



# COLLECTSHIP

**Our improved Collectship experience coming May 2020**

**CollectShip** now offers more enhanced shipping options for a more robust reverse logistic experience for your customers and vendors.

**Added options include:**

- Added secure shipping features to protect using a Pin to conceal your account number.
- Our Authorization Key controls where your customer and vendor can ship.
- You can select products such as ground, express, time definite 09:00, 12:00 and 18:00.
- We have added Chain of Signature (COS) for the highest level of security and verification process with security checks throughout each point along the delivery chain.
- Our “Get Notified” feature enables automated email updates on the status of your parcel.

We’ve customized a great experience to save you time, add great value and reduce costs.

## Step by Step Tutorial

Select **Collectship** from our home page [www.Loomis-Express.com](http://www.Loomis-Express.com)  
Login using the Account number or Pin number

- **Shipping from** will simply require you to complete the mandatory fields.
- **Shipping to** will automatically populate with the account holder address\*  
*\* if the receiver information is changed, you will require an authorization key, provided by the account holder.*
- **Shipment Information** contains the product such as express or ground, pick up ready, close time, pick up area such as reception or shipping
- **Package Information** must contain the # pieces, weights and dimensions
- **Notification** section is to enable our “get notified” for automated shipment status notifications.
- **Domestic Service** section is to enable to added features such as Chain of Signature, Fragile, Special Handling and more.
- Lastly, **review & confirm, complete your shipment & Print.**