

# SECURE RECORDS SOLUTIONS

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REQUEST RECYCLE  
SERVICE PICK-UP  
ONLINE STEPS

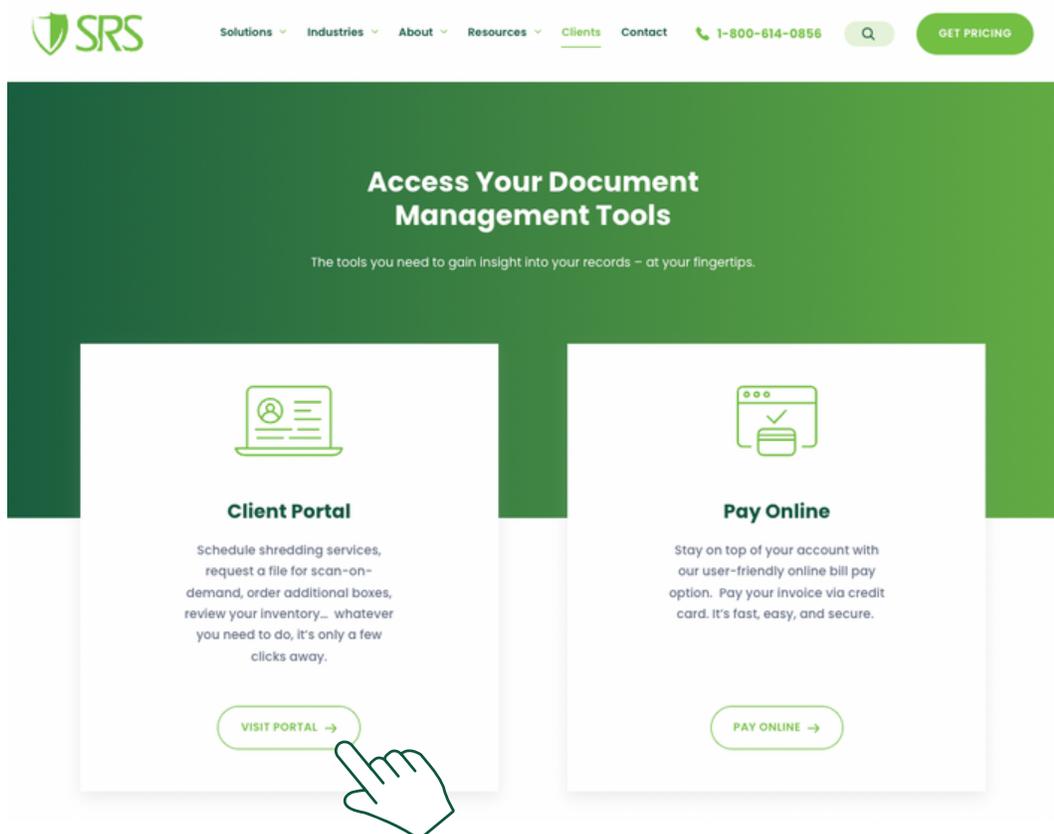


# STEPS TO REQUEST RECYCLE PICK-UP

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.

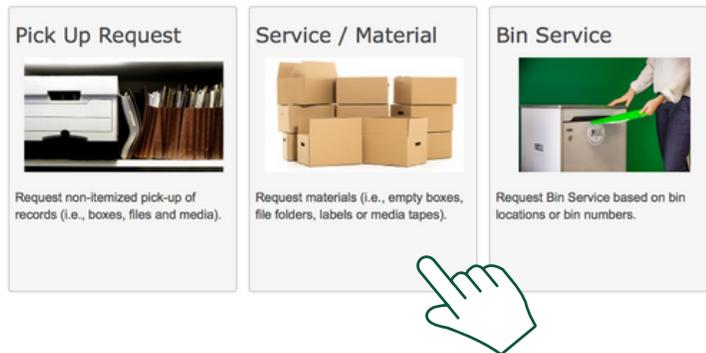


2. From the Client Page ([www.securerecordssolutions.com/clients](http://www.securerecordssolutions.com/clients)), click on the "VISIT PORTAL" button on the lefthand side of the page. Login with your username and password. If you need password assistance, email [clientcare@securerecordssolutions.com](mailto:clientcare@securerecordssolutions.com).



# STEPS TO REQUEST RECYCLE PICK-UP

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

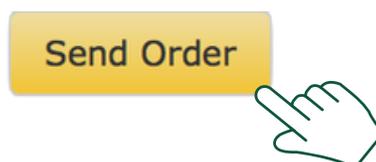


4. Under Service / Material, select code “RCY - Recycling Paper”, change the Quantity from 0 to 1. In the Comments section, leave a description of the volume (i.e. 9 bins full of recycle paper). Once all of the above is complete, click “Save”.

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

- Customer: MAIN.PO1.Bluewing Fam
- Department: DEMO HOME OFFICE
- Requested For: SRS DEMO
- Service / Material: A dropdown menu is open, showing a list of codes. 'RCY - Recycling-Paper' is highlighted with a hand icon.
- Quantity: A numeric input field containing '0'. A hand icon points to this field.
- Comments: A text area for entering a description.
- Buttons: 'Save' and 'Close' buttons are at the bottom right. A hand icon points to the 'Save' button.

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".

**Complete Send Order - PO1 Bluewing Family Practice**

**Delivery Address**

Default Delivery Address   
Select Delivery Address   
Address   
State   
City

**Order Information**

Customer Order Reference   
Charge to Department

**Comments**

*Note: A dropdown menu is open over the City field, showing a list of services. The option "Recycle Not NAID Certified Service" is highlighted with a green background and a checkmark. A hand icon is pointing to this option.*

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