SECURE RECORDS SOLUTIONS

REQUEST RECYCLE SERVICE PICK-UP ONLINE STEPS

Secure Records Solutions

STEPS TO REQUEST RECYCLE PICK-UP

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



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

Solutions ~ Industries ~ About ~ Resources ~ Clients Contact 1-800-614-0856 Q GET PRICINO Access Your Document Management Tools The tools you need to gain insight into your records - at your fingertips.				
Client Portal	Pay Online			
Schedule shredding services, request a file for scan-on- demand, order additional boxes, review your inventory whatever you need to do, it's only a few clicks away.	Stay on top of your account with our user-friendly online bill pay option. Pay your involce via credit card. It's fast, easy, and secure.			

STEPS TO REQUEST RECYCLE PICK-UP

3. Select "Service / Material" to request pick-up of recycle material.



4. Under Service / Material, select code "RCY - Recycling Paper", change the Quantity from 0 to 1. In the Comments section, leave a description of the volume (i.e. 9 bins full of recycle paper). Once all of the above is complete, click "Save".

Customer	Department		Requested For
MAIN.PO1.Bluewing Fam \$	DEMO HOME OFFICE \$		SRS DEMO
Service / Material		Quantity	
BCL - Bar Code Label		0	٢
BX1 - Heavy Duty Box Sale		Comments	
BX4 - Check Box6 cu ft Sale			
BX5 - Blueprint Box .9 cf Sale			
BX6 - Containers Lid (Lid Only)			11
BX7 - Bags Sale			
BX8 - Locks Sale			
BX9 - Seals Plastic Sale			Save Close
DEC - Data entry changes per fie	ld		$\cap \infty$
DHD - Destroy Hard Drives			(K)
MRE - Misc Labor Charge Emerg	jency		À.
MRL - Misc Labor Charge per ho	ur		
PDC - Pickup/Deliver Container			\sim
PDF - Pickup/Deliver File			
RCY - Recycling-Paper		\sim	
S64 - 64 Gal. Lockable Shred Bir		$\langle \cdot , \cdot \rangle$	
S96 - 96 Gal. Lockable Shred Bir		$\langle \rangle$	
SCC - Scanned Materials (Contai	iner)	\sim	
SDS - Secure Destruction Service	es		
SPS - Secure Purge Services			

5. Select "Send Order" in the right hand corner of the screen.



STEPS TO REQUEST RECYCLE PICK-UP

6. In the drop down menu, select "Recycle Not NAID Certified Service", then click "Send".

Default Delivery Address	\$	PO Box 179		
Select Delivery Address		Address		
		Fakeville		
Address		014.		
GA State		Customer Pickup - Standard Service Destruction Services		
Order Information Customer Order Reference	Detail Indexing Micro Film Destruction Not NAID Certified Service			
		✓ Recycle Not NAID Certified Service		
		Scan on Demand		
DEMO HOME OFFICE	Ŷ	Unscheduled Shred Service		
Comments				
		4		
		Send Cancel		

7. View your Work Order confirmation to verify information submitted is correct. Our team will then schedule your recycle pick-up.

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

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