
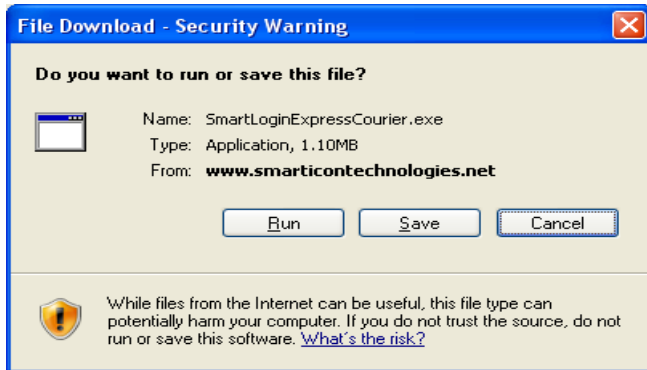


# SMARTLOGIN® Install Instructions

## Express

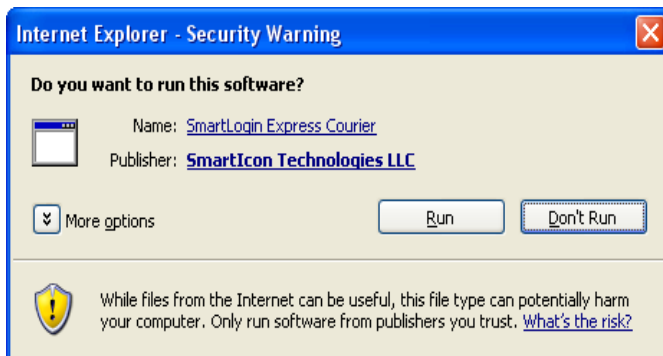


1. Once you click the  icon on our website or in your email the following screen will launch (Windows XP):



Note: This screen may be slightly different if you are running an operating system other than XP.  
Click Run (or Open)

2. A second screen will automatically launch (Windows XP):



Note: This screen may be slightly different if you are running an operating system other than XP.  
Click Run (or Open)

### 3. Welcome to the Express Courier Setup Wizard

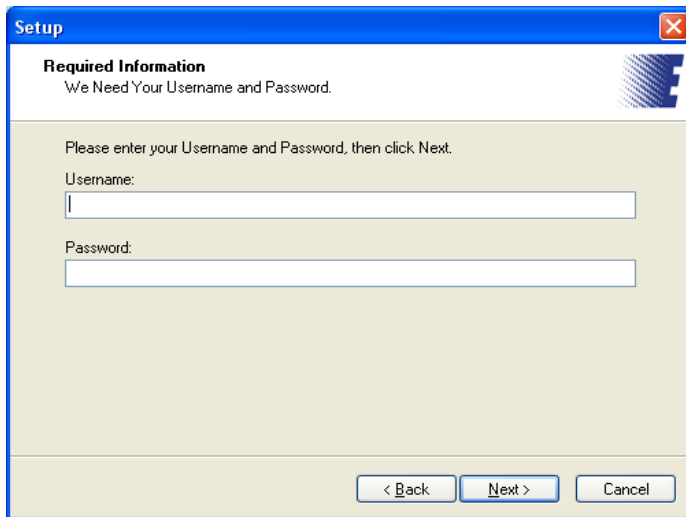
At this point, make sure you have your Express Courier username and password nearby.



Click Next

### 4. Required Information

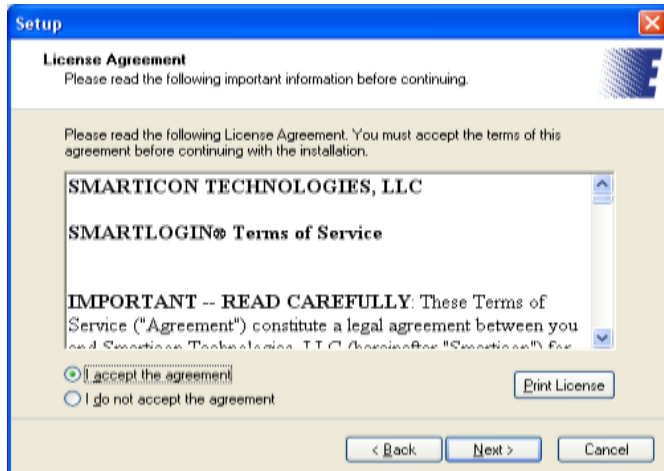
Enter your current username and password in the specified fields.



Click Next

## 5. License Agreement

Read the Terms of Service and click I Accept the Agreement if you accept.



Click Next


## 6. Completing the Express Courier Setup Wizard



Click Finish

7. After you click Finish above you will be automatically logged in, and the Express Icon is placed on your Desktop, Quick Launch Taskbar, and Internet Explorer toolbar. There is also an Express folder added to Start>All Programs.



8. Going forward click on the new  icons on your Desktop, Internet Explorer toolbar or Quick Launch taskbar and you will be automatically logged in.

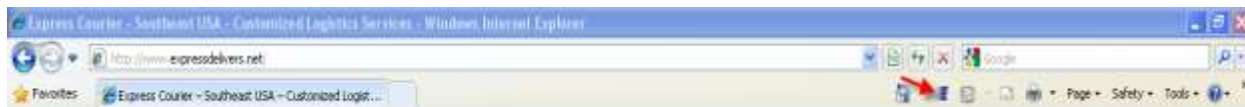
## Internet Explorer Toolbar

For Internet Explorer 7 & 8 users, the Icon will appear in the toolbar pull down, which is located on the far right hand side. The toolbar pull down is always displayed as >>. It is shown below next to the **red arrow**. Click the pull down >> to view the **Express** Icon.



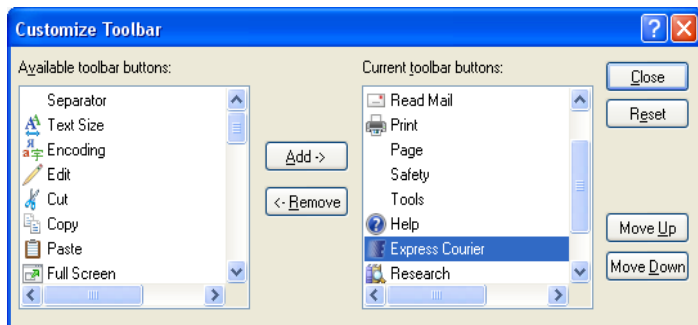
*Note: To see the Express Courier Icon for the first time, you may need to open up a new window.*

**You can move the Express Icon to a visible location on the IE 7 or 8 toolbar as shown.**



To do this, right click your mouse to the left of the Home icon  and select Customize Command Bar then Add or Remove Commands.

You will then see a window appear like below.



Click on the Express Icon and begin clicking on the “Move Up” button until your Express Icon is visible and located where you want.

## **Desktop and Quick Launch**

The Express Icon appears on your Desktop, and the Quick Launch Taskbar. The Quick Launch Taskbar is located to the right of the “Start” button. If the Quick Launch Express Icon is not visible as shown click the pull down >> to the right.

