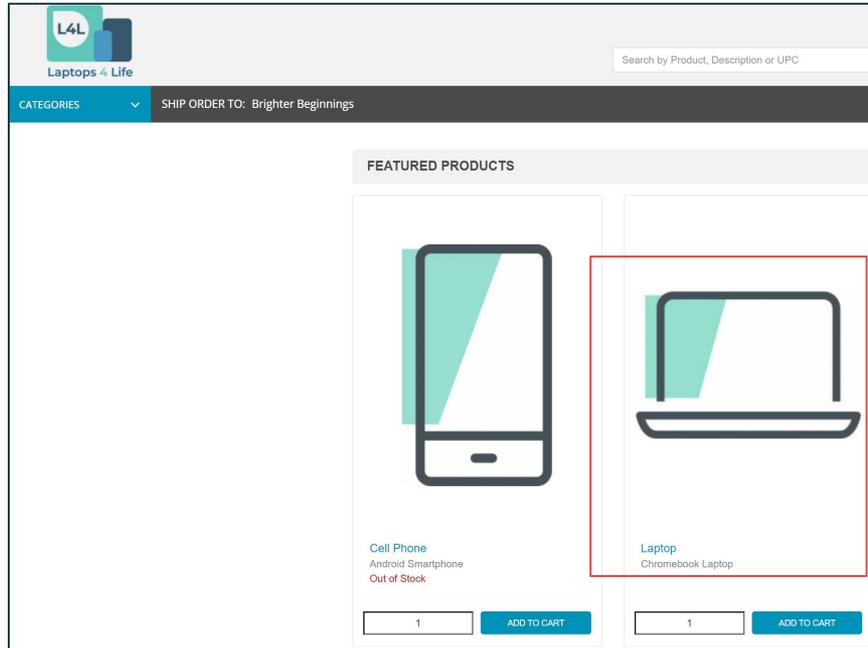
Ordering Equipment

You can log in by finding the link on the L4L Toolkit or visiting LilyPad directly:
<https://l4l.lp4fb.com>

Once you log in, you will see your organization's name in the top left corner and featured products (cell phones & laptops).



Ordering Equipment



Double-click the picture of the cell phone or laptop to see your available inventory.

Ordering Equipment

The available inventory will be displayed at the top left corner of the popup window.

Laptop
Chromebook Laptop

Availability: 12



View Full Details ✕

Quantity:

UOM: ea

Item Note:

ADD TO CART

Ordering Equipment

Enter the number of items you would like to order and click the **Add to Cart** button.

Laptop
Chromebook Laptop
Availability: 12



View Full Details

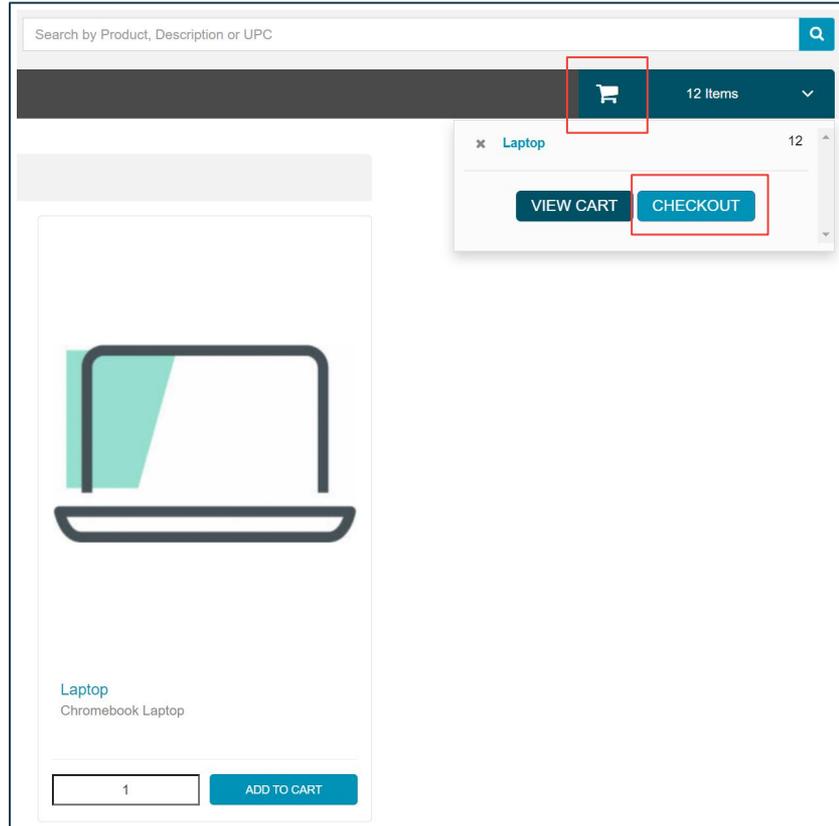
Quantity:

UOM: ea

Item Note:

Ordering Equipment

To checkout, click on the **shopping cart icon** on the top right hand side of the page and select the **Checkout** button.



