



WEXlink

On-line Local Courier Ordering System

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WEXlink Online Local Courier Ordering System

Accessing WEXlink

Go to: <http://www.washingtonexpress.com> and log in

LOGIN

User Name

Password

SUBMIT

Placing an Order

Below is a step-by-step guide to placing an order.

WASHINGTON EXPRESS

Home **Place an Order** Your Account Terms of Use Help

Tracking Reports Delivery Times

Shipping

Required fields are in bold

Order Round Trip Quote

Order Form

Account: WEXADMIN Order EZ Ship: [dropdown]

Name*: John Doe
Phone*: 301-210-3500
Email*: jdoe@washingtonexp

Switch Pickup and Delivery (Flip)

Pickup (Stop1) Address	Destination
Company*: Washington Express	Company*: CMI
Address*: 12240 Indian Creek Ct	Address*: 2849 Georgia Ave NW
Room: 100	Room*: 3rd Fir
City*: Beltsville	City*: Washington
State*: MD	State*: DC
Country*: USA	Country*: USA
Zip*: 20705	Zip*: 20001
Contact: John Doe	Contact*: Bill Jones
Phone: (301) 210-3500	Phone*: (202) 347-2001

Add to Address Book Okay To Leave
Add to Address Book

Notes: 1 ENVELOPE

Account-if your firm has multiple accounts, use the drop-down menu to choose the correct account. Order EZ Ship- if you've saved a previous order, use the drop-down menu to select it.

Switch- Click to flip the pickup address with the destination address.

Pick-up & Destination- Please enter complete addresses with zip codes for both the pick-up and drop-off locations. Include contact names and telephone numbers.

Add to Address Book-check this box to save address to your personal address book.

Notes- please tell us what is being delivered, or any other instructions.



WEXlink Online Local Courier Ordering System

Order screen continued...

Service Items
 Pieces* 1 Total Weight* 1 ?
 Ready Time* Now Ready Date* Today
 DCL Value 100 ?
 Vehicle* Car

Service Summary
 Service* Regular
 Pkge Type* Env-Package-Book
 Ready Time: Ready Date:
 Due Time: Due Date:
 Amount:

Order References
 Reference #1 44568-89365 Refer: Copy

Billing Information
 Payment Options BillMe(Invoice) *

Email Notification
 Send E-Mail To: When shipment is:
 JDoe@washingtonexpress.com Created
 JDoe@washingtonexpress.com Pickedup
 JDoe@washingtonexpress.com Delivered

EZ Ship
 Save Order as EZ Ship CMI

Order Round Trip Quote

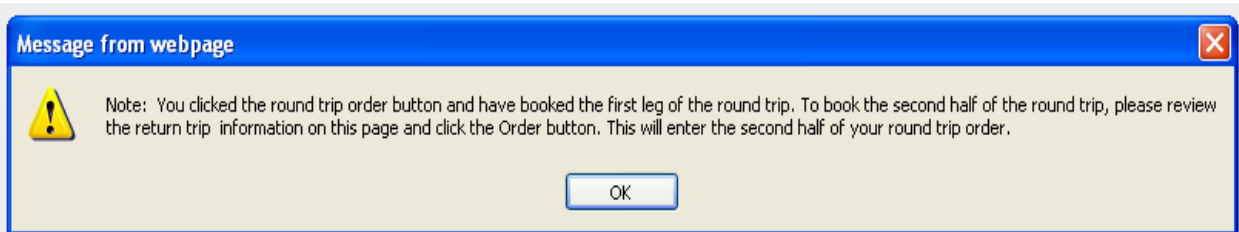
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Callout Boxes:
 - Pieces & Weight-change if applicable Ready Time & Date-can be changed to pre-book a delivery for a future date and time Vehicle-you can leave as is, the dispatcher will choose the correct vehicle based on the items being delivered.
 - Service-use this to choose your service, or click the "Quote" button at the bottom of the page to find out what services are available
 - Order Reference-this is where you enter your firm's billing reference, such as a "Client Matter" or "Client Code"
 - Billing-if your company already has an account, ignore this field as your payment option is already established.
 - Email Notification-you can enter up to 3 different email addresses to receive instant notifications of when your order has been created, picked up or delivered.
 - EZ Ship-if you plan to make this delivery again, click here to save it. It will then show up as an EZ Ship location on the top of screen drop-down menu.
 - Click "Quote" to find out what service options are available. Then follow the instructions below for completing your delivery request.

Order and Round Trip Buttons

After clicking on the Quote button and choosing your service type, simply click on the Order button if it is a one-way delivery.

If your delivery is a round-trip delivery, click the Round Trip button instead of the Order button. You will then receive the message below. Click OK and then click the Order button to submit the return leg of your delivery. Your delivery request is now complete.





WEXlink Online Local Courier Ordering System

Tracking Your Order

To view live tracking details about your delivery, select **TRACKING** from the main menu and enter your order number.

SERVICES

GET QUOTE

ABOUT US

LEGAL FILINGS

PLACE ORDER

TRACKING

QUICK TRACK

Tracking No:

Enter your order # here.



Home Place an Order Your Account Terms of Use Help

Tracking
Reports
Delivery Times

Tracking

Tracking Details

Ordered	Ready	Dispatched	Picked Up	Due By
1/22/2018 2:42PM	1/22/2018 2:40PM	1/22/2018 2:42PM	1/22/2018 3:00PM	1/22/2018 4:42PM

Shipment Activity

Event Recorded Time	Event	Note
1/22/2018 3:20:02 PM	Courtesy Call	Deliver at 4pm
1/22/2018 3:20:02 PM	No Answer	Nobody answering the door, getting voicemail
1/22/2018 2:58:49 PM	Arrived at Stop	Job: 1 Stop:1 Washington Express

View live tracking details.

Order Information

Tracking Number	2701148
Ready	1/22/2018 2:40PM
Signed By	
Service	Regular
Weight	1 lb.
Pieces	1
Delivery City	Washington
Delivery State	DC

Quick Track

Tracking No:

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Administrative Items

Setting Preferences

The first time you log in, you should set up your default settings to make placing orders in the future much faster.

1. Click **Your Account** to display the **Edit Preferences** page.
2. If this has not been established for you, enter your name, direct telephone number (including extension) and your pick-up address.
3. At the bottom, put your email address in the Email Notification field and choose when you want to be notified. Then click **Save** at the bottom of the screen to save your information.

Important: For the pick-up address, if the courier picks up from the mailroom at your firm, type *mailroom* in the **Contact** field of the pick-up address instead of your name.

Setting Up New Users

1. Click **Your Account** to display the **Edit Preferences** page.
2. Click **Administration**, then choose **Administrator Maintenance**.
3. From here, click **Set up New User** to create a new username and password.
4. Make sure to select your account from the **Account ID** drop-down menu.

WASHINGTON EXPRESS

Home Place an Order **Your Account** Terms of Use Help

Edit Preferences
Edit Address Book
View Invoices

Register here

NOTICE
To Setup a new user, you will be need to
1. select an existing Shipping Account that the user should belong to
2. Create User Name, Password, and optionally edit the Users Profile
Note the user defaults for Shipping, EZ Ship will be copied from the User Name 'default'

1. Login information
Pick a User Login Name and Password. The Password must be between 6 and 20 characters, and it must be different from your User Name.

AccountID: **←**

User Name:

Password:

Re-enter Password:

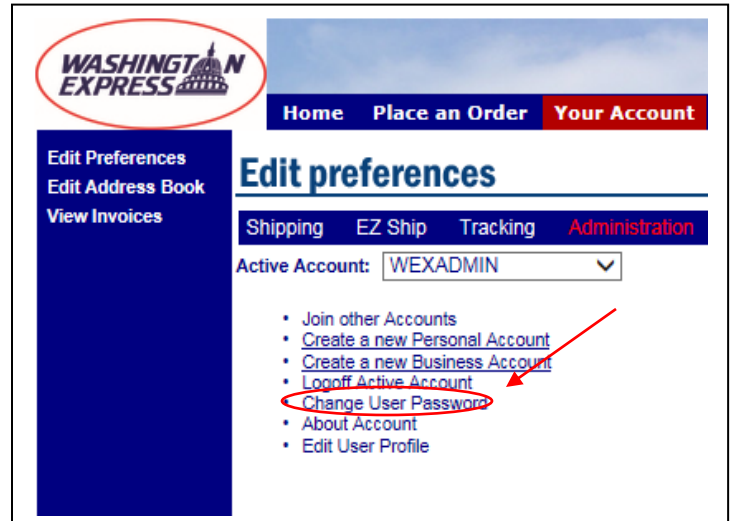
The AccountID is the default Customer that this user will be assigned to
User Name and Password are a combination of letters and/or numbers used to access all services.

Note: Only users with administrative privileges will be able to add and remove additional users from the account.



Changing Your Password

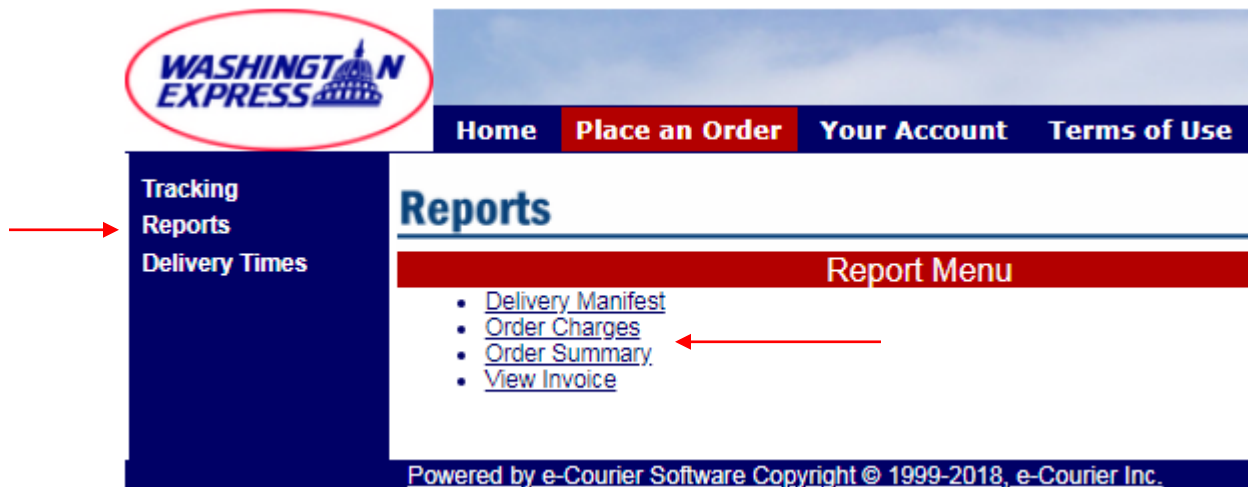
1. From the Shipping Page, click **Your Account** to display the **Edit Preferences** page.
2. Click **Administration**, then click **Change User Password**.
3. Type your new password in both fields.
4. Click Change Password.



View Reports

From the **WEXLink** Reports page, you can review your order summaries, service charges and gain access to your invoices. *Note that some reports can only be accessed by the admin holder on the account.

1. From the **Shipping** or **Home** page, click on **Reports** found in the left-hand blue column.
2. From here, you will be directed to the **Report Menu**. Click on the report you wish to view.





EZ Ship

Setting EZ Ship preferences will allow you to set common shipping locations for your account and to place orders more quickly and easily.

3. From the **Edit Preferences** page, click on **EZ Ship**.
4. Next select **Create a new EZ Ship** to enter new EZ Ship delivery information and click on the **Save button**.
5. From the **EZ Ship** screen you can also modify or delete EZ Ship delivery information.

Address book

Your address book will automatically save all addresses you enter into the system. However, you can add, edit or delete the addresses stored in your address book at any time.

1. On the left column of the Home screen, click on **Edit Address Book**.
2. Here you can search your address book, make changes or add a new address.

Accessing the Online Court and Agency Directory

To access the online version of the Filing Guidelines, navigate to our Legal Filings page.



THE WEX ADVANTAGE

Washington Express offers these advantages for court and agency legal filings:

- "Double Rush", last-minute courier service
- Couriers specially trained in Court and Agency protocol and procedures
- Email filing confirmation / Proof of Delivery
- Immediate notification of any delays
- Web tracking
- Insurance available (if requested)



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Need Assistance?

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