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

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