



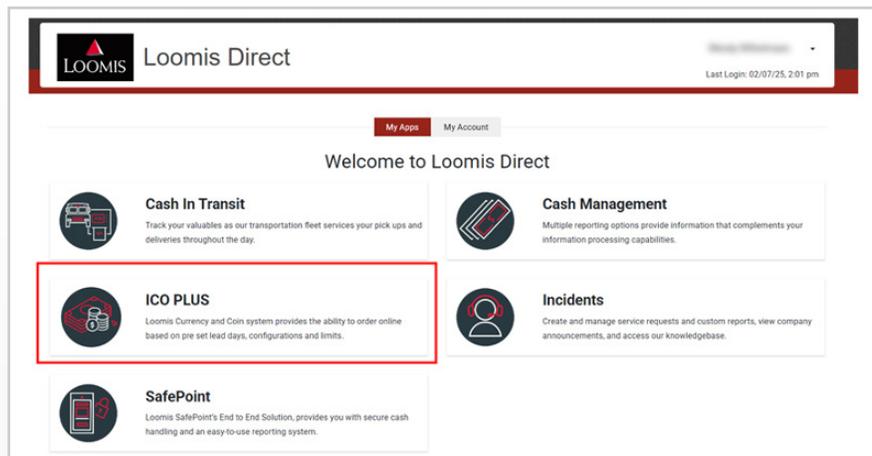
## ICO Plus – Order Guideline

This document will help navigate how to place, edit, or delete a change order and how to review/export reports in Loomis Direct using ICO Plus.



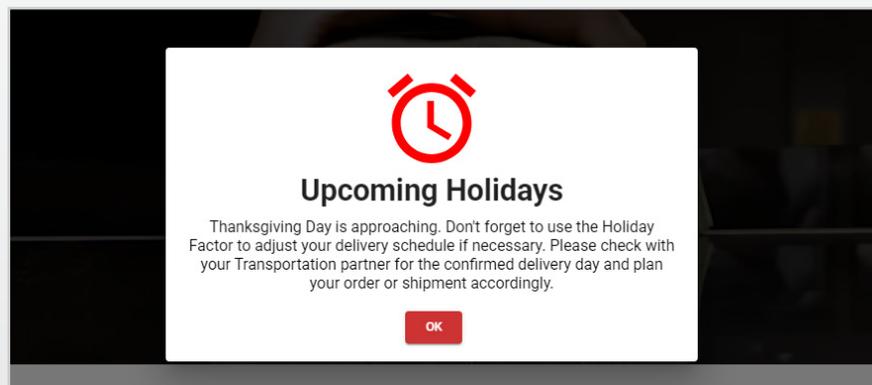
**Sign on to Loomis Direct :** Refer to Sign On Guidelines for additional information

- Enter your email address as the Username
- Enter your password
- Complete MFA process
- Click on the ICO Plus ICON within Loomis Direct
- Session inactivity timeout: 30 minutes



ICO Plus will open to the Home Page unless there is an Upcoming Holiday

Federal Holidays are blocked out as an available delivery day. A notice will be displayed 15 days prior to the upcoming holiday at sign in and require clicking “OK” to move forward.



