



U.S. MESSENGER
LOGISTICS MANAGEMENT GROUP

***“INSTANT LOGIN”* ICON
INSTALLATION INSTRUCTIONS**

May 2014

630-286-0550 ✪ 866-788-0600



Greetings!

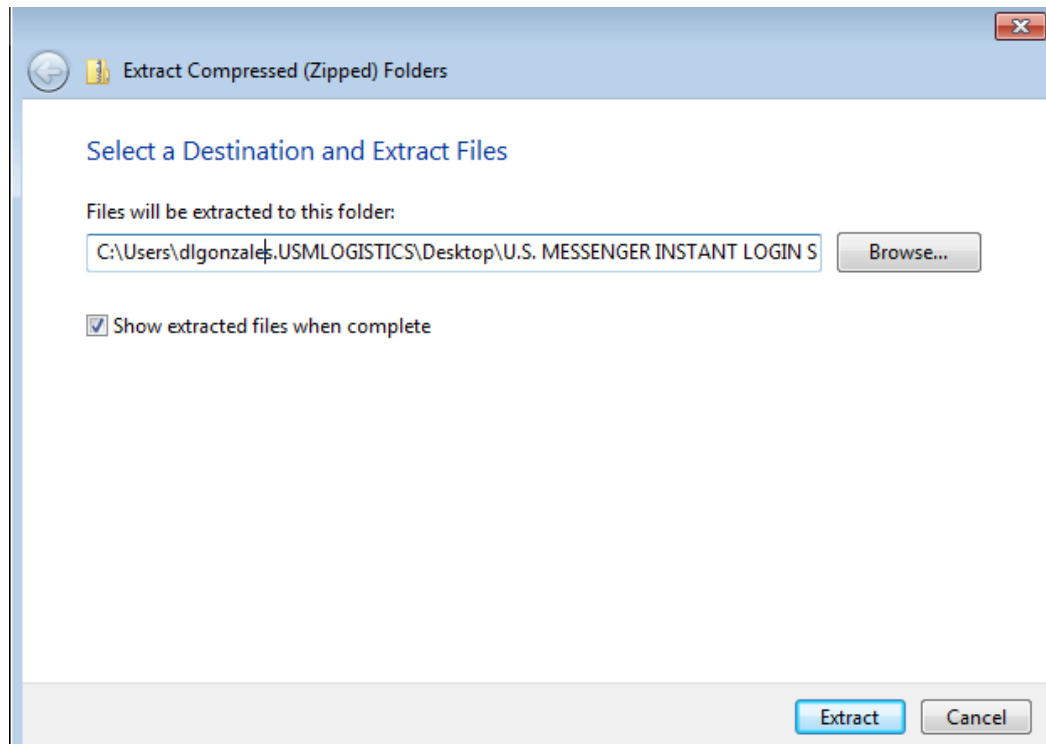
Thank you for taking the time to review and install our easy to use *"Instant Login"* icon to the U.S. Messenger On-line Order Entry & Tracking System.

This *"Instant Login"* will allow you to bypass the usual multiple step login and password process that is cumbersome and time consuming for many people.

