



ACCESS FILEBRIDGE[®] TRAINING GUIDE

Removing Items

Access[®]

FileBRIDGE Records allows you to remove records from your inventory with Access for items that you will not be returning to storage.

To get started...

Log into FileBRIDGE at FileBRIDGE.com using your login credentials.

Once you are in the portal, choose FileBRIDGE Records from the side bar menu or bottom page menu.

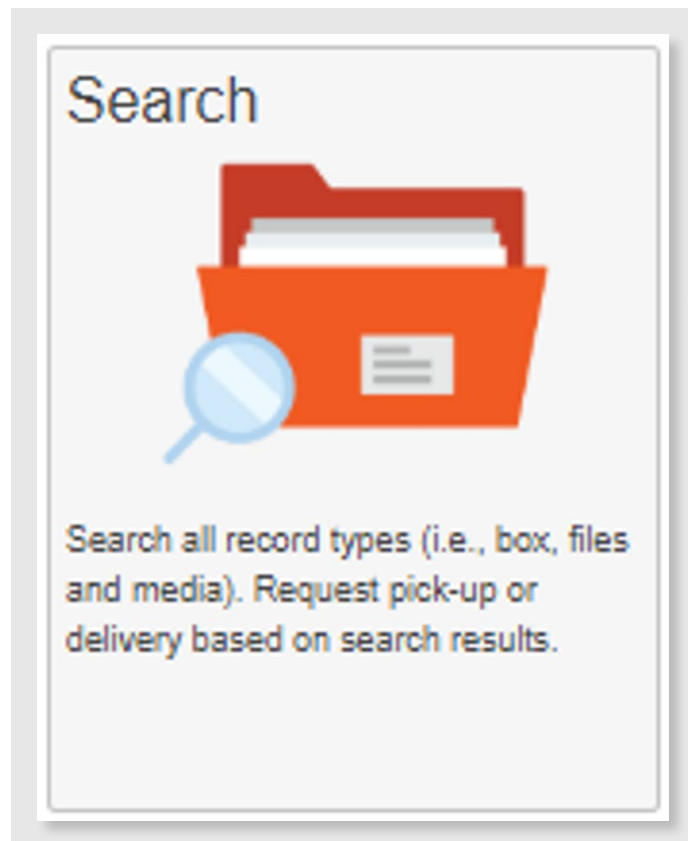


Use the search option to lookup the items you wish to remove from Access.

- **Advanced Search:** Query a volume of records based on specific criteria such as Effective Date, Status or Expire Date
- **Single Item Search:** If you have the barcode number or another unique identifier to query the box
- **Match Item Search:** Load a list of box barcode numbers in a .csv format or cut and paste a list of box barcode numbers into a value field

In the Example below, the Single Item Search Option was used to query a box that has been retrieved and will not be returning to Access for continued storage.

The Item Code (00000000000503) was entered in the Item Field as shown.