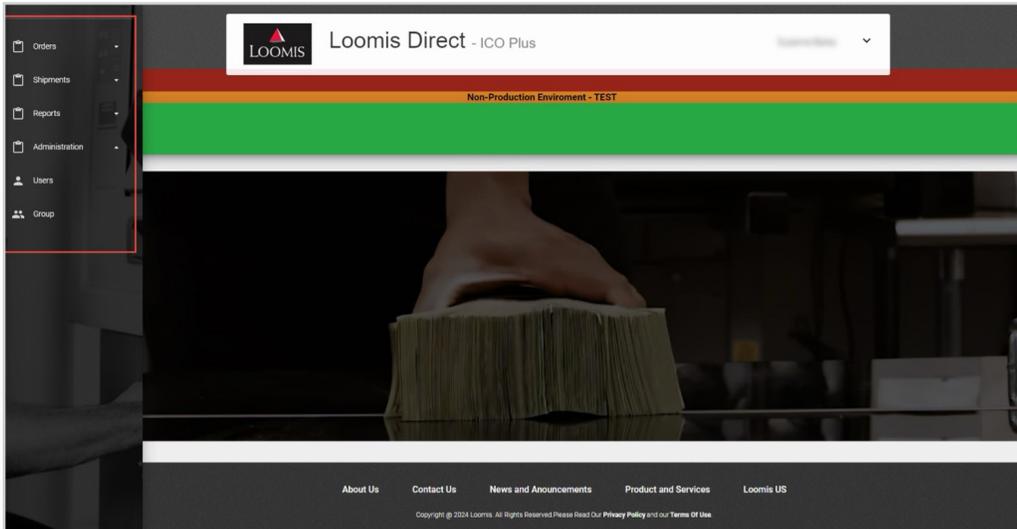


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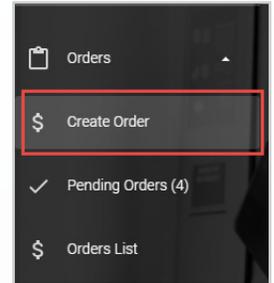


The left of the application is a guide for Orders, Shipments, Reports and Administration functions

- Click Orders



- Select Create Order



Users with one location will be signed directly onto the Order Page. See section “Enter and Review” of this document.

Users with multiple groups or locations will be required to select a group and location:

- Select Group

- Select Location



## ICO Plus – Order Guideline



### Enter and Review Order

The types of media to be ordered is configurable in both values allowed to order and type of media i.e. US Currency, Rolled Coin, Boxed Coin.

1. If a holiday falls on the Delivery Day, the calendar will indicate in circle yellow the Holiday Factor date. User can select the date indicated in yellow for delivery.
2. When selecting the Holiday Factor date, a message will display for the user or Financial Administrator to check with the transportation partner to confirm delivery.

Lubbock TX (3945)

Status: Ordering

Lead Days: 0

Prep Days: 1

Cutoff Time: 02:00 PM CST

Delivery Days Are: THU

Holiday Factor: Next Day

Grand Total \$0

Select Delivery Date

Earliest Delivery Day: Thu 11/20/2025

11/20/2025

November 2025

11, 20, 27, 28

**Fit Bill**

Please check with your Transportation partner for the confirmed delivery day and plan your order or shipment accordingly.

CONFIRM

### Submit

3. Submit the Order to complete the ordering session for location OR click Back to make changes to the order.

ICO Plus

Reminder: Check with your Transportation partner for the confirmed delivery day. Delivery Date: Fri 11/28/2025

LOCATION: 120 | Odessa Univ Branch

Lubbock TX (3945)

Fit Bill		Boxed	
Description	Amount	Description	Amount
\$1	\$100	Dime	\$250
Fit Bill Subtotal: \$100		Boxed Subtotal: \$250	
TOTAL		\$350	

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## ICO Plus – Order Guideline



### Print

4. Print Confirmation or go directly to Order List.

ORDER LIST PRINT CONFIRMATION

### ICO Plus

Order has been successfully submitted on Fri 11/14/2025 7:27 AM CST.

Reminder: Check with your Transportation partner for the confirmed delivery day.

ICO Plus Reference ID: 11807734 Delivery Date: Fri 11/28/2025

LOCATION:  
**120 | Odessa Univ**  
Lubbock TX (3945)

**Success**  
Order Created  
OK

Description	Amount	Description	Amount
Fit Bill	\$100	Boxed	\$250
<b>Fit Bill Subtotal: \$100</b>		<b>Boxed Subtotal: \$250</b>	
<b>TOTAL</b>		<b>\$350</b>	

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## ICO Plus – Order Guideline

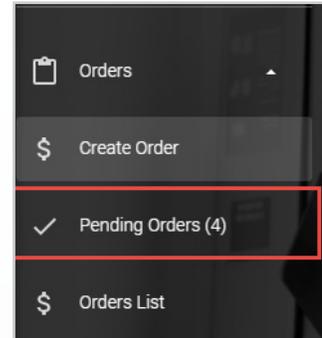


### Pending Orders

Pending Order Functionality is at the request of the Financial Institution to require an Administrator to review orders and approve prior to being submitted. This configuration is at the Inventory Level which means all orders would need approved or can be set to only require approval if over the Order Max Amount.

Loomis Support would need to set up the configuration if this option is required.

The Pending Order count drops as the orders are approved, denied or edited and approved.



Pending Order List									APPROVE ALL	REJECT ALL	+ CREATE ORDER