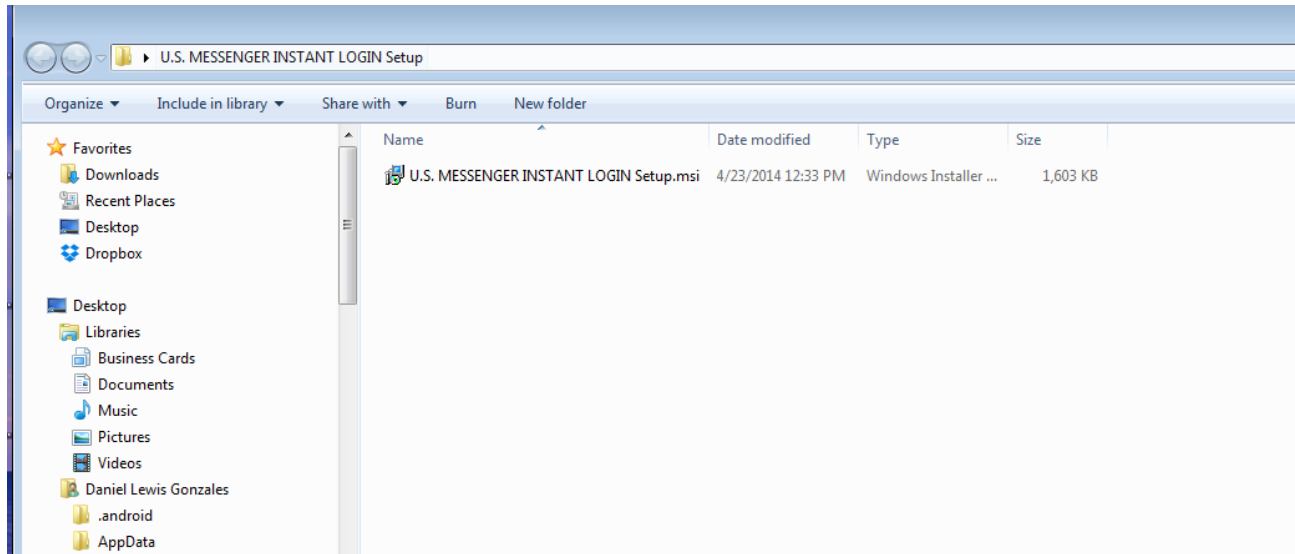
Please follow these directions to complete the U.S. Messenger *"Instant Login"* icon installation:

US Messenger *"Instant Login"* icon Installation Instructions:

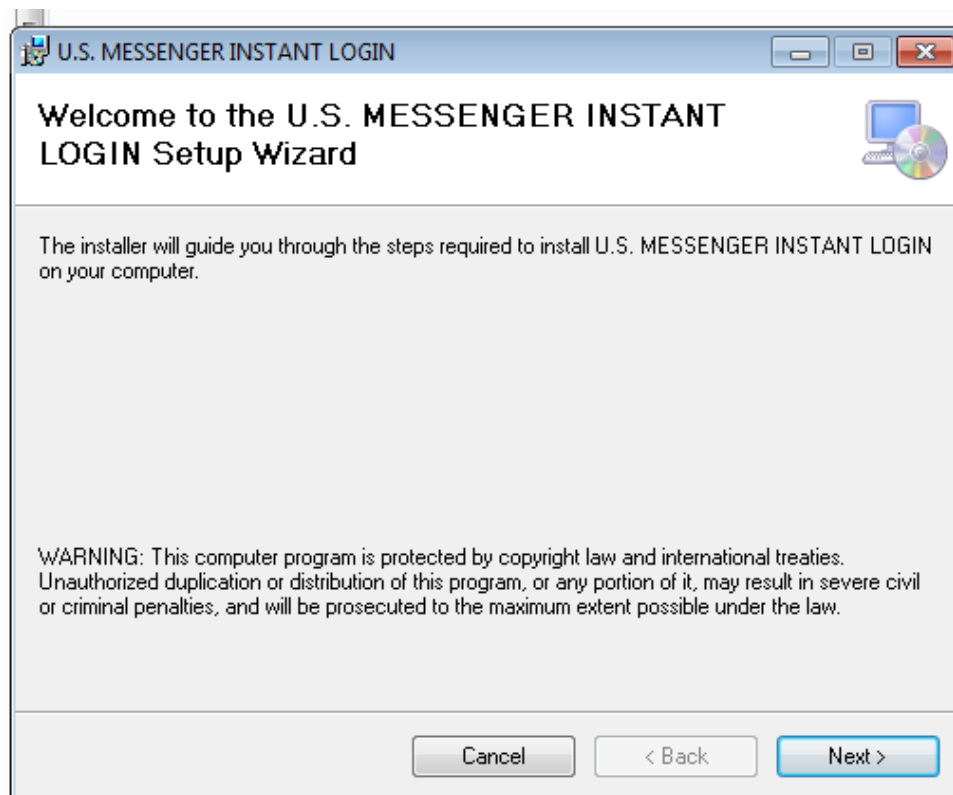
- 1) Save the attached zipped file in this email to your desktop. (Drag it there!)
- 2) Right Click on the file, and choose "Extract All"
- 3) Accept the default location for the extraction of the files or choose a new destination for the extracted files, then select "Extract."



