



Adding Boxes to Your Off-site Inventory

To add your new boxes to the Meyer Records Management inventory please do the following:

1. Go to <https://recordsmgmt.meyerinc.com/>
2. Log In to our Website using your ADD login.
 - a. If you forgot your USER NAME and PASSWORD, please call Customer Service at:
 - i. Windsor & Bedford Hills 800-358-3709 Option 6.
 - ii. Stratford 203-383-6175.
3. Select the ADD button.
4. Select appropriate department from the drop-down menu if applicable.
 - a. Fill in or scan the complete container bar code number in the ITEM CODE field.
 - b. Be sure to place the container bar code label **below** the handle on the end of the box. **DO NOT** place labels above the handle, on lids, or on the sides of the boxes.
 - c. Fill in the fields with the appropriate descriptive data.
 - d. To move through the fields, simply press your tab key. Press and hold the shift key and press the tab key to move backwards.
 - e. Make sure you have a thorough understanding of which fields your manager expects to be utilized. It is important that all data entry be entered in a consistent manner.
 - f. Calculate and enter the EXPIRE DATE. This is the date that this box will be targeted for destruction.
 - i. You will need to refer to your organization's retention schedule to calculate.
 - g. After you have entered all of you information for that box, click SAVE button at the bottom of the screen. Note: To make the data entry easier for repetitive text, you may want to check off RETAIN DATA ENTERED ON ADD to leave the text in all fields for the next box to be added.
5. After all the searched items are found and placed in your SHOPPING CART, click on ITEMS ON ORDER on the upper right of the screen to view your SHOPPING CART.
6. Note: You can add boxes over the course of several days. They will be saved in your online account until you submit your order.
7. After you have reviewed your order click SEND ORDER to proceed.
8. If your account has multiple delivery address options, please select correct address from the DELIVERY ADDRESS dropdown menu.
9. Tab through to SELECT DELIVERY PRIORITY dropdown menu to select appropriate delivery type.
 - a. NEXT DAY DELIVERY - Orders received at our office prior to 3 p.m. are guaranteed for Next Day Delivery. Orders received after 3 p.m. may take an additional day.
10. Please use the COMMENTS section to specify any order instructions. This note will print on the Work Order that accompanies your delivery.
11. Click SEND button to submit the order.
12. If you wish to retain a copy of the Work Order you can do so by selecting the desired option in the upper right on your screen.
13. This completes the process for adding boxes and files online and our Customer Service Staff will process your order promptly.