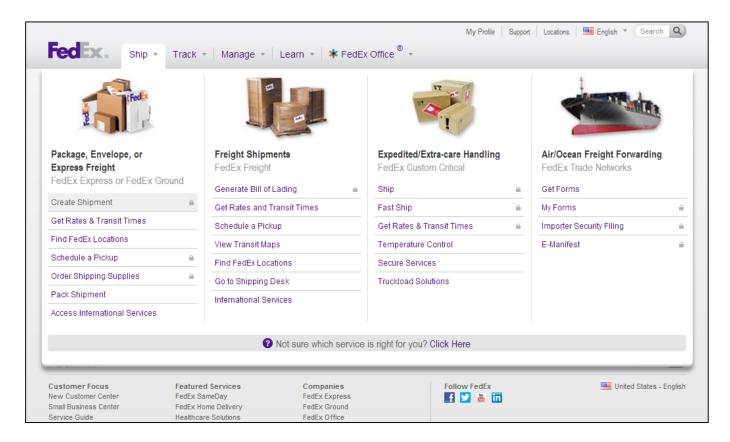


## SHIPPING EXHIBITS AND FORMS WITH FEDEX

After your transcript has been fully scoped, you are to ship the original exhibits and forms to the DepoTexas Houston branch.

All reporters do this by using FedEx.com, which is a free online service that allows you to generate a FedEx shipping ticket without you being billed for it (DepoTexas will take on the delivery charges).

The following guide will show you how to use the FedEx.com website to generate a shipping label for your exhibits in just minutes.

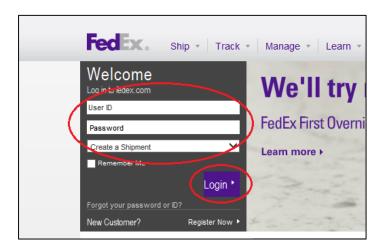


**WARNING:** Since your package will more than likely be shipping via FedEx Ground, please <u>DO NOT</u> place your package in a FedEx drop-off box. Those drop-off boxes are reserved only for Express packages. We have had several instances where exhibits were rerouted or lost all together because Ground packages were put into Express drop-off boxes. We ask that you instead please drop off your package at a local FedEx store or a postal services business that has FedEx services included.

### GO TO THE FEDEX.COM WEBSITE

To get started using FedEx.com, go to the following website:

http://www.fedex.com/



### **USE THE LOGIN INFORMATION PROVIDED TO YOU**

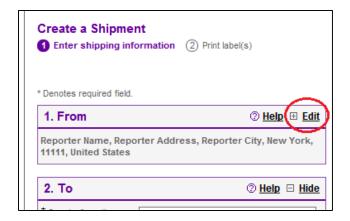
The User ID and Password you will be using depends on your location.

Please contact your local DepoTexas branch and ask the scheduling department for the FedEx.com User ID and Password that you will be using for all shipments of original exhibits and forms.

#### **EDIT OR SELECT YOUR ADDRESS INFORMATION IN STEP 1**

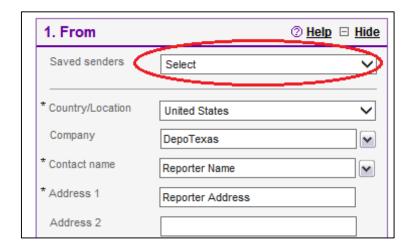
Step 1 is for the shipper and their information in case the package needs to be returned. Most likely your information will not be there when you first log in.

Click the "Edit" button to either enter in your information or select it from a dropdown list.

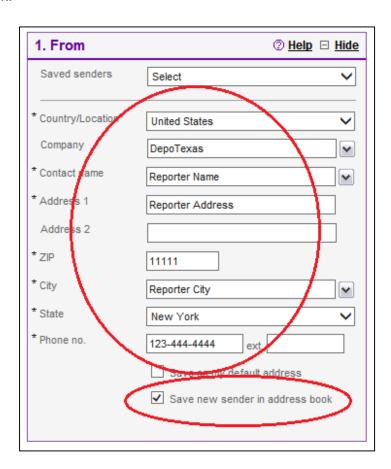


If you have previously shipped something to DepoTexas and saved your address on the FedEx website, then simply browse the dropdown list and select your shipping information.

(Screenshot on next page)



If your address information is not already saved into the FedEx website, then carefully type in all of your address information and make sure it is correct. Once typed in, check the box that says, "Save new sender in address book."

