## Service Request Form Home Page

1. **Home Tab**
   - Current tab referenced with this tutorial

2. **Service Request Types**
   - Select the appropriate Service Request Form from the drop down (or click on the green tile).
   - The four types of Services Request Forms include:
     - U.S. Postal Service
     - Intelligent Mail Package Barcode (IMpb)
     - FedEx/UPS/DHL, Freight
     - Campus Pickup

3. **Search Options**
   - Search Service Request Forms by:
     - Account Number
     - Service Request Form Number
     - MSU NetID
     - Date (defaults to 30 days, but is customizable)

4. **Help**
   - Links to contact information, technical requirements, and tutorials

5. **User Name**
   - Displays the user name

6. **Additional Forms**
   - International mailings, exports, and hazardous materials require additional forms be completed and attached to the shipment, along with the Service Request Form

7. **Service Request Types**
   - Click to access the appropriate Service Request Form (also accessible through dropdown)