LOOMIS EXPRESS WEBSHIP GUIDE

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Technical Support Hotline 1.877.549.3638

CREATE A WEB PROFILE

You must create a Web Profile before you can start shipping. On the home page, click Log In and on the next screen, click Sign Up Now.

IF YOU ARE AN EXISTING LOOMIS CUSTOMER, enter your account number, click continue to validate your account and follow the five easy steps to set up your Web Profile and preferences. In a few seconds, you will receive an email with your Web Profile log in information.

Now you can start shipping!

IF YOU ARE A NEW LOOMIS CUSTOMER, sign up on-line by selecting your shipping profile type (one-time shipper paying with credit card vs. regular shipper to set up a Loomis Express account).

As a regular shipper, complete the required fields and your account number will be assigned instantly. Enter your new Loomis Express account number, click continue to validate your account and follow the 5 easy steps to set up your Web Profile and preferences. In a few seconds, you will receive an email with your Web Profile login information. Now you can start shipping!

TIP: During the set-up, set your shipping preferences to make future shipments faster and easier!

SHIP **DOMESTICALLY** IN 5 EASY STEPS!

Your account information will automatically appear in the Shipping From section.

1 Enter your recipient's address information OR select an existing contact from your address book OR use the Receiver ID Quick Retrieve feature.

> **TIP:** A Receiver ID is like a nickname, you can create one for each of your recipients.

2 Book a Pickup request OR let us know if you already have a pickup Scheduled.

3 Loomis Express can send shipment updates to both the sender and receiver. Select when you would like Loomis Express to send notifications about your shipment.

4 Enter the weight and size information for your package(s).

5 Choose your "Domestic Service"options.

Click Complete Shipment and follow the on-screen instructions to print your waybill.

> **TIP:** Check your printer settings to make sure the waybill prints properly.

> **TIP:** Preview your rate and transit time before completing your shipment by clicking Calculate Rate.

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WEBSHIP ADDRESS BOOK & SHIPMENT REPORTS

Creating and maintaining your address book is simple and easy. The WebShip address book lets you save multiple addresses and contacts for quick reference and completing shipment information.

To add a new entry, click the Add New Address link and complete the information. Confirm your new entry by clicking the Add Address button. You can also import your existing contacts using our on-line template.

From the main address book list, you can edit, delete, and ship to an address with one click. You can also view recent shipments to each address.

You can create group shipments by clicking Manage Groups. This advanced feature is useful for regular shippers who consistently send packages to a set list of recipients. For more information about this feature please contact Loomis Technical Support at 1-877-549-3638.

TIP: The WebShip address book allows you to view and sort your addresses by many different variables including Company Name, City, Country, and Contact Name. The search function is another quick way to find contacts. Simply type in what you are looking for and click Search.

Create and print reports to help track and manage your shipments efficiently. WebShip allows you to create custom reports for your web profile and save for future use. Simply select the fields you want to include, specify the sort order, and time period. For more information about this advanced feature please contact Loomis Technical Support at 1-877-549-3638.

TIP: Preview your rate and transit time before completing your shipment by clicking Calculate Rate.

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PRINTING WAYBILLS AND SHIPMENT DOCUMENTS

1 After clicking the Complete Shipment button, a Confirmation Page will open up where WebShip provides a summary of your shipment, including: the number of pieces, waybill number and shipment rate amount.

2 Print your waybill by clicking on the button. This will open a new window where you must make sure your printer settings are correct. Follow the Print Setup instructions to make sure the entire waybill fits on one half of a letter size page.

3 Print all copies of your waybill. Keep one for your records, and include the other copies in the waybill pouch, which must be affixed to your shipment.

TIP: If you want to cancel your shipment, use the shipping history screen.

TIP: To print correctly go to the page set up menu and set all margins to .20″ and unclick header and footer settings. For Domestic Waybills page orientation should be set to portrait.

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