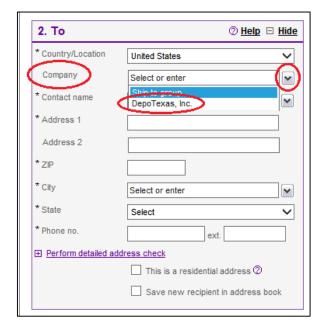


# SELECT THE 'DEPOTEXAS, INC.' DESTINATION ON STEP 2

Step 2 allows you to set where your package will go. Your original exhibits and forms will <u>ALWAYS</u> go to the DepoTexas Houston office.

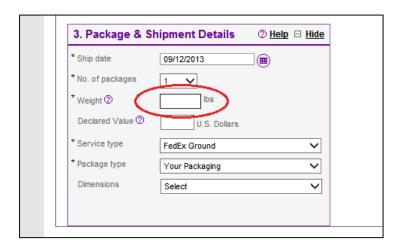
Simply click on the dropdown list next to "Company" and select "DepoTexas, Inc." and the shipping information will auto-populate.

(Screenshot on next page)



# **ENTER THE PACKAGE WEIGHT IN STEP 3**

On Step 3 enter in the approximate weight of the package you are sending (round up).



**WARNING:** Unless your job has been ordered expedited, the Service Type will **ALWAYS** be "FedEx Ground." If your job is rush, then you will select the Service Type of "Priority Overnight."

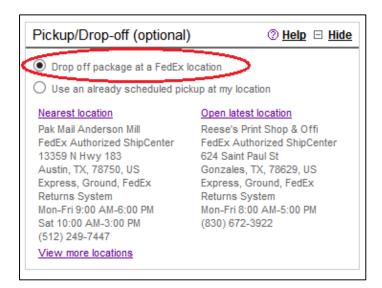
# LIST YOUR JOB NUMBERS AND PACKAGE CONTENTS IN STEP 4

On Step 4, delete any text in the "Your reference" field and enter in the job number(s) that you are sending exhibits for, followed by a slash, and describe the contents of your package (for example, "Exhibits 1-5").



#### FIND YOUR NEAREST FEDEX LOCATION TO DROP OFF YOUR PACKAGE

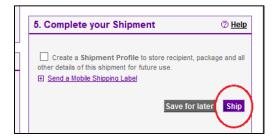
Under the "Pickup/Drop-off" section, click the "Edit" button on the top-right corner. Now you will see a FedEx store that is nearest you and also a location that is open the latest.



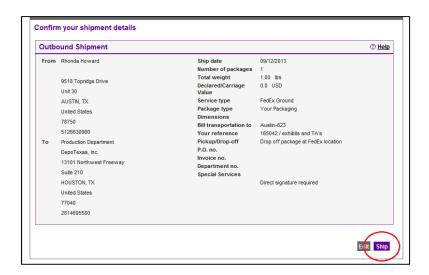
**WARNING:** The option "Drop off package at a FedEx location" must be checked. You are not able to schedule a FedEx pickup.

#### CLICK THE SHIP BUTTON AND REVIEW YOUR INFORMATION

Click the purple "Ship" button WITHOUT creating a Shipment Profile.

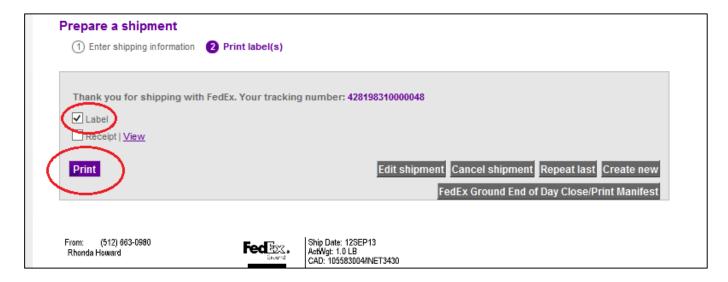


Now you will be taken to a review screen. Double-check all your information to make sure it's correct.



#### PRINT YOUR LABEL AND THEN TAKE YOUR PACKAGE TO A FEDEX STORE

Once your label has been generated, make sure the "Label" option is checked, and then click the "Print" button.



Once your shipping label has printed, take your original exhibits and forms (whether they are packaged up or not) to your nearest FedEx store so that they can be packaged and processed for shipping.

**NOTE:** If you need shipping supplies, your local DepoTexas office can provide them to you. Please contact your local manager/scheduler for shipping supplies you may need.