

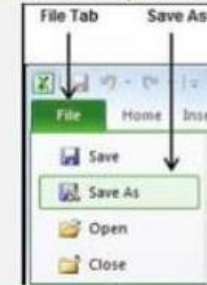
Step 1. Box inactive files and prepare for shipping.



Step 2. Create Excel spreadsheet for each box.



Step 3. Save the spreadsheet to your computer.



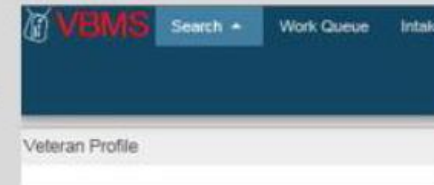
Step 4. Weigh your box and ensure it does not exceed 50lbs. Mark weight on



Step 5. Create UPS Shipping label and print. The last four digits of the tracking number will be your "Box Number."



Step 6. Sign into VBMS and follow the steps listed in the inactive folder training under the Create DCS ID section.



Step 7. Print DCS ID and secure to front of folder. Only one DCS ID per file number. Secure multiple volumes



Step 8. Sign into SMS ddTracker Shipping Portal and follow the steps as prescribed in the inactive folder training.



Step 9. Ship all boxes.