Ordering Equipment

On the Checkout page in the **Notes section**, please specify the name of the person signing for delivery and add other necessary information related to shipping.

Checkout

Brighter Beginnings

ACCOUNT STATUS: Normal PAYMENT TERMS: COD REQ SHIP DATE: 01/26/2023  CUSTOMER PO: VENDOR PO:

BILLING INFORMATION

Brighter Beginnings
Brighter Beginnings
2744 E. 11th St Suite H1
Oakland, CA 94601
US

SHIPPING INFORMATION

Existing New Address

--Search for customer address 

Brighter Beginnings

2744 E. 11th St Suite H1
Oakland, CA 94601
US

Notes:

Review Your Order

PRODUCT	QTY
Laptop - Chromebook Laptop	12 ea

Ordering Equipment

On the Checkout page make sure to review your order, including your:

- **Organization's name** (top left corner)
- **Shipping address** (automated)
- **Product type**
- **Notes**
- **Quantity**

Checkout

Brighter Beginnings

ACCOUNT STATUS: Normal PAYMENT TERMS: COD REQ SHIP DATE: 01/26/2023 CUSTOMER PO: VENDOR PO:

BILLING INFORMATION

Brighter Beginnings
Brighter Beginnings
2744 E. 11th St Suite H1
Oakland, CA 94601
US

Notes:

Review Your Order

PRODUCT	QTY
Laptop - Chromebook Laptop	12 ea

SHIPPING INFORMATION

Existing **New Address**

--Search for customer address

Brighter Beginnings
Brighter Beginnings

2744 E. 11th St Suite H1
Oakland, CA 94601
US

Ordering Equipment

If you need to ship to a different address, click the **New Address** button and enter updated shipping information.

Checkout

Brighter Beginnings

ACCOUNT STATUS: Normal	PAYMENT TERMS: COD	REQ SHIP DATE: 01/26/2023	CUSTOMER PO: <input type="text"/>	VENDOR PO: <input type="text"/>
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BILLING INFORMATION

Brighter Beginnings
Brighter Beginnings
2744 E. 11th St Suite H1
Oakland, CA 94601
US

Notes:

Review Your Order

PRODUCT	QTY
Laptop - Chromebook Laptop	12 ea

SHIPPING INFORMATION

Existing **New Address**

--Search for customer address

Brighter Beginnings
Brighter Beginnings

2744 E. 11th St Suite H1
Oakland, CA 94601
US

Ordering Equipment

If you need to make any changes to your order, click the **Return to Cart** button at the bottom of the page.

BILLING INFORMATION

Brighter Beginnings
Brighter Beginnings
2744 E. 11th St Suite H1
Oakland, CA 94601
US

SHIPPING INFORMATION

Existing **New Address**

--Search for customer address

Brighter Beginnings
Brighter Beginnings

2744 E. 11th St Suite H1
Oakland, CA 94601
US

Review Your Order

PRODUCT
Laptop - Chromebook Laptop

<< Return To Cart

Ordering Equipment

After reviewing your order, click the **Place Order** button at the bottom right hand side of the page.

You will receive a **“Success”** message after your order is placed.

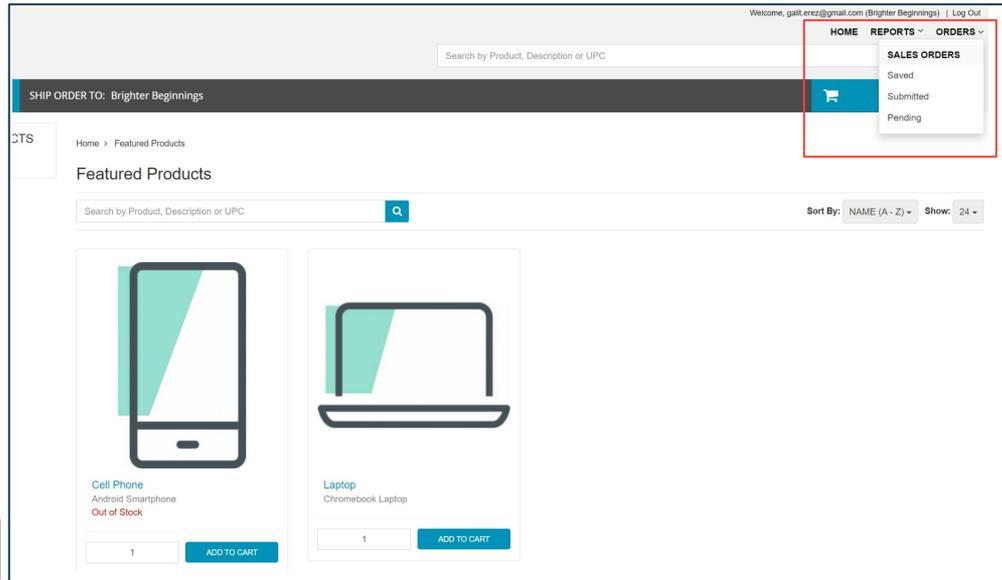
The screenshot displays a checkout interface with the following elements:

