

SECURE RECORDS SOLUTIONS

REQUEST BOX
PICK-UP & INDEXING
ONLINE STEPS

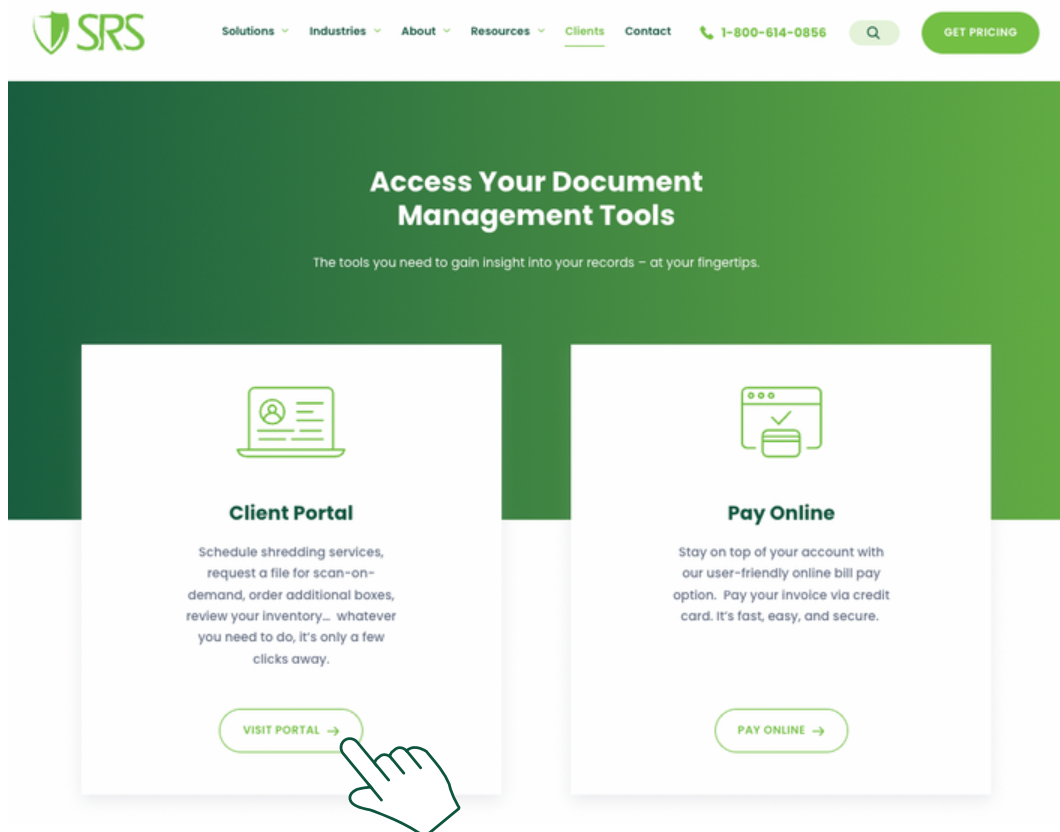


STEPS TO REQUEST BOX PICK-UP & INDEXING

1. Visit www.securerecordssolutions.com and click on "CLIENTS" in top menu or visit www.securerecordssolutions.com/clients to access the clients page directly.

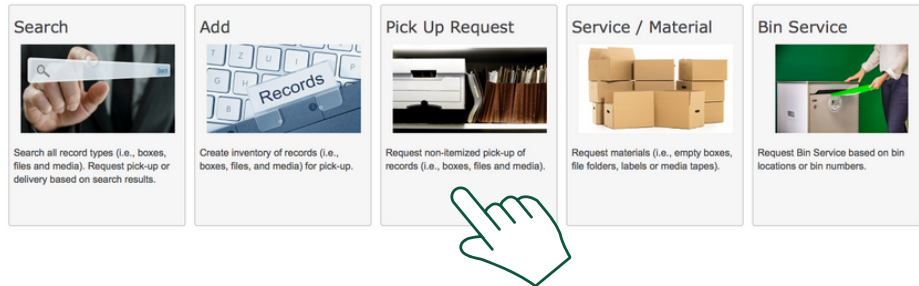


2. From the Client Page (www.securerecordssolutions.com/clients), click on the "VISIT PORTAL" button on the lefthand side of the page. Login using your username and password. If you need password assistance, email clientcare@securerecordssolutions.com.



STEPS TO REQUEST BOX PICK-UP & INDEXING

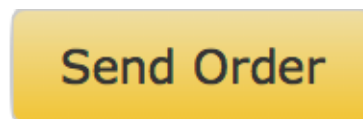
3. To have boxes picked up for indexing select "Pick Up Request".



4. List the Quantity of boxes to be picked up for indexing and storage.

The image shows a form titled 'Pick Up Items'. It has three main input fields: 'Customer' (a dropdown menu showing 'MAIN.PO1.Bluewing Family Practice'), 'Type' (a dropdown menu showing 'CONTAINER'), and 'Quantity' (a text input field with '0'). At the bottom right of the form are two buttons: 'Save' and 'Close'. A hand cursor is pointing to the 'Save' button.

5. Click cart in top right corner of screen.



STEPS TO REQUEST BOX PICK-UP & INDEXING

6. Choose "Standard Service" and then select "Send".

Complete Send Order - PO1 Bluewing Family Practice

Delivery Address

Default Delivery Address

Select Delivery Address

Address

City

State

Order Information


Customer Order Reference

Charge to Department

Comments

Customer Pickup - Standard Service
Destruction Services
Detail Indexing
Micro Film Destruction Not NAID Certified Service
Recycle Not NAID Certified Service
Scan on Demand
Standard Service
Unscheduled Shred Service

Send Cancel



7. View your Work Order confirmation to verify details. Our team will then schedule a time to pick-up your records.

If you need further assistance, feel free to contact our team.

Phone: (229) 226 - 0414

Phone: (850) 656 - 6900