

# SECURE RECORDS SOLUTIONS

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REQUEST BARCODES  
AND BOXES  
ONLINE STEPS

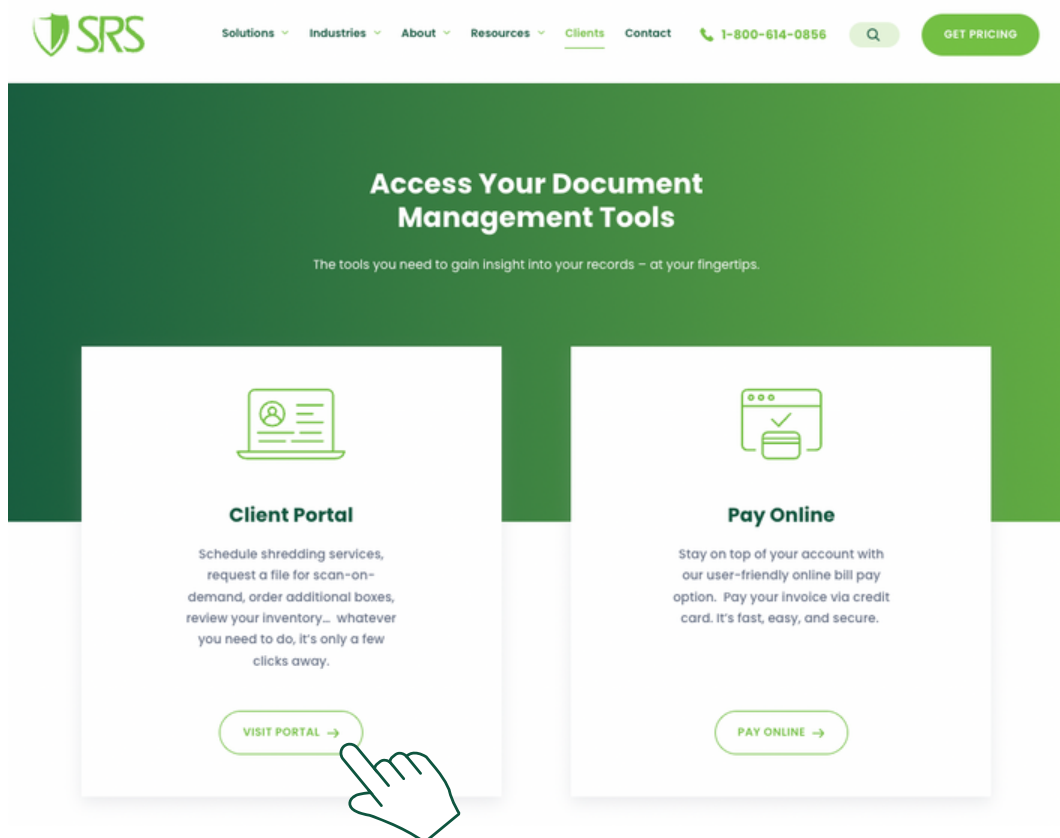


# STEPS TO REQUEST BARCODES AND BOXES

1. Visit [www.securerecordssolutions.com](http://www.securerecordssolutions.com) and click on "CLIENTS" in top menu or visit [www.securerecordssolutions.com/clients](http://www.securerecordssolutions.com/clients) to access the clients page directly.

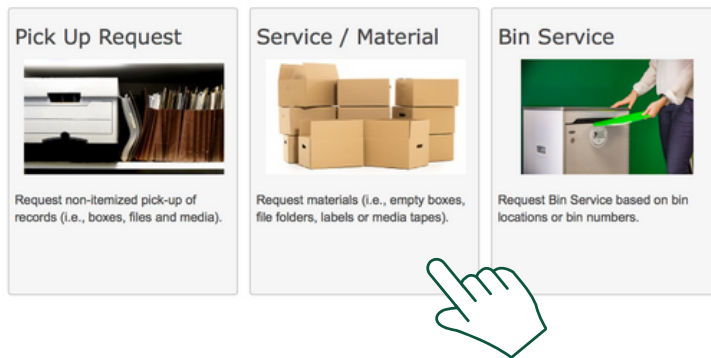


2. From the Client Page ([www.securerecordssolutions.com/clients](http://www.securerecordssolutions.com/clients)), click on the "VISIT PORTAL" button on the lefthand side of the page. Login using your username and password. If you need password assistance, email [clientcare@securerecordssolutions.com](mailto:clientcare@securerecordssolutions.com).



# STEPS TO REQUEST BARCODES AND BOXES

3. Select “Service / Material” to request boxes or barcodes.



4. If you need barcodes, under Service / Material, select code “BCL - Bar Code Label”, adjust to desired quantity. Barcodes are provided in increments of 15. Once all of the above is complete, click “Save”.

The screenshot shows the 'Service / Material' form with the following fields and options:

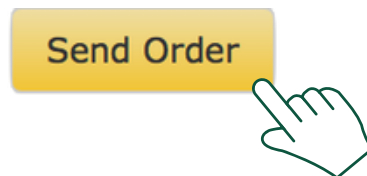
- Customer:** MAIN.PO1.Bluewing Farm
- Department:** DEMO HOME OFFICE
- Requested For:** SRS DEMO
- Service / Material:** A dropdown menu is open, showing a list of codes. 'BCL - Bar Code Label' is selected and highlighted in green.
- Quantity:** A numeric input field with '0' entered.
- Comments:** An empty text area.
- Buttons:** 'Save' and 'Close' buttons are at the bottom right. A hand icon points to the 'Save' button.

# STEPS TO REQUEST BARCODES AND BOXES

5. If you need boxes, under Service / Material, select code “BX1 - Heavy Duty Box Sale”, adjust the Quantity to the desired number of boxes (increments of 25 is the most cost efficient). Once all of the above is complete, click “Save”.

The screenshot shows a web form titled "Service / Material". At the top, there are three dropdown menus: "Customer" (MAIN.PO1.Bluewing Fam), "Department" (DEMO HOME OFFICE), and "Requested For" (SRS DEMO). Below these is a "Service / Material" dropdown menu that is open, displaying a list of codes. "BX1 - Heavy Duty Box Sale" is highlighted in green. To the right of the dropdown is a "Quantity" field with the value "0" and a spinner icon. Below the quantity is a "Comments" text area. At the bottom right of the form are "Save" and "Close" buttons. A hand icon is pointing to the "Save" button.

6. Press “Send Order” in the right hand corner of the screen.



7. Review your Work Order confirmation to ensure information submitted is accurate. Our team will then schedule delivery of your barcodes and/or boxes.

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

Phone: (229) 226 - 0414  
Phone: (850) 656 - 6900