Item Results
Showing Items per page

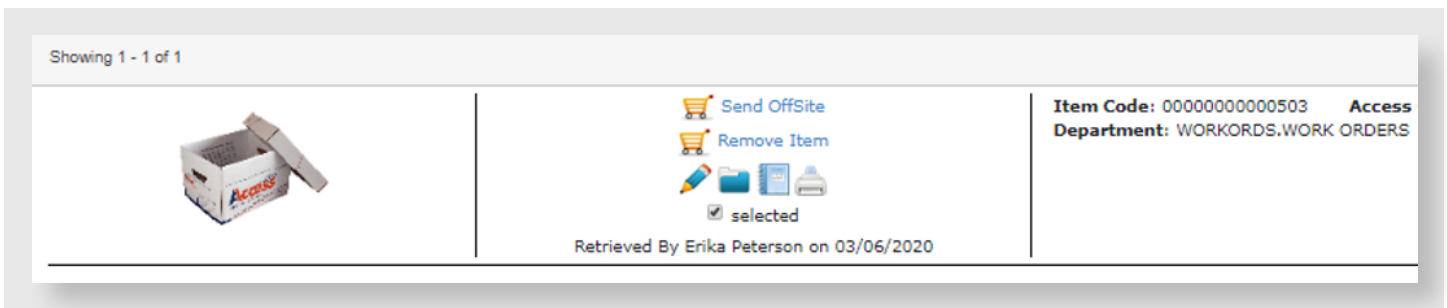
Item Search
Customer

Department

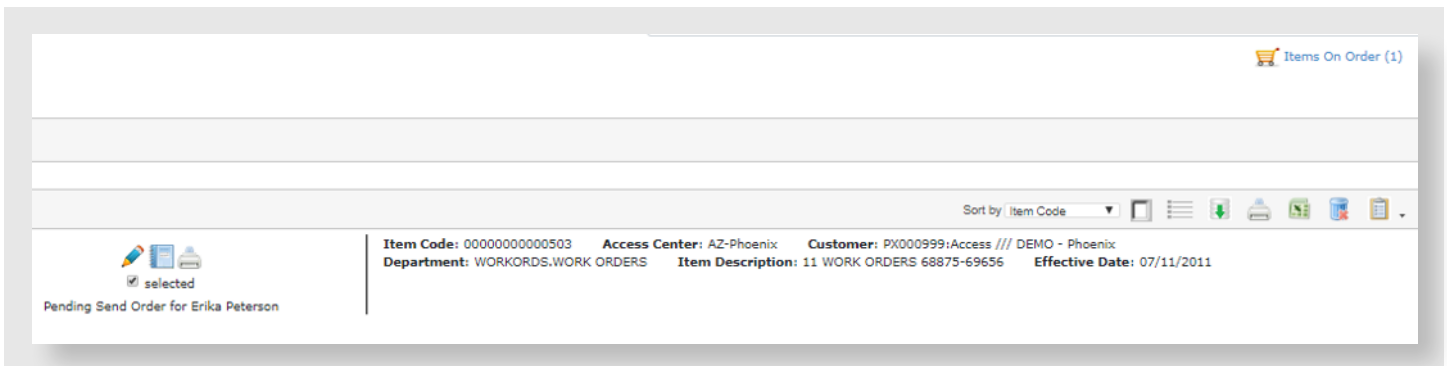
Type

Item Field

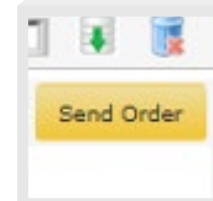
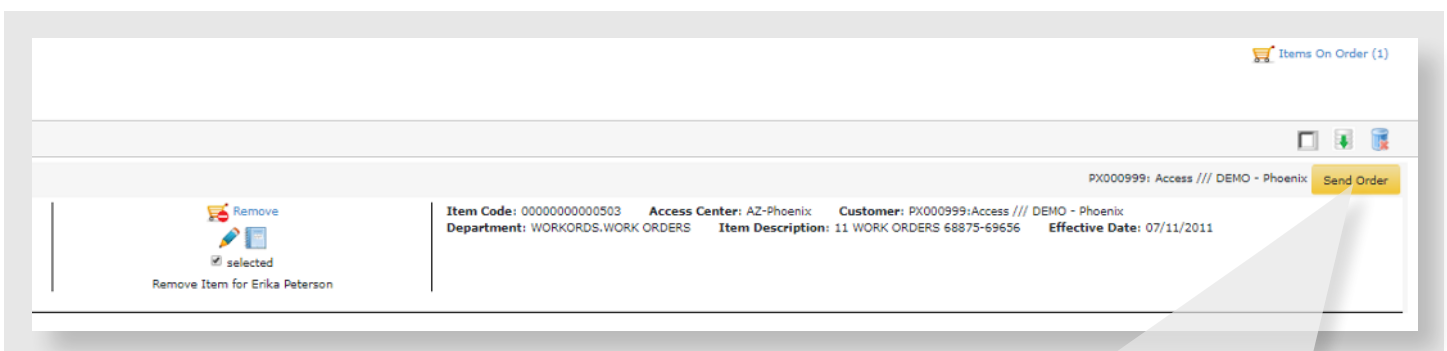
To start the removal process, click on the Remove Item link as shown below.



The item will be moved into the cart as part of a pending order.



When you are ready to check out and complete your order, Click on the **Send Order** button.



To complete your order, FileBRIDGE Records will request your signature, name and acceptance of the removal request. Select the Delivery Priority of Miscellaneous Service, enter comments (optional) and click Send.

Once your order has been sent, a confirmation page will generate with the work order number and a list of all permanently removed items.

Additional training and assistance is available. Please contact our Client Support team for support at:


1-877-345-3546 or
ClientSupport@accesscorp.com

Complete Send Order - PX000999 Access /// DEMO - Phoenix

Removal Request

RECORD RETREIVAL AND OR DESTRUCTION REQUEST By providing your Electronic Signature below, CLIENT agrees as follows: 1. CLIENT is the owner or legal custodian of all Records and has full right and authority to retrieve and or destroy said Records without any restrictions, in accordance with the terms of the MSA; 2. In the case of Record destruction, CLIENT confirms that it is in compliance with all local, state and federal record retention regulations as well as its record retention policy. 3. CLIENT hereby releases and will indemnify ACCESS from any and all liability, damages and/or costs, including reasonable legal fees, (collectively, "Costs") arising from or relating to the retrieval and or destruction of Records pursuant to CLIENT's request herein; 4. Unless otherwise provided for in CLIENT's MSA, retrieval and or destruction is limited to 50 boxes/day not to exceed 1000 boxes/month. CLIENT will contact ACCESS to discuss timing and pricing if CLIENT's retrieval and or destruction needs exceed that amount. 5. You are authorized to enter into this Agreement on behalf of CLIENT. 6. Your electronic signature on CLIENT's behalf is the legal equivalent of your manual signature on this Agreement.

Signature I accept



Clear Signature
Name
Erika Peterson

Delivery Address / [Secondary Address](#)

Default Delivery Address ▼	3919 W Washington St
Select Delivery Address	Address
	Phoenix
#Building/Floor/Room/Suite/Dept	City
AZ	85009
State	Zip


Order Information

	Miscellaneous Service ▼
Customer Order Reference	Select Delivery Priority

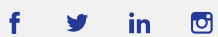
Comments

Box will not be returned to Access



 1.877.345.3546

 [AccessCorp.com](https://www.accesscorp.com)



About Access

Access is the largest privately-held records and information services provider in the world, with more than 120 operations across the United States, Canada, Central and South America. Access enables clients to better manage their information, control their risks and transform their businesses. Access' solutions include records storage, and information management, document scanning and digital transformation, cloud-based document management software including CartaHR, and secure destruction services.