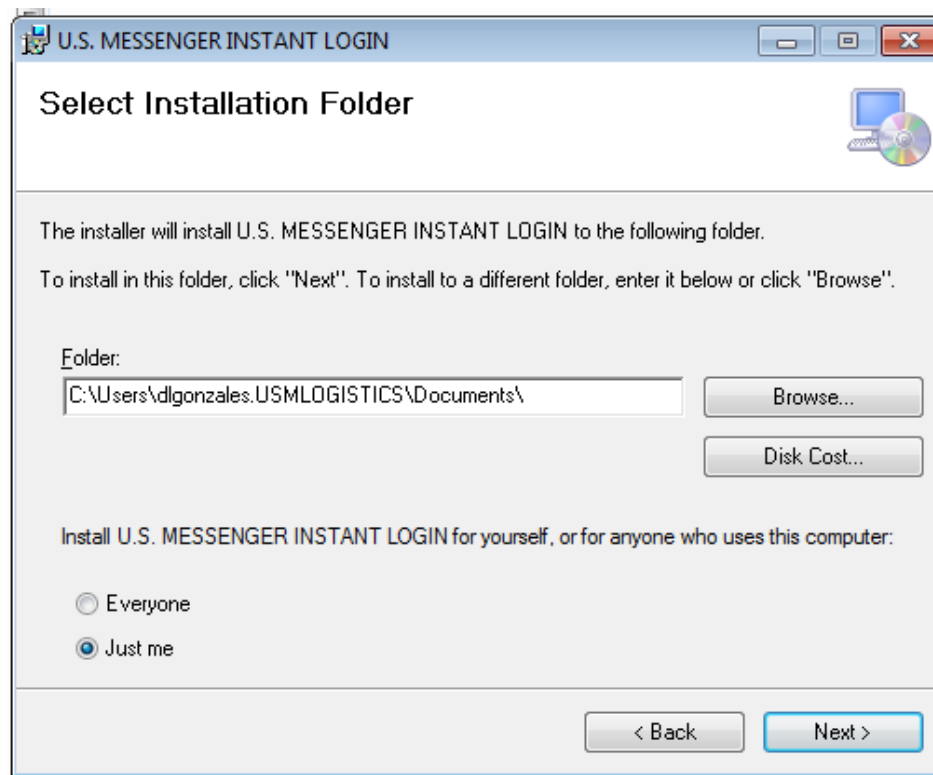
- 4) Once the files are extracted, a window will open up that displays the U.S. Messenger *“Instant Login”* Setup.msi file.



