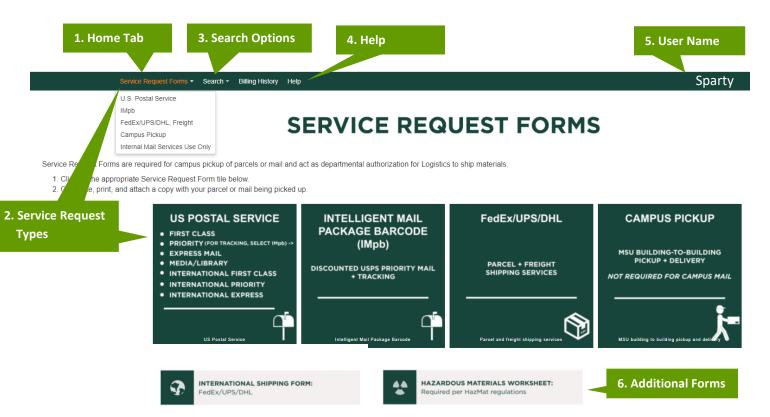




Service Request Form Home Page Overview

Overview: This job aid details the navigation and functions of the Service Request Form Home Page.



1. Home Tab	Current tab referenced with this tutorial
2. Service Request Types	Select the appropriate Service Request Form from the drop down (or click on the green tile). The four types of Services Request Forms include: • U.S. Postal Service • Intelligent Mail Package Barcode (IMpb) • FedEx/UPS/DHL, Freight Campus Pickup
3. Search Options	Search Service Request Forms by:
4. Help	Links to contact information, technical requirements, and tutorials
5. Username	Displays the username
6. Additional Forms	International mailings, exports, and hazardous materials require additional forms be completed and attached to the shipment, along with the Service Request Form

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