

SECURE RECORDS SOLUTIONS

REQUEST SHRED
SERVICE PICK-UP
ONLINE STEPS

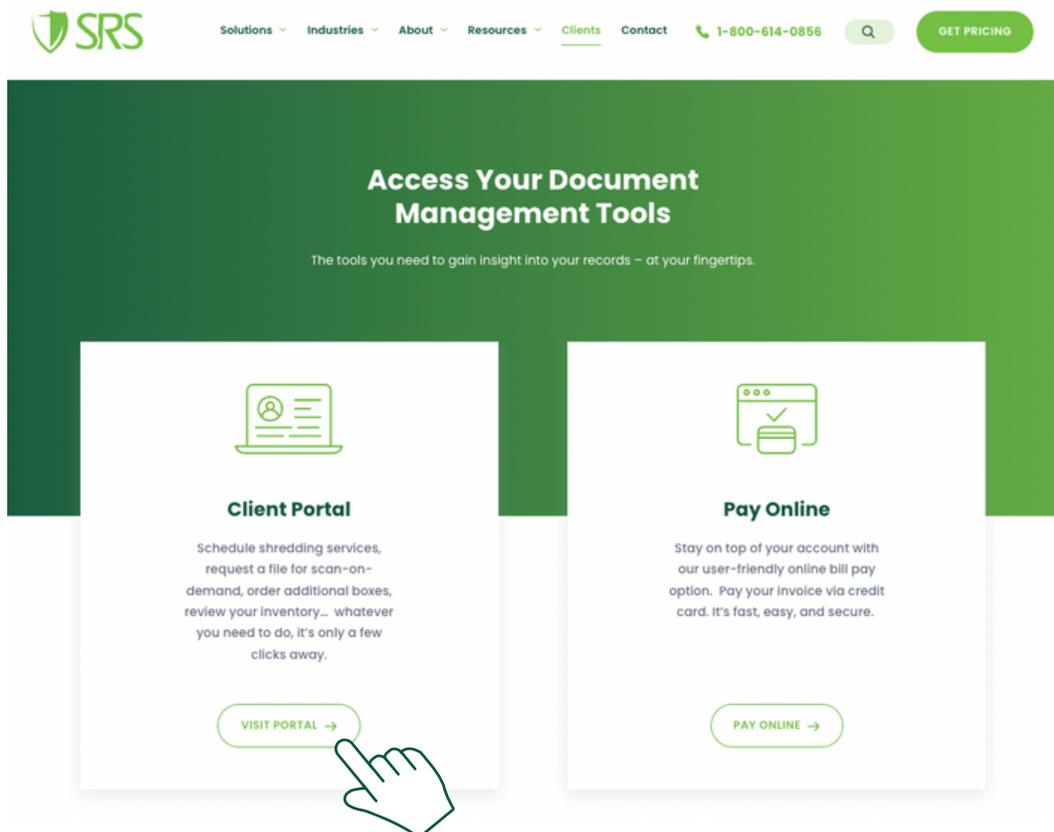


STEPS TO REQUEST SHREDDING PICK-UP

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

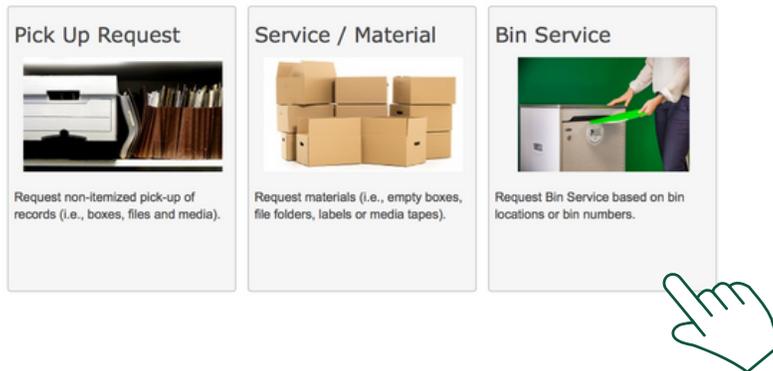


2. From the Client Page (www.securerecordssolutions.com/clients), click on the "VISIT PORTAL" button on the lefthand side of the page. Login with your username and password. If you need password assistance, email clientcare@securerecordssolutions.com.



STEPS TO REQUEST SHREDDING PICK-UP

3. Select “Bin Service” to request pick-up of shred material.



4. Your company name will automatically appear under “Customer”. Simply click “Search”.

Bin Service selection

Customer

All Customers

Department

Bin Type

All

Search

STEPS TO REQUEST SHREDDING PICK-UP

5. Select the containers to be serviced.

Showing 1 - 5 of 5 Sort by Bin Code: Ascending Service All

 Service Bin Pending Bin Service SRS DEMO	Customer: MAIN.Bluewing Family Practice Placement / Description: 1/1 Break Room	Department: ACCOUNTING Bin type: 175G
 Service Bin Pending Bin Service SRS DEMO	Customer: MAIN.Bluewing Family Practice Placement / Description: 1/2 Accounting	Department: ACCOUNTING Bin type: 36EC
 Service Bin Pending Bin Service SRS DEMO	Customer: MAIN.Bluewing Family Practice Placement / Description: 2/2 Accounting	Department: ACCOUNTING Bin type: 36EC
 Service Bin Pending Bin Service SRS DEMO	Customer: MAIN.Bluewing Family Practice Placement / Description: 1/1 HR	Department: ACCOUNTING Bin type: 36EC
 Service Bin Pending Bin Service SRS DEMO	Customer: MAIN.Bluewing Family Practice Placement / Description: 1/1 First Floor	Bin type: 36EC

6. After the containers are selected, select “Service / Material” in the bar near the top of the page.

Home Search ▾ Add Pick Up Request **Service / Material** Bin Service Reports ▾ Admin ▾

Home / Bin Service

Bin Service selection

Customer
All Customers ▾

Showing 1 - 5 of 5

 Service Bin Pending Bin Service SRS DEMO
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STEPS TO REQUEST SHREDDING PICK UP

7. Under Service / Material, select code “SDS - Secure Destruction Services”, change quantity from 0 to 1. Once all of the above is complete, click “Save”.

The screenshot shows a web interface for requesting shredding services. 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 service codes. The code 'SDS - Secure Destruction Services' is highlighted in green. To the right of the dropdown menu, there is a 'Quantity' field with the value '0' and a 'Comments' text area. At the bottom right of the form, there are two buttons: 'Save' and 'Close'. A hand icon is pointing to the 'Save' button.

8. Click “Send Order” in the right hand corner of the screen.



STEPS TO REQUEST SHREDDING PICK UP

9. In the drop down menu select "Unscheduled Shred Service", then click "Send".

Complete Send Order - PO1 Bluewing Family Practice

Delivery Address

Default Delivery Address
Select Delivery Address
Address
Address
State

Order Information

Customer Order Reference
Charge to Department

Comments



A dropdown menu is open over the 'Charge to Department' field, listing the following options: 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, and **Unscheduled Shred Service** (which is highlighted in green).

10. View your Work Order confirmation to confirm accuracy of details submitted. Our team will then schedule your document shredding pick-up.

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

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