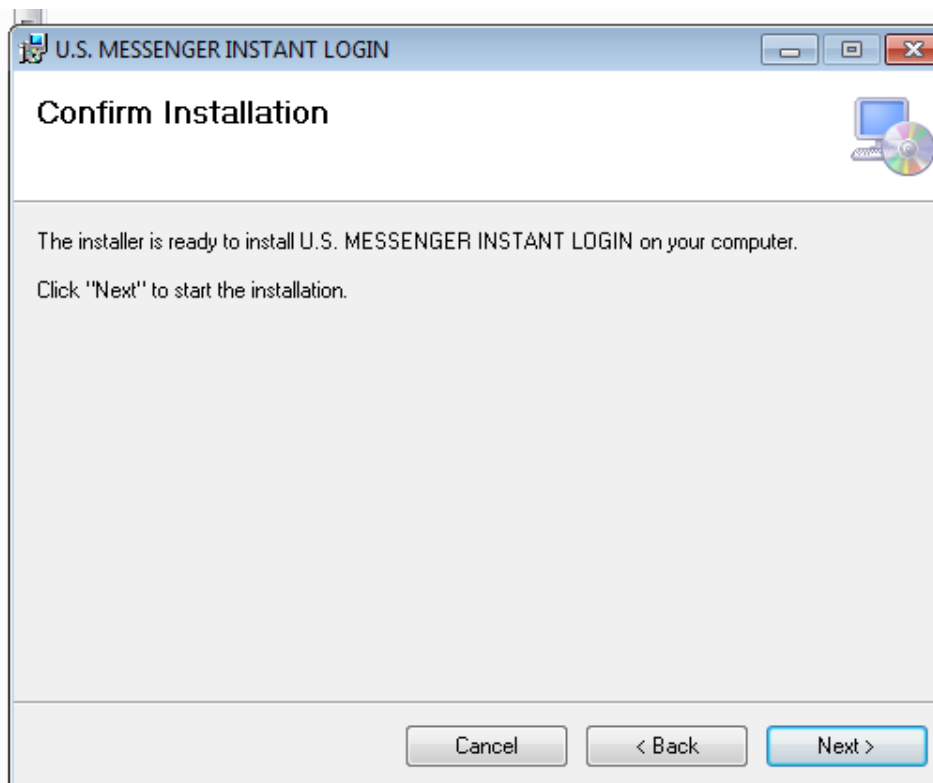
- 5) Double-click on the U.S. Messenger *“Instant Login”* Setup.msi file icon on the left of the line.
- 6) The Welcome screen will open. Please click *“Next”* to proceed.



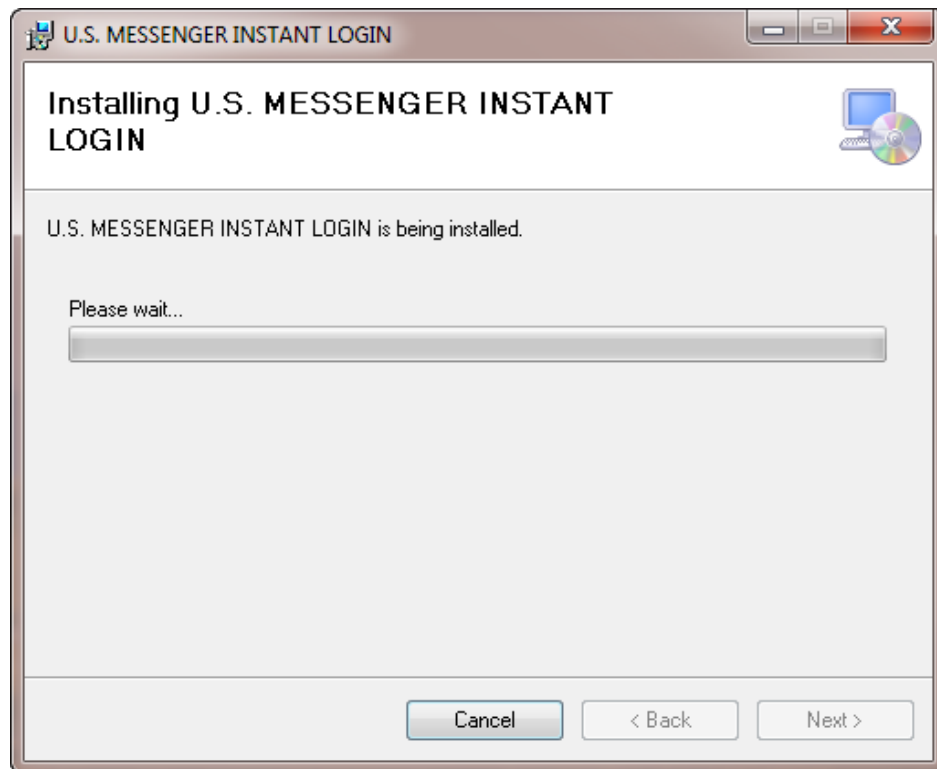
- 7) The installer will display the location where it will install the program. If you wish to install this on a computer with multiple logins to U.S. Messenger then select the "Everyone" button at the bottom otherwise allow it to default to "Just me." Then Click "Next"



- 8) Confirm installation by clicking "Next"



At this point your virus protection software may ask that you allow this program to make a change to your computer – allow it to proceed by clicking “Yes” or “Allow.” **FYI: It may open a flashing tab at the bottom of your screen - depending upon your virus protection software type/brand; allow it to proceed by clicking “Yes” or “Allow.”**



9) When it has completed installing, you will see a new box open that says “Installation Complete.” click “Close” and close out of the setup by pressing the X in the upper right hand corner of your screen.

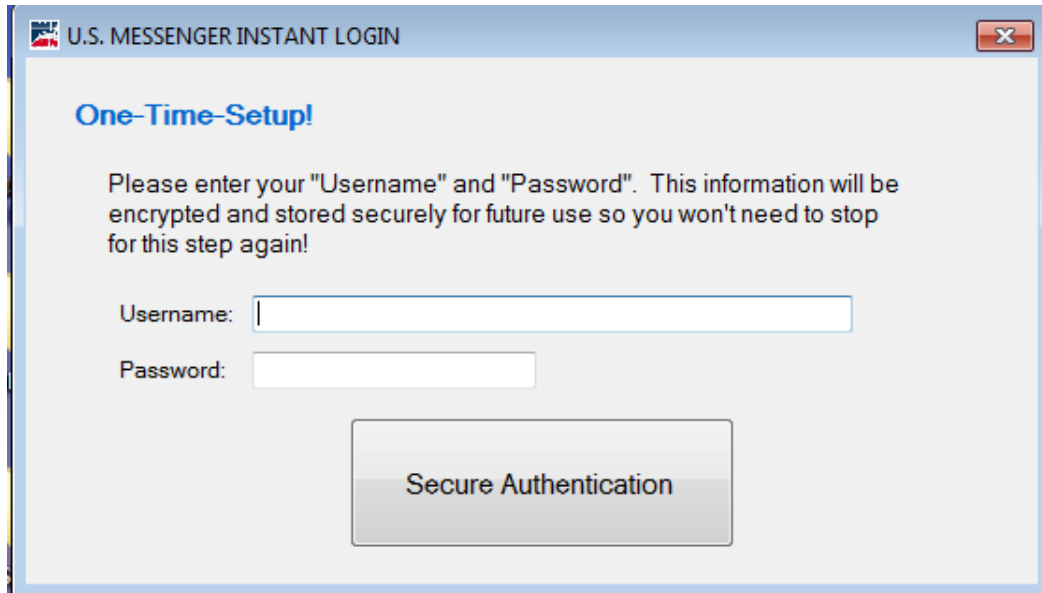
10) You will now have a “US Messenger *Instant Login*” icon on your desktop:



U.S. Messenger “*Instant Login*” Icon

ONE TIME ACCESS SETUP

11) Double-click on the U.S. Messenger "Instant Login" icon and it will ask you (one-time only) for your username and password to log into U.S. Messenger's online access. Please enter your online user information*, and then click "secure authentication."



The screenshot shows a window titled "U.S. MESSENGER INSTANT LOGIN". Inside the window, the text reads "One-Time-Setup!" followed by "Please enter your 'Username' and 'Password'. This information will be encrypted and stored securely for future use so you won't need to stop for this step again!". Below this text are two input fields: "Username:" and "Password:". At the bottom of the window is a button labeled "Secure Authentication".

12) The install is now complete.

USAGE

Double clicking on the U.S. Messenger "Instant Login" icon will bring you directly to the order entry screen. You may now start placing orders in our online system.

If you have any trouble installing the U.S. Messenger "Instant Login" icon please dial 630-230-5625 and ask to speak with our Special Projects Coordinator - Daniel Gonzales or email him at dlgonzales@usmessenger.net.

This icon application is the end result of clients asking for a quick and easy way to access our order entry system. Thank you for your support and thank you for using U.S. Messenger!

* - If you do not have a U.S. Messenger On-line User Name please see the primary person in your organization that set up the online account for a user name and password; otherwise call us for help!

U.S. Messenger Logistics Management Group

U.S. Messenger & Logistics, Inc.

630-286-0550 ☎ 866-788-0600

www.usmessenger.net

We Deliver the Service... You Deserve!