- Account and Order Details:** ACCOUNT STATUS: Normal; PAYMENT TERMS: COD; REQ SHIP DATE: 01/24/2023; CUSTOMER PO: [empty]; VENDOR PO: [empty].
- BILLING INFORMATION:** Brighter Beginnings, 2744 E. 11th St Suite H1, Oakland, CA 94601, US.
- SHIPPING INFORMATION:** Existing address selected for Brighter Beginnings at the same address as billing.
- Success Message:** A white modal box with a green checkmark icon, containing the text "Success" and "Order #3 exported to Fishbowl!". An "OK" button is at the bottom of the modal.
- Place Order Button:** A blue button labeled "PLACE ORDER" is highlighted with a red box in the bottom right corner of the page.
- Footer:** "<< Return To Cart" and "© 2023 L4L Vortex" are visible at the bottom.

Frequently Asked Questions

1. How can I review my order(s)?

In the top right corner you will find an Orders tab with a drop down menu navigating to your Saved, Submitted, and Pending orders.



Frequently Asked Questions

2. **How can I cancel or modify my order once it has been placed?**

There is no way to change your order once it has been placed in LilyPad, which is why it is so important to double-check your order before submitting it. If you need to modify or cancel your order, email us **within the same day** at L4Lorders@cell-ed.com with the subject line *"Urgent - cancel/modify order"*.

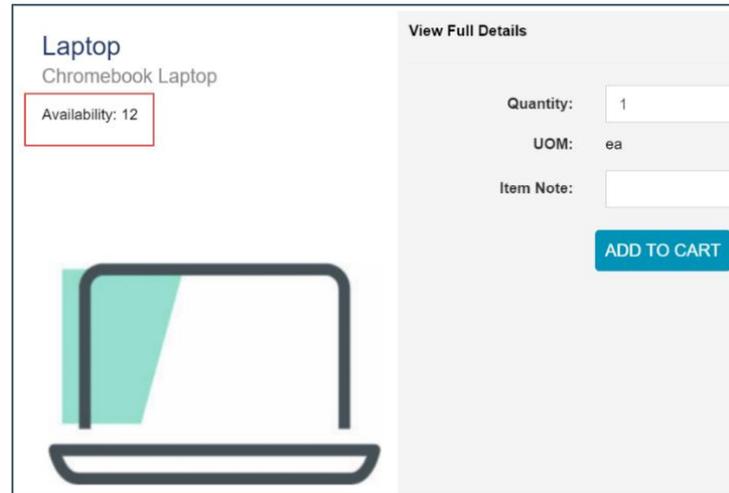
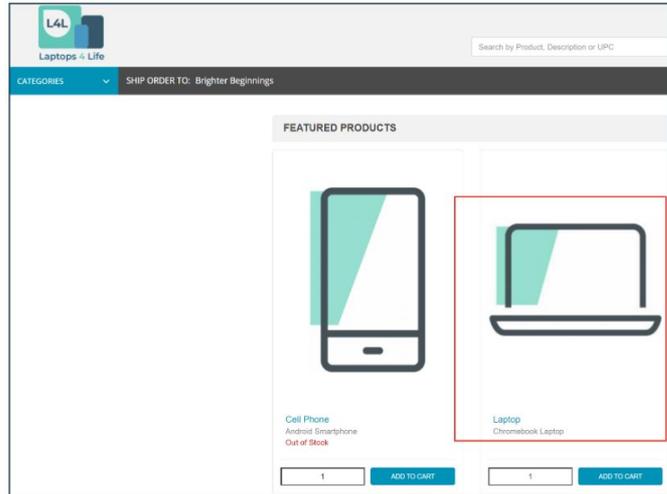
3. **Who do I contact if I need help with my order?**

Email us at L4Lorders@cell-ed.com

Frequently Asked Questions

4. How do I check my available inventory?

On the homepage, double-click the picture of the cell phone or laptop. The available inventory will be displayed at the top left corner of the popup window.



Frequently Asked Questions

5. How long will it take for my order to be processed & shipped?

Orders are typically processed within 24 business hours and may take between 5-10 business days to be shipped to their final location.

6. When will I receive my tracking number?

You will receive your tracking number within 1 business day of your ordering being shipped.

Frequently Asked Questions

7. Which carrier will deliver my order?

All equipment is shipped through FedEx.

8. Do I have to sign for delivery?

Yes someone will have to sign for delivery. In the Notes section of your LilyPad order, please specify the name of the person signing for delivery and add other necessary information related to shipping.

Frequently Asked Questions

9. Where can I find more information?

- The [L4L Playbook](#) is a helpful program guide you can find in the [Toolkit](#)
- For help with equipment orders: L4Lorders@cell-ed.com
- For L4L program questions: california@cell-ed.com





Laptops 4 Life

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