



Requesting Box and/or File Deliveries Online

To request boxes or indexed files (files that have been itemized on our inventory) from Meyer Record Management, do the following:

1. Go to <https://recordsmgmt.meyerinc.com/>
2. Login with your Service USER NAME and PASSWORD.
 - 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. In SEARCH VALUE enter any known part of the descriptive information and click SEARCH.
4. Envision will search across your entire box and file inventory for any items with that information. The results will automatically be shown with the matching search value highlighted in yellow.
5. Once the desired item is located from the results click on REQUEST FROM OFFSITE and your item will be placed in your SHOPPING CART.
6. Repeat for other items needed.
7. 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.
8. After you have reviewed your order click SEND ORDER to proceed.
9. If your account has multiple delivery address options, please select correct address from the DELIVERY ADDRESS dropdown menu.
10. Tab through to SELECT DELIVERY PRIORITY dropdown menu to select appropriate delivery type.
 - a. Next Day Delivery - Orders received at our office prior to 4 p.m. are guaranteed for Next Day Delivery. Orders received after 4 p.m. may take an additional day.
 - b. Rush Delivery - Delivered within 3 normal business working hours. Please also follow-up your Rush request with a call to Meyer Customer Service to ensure we are aware of this urgent delivery request.
11. Please use the COMMENTS section to specify any order instructions. This note will print on the Work Order that accompanies your delivery.
12. Click SEND button to submit the order.
13. 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.

This completes the process for ordering items online and Meyer's Customer Service Staff will process your order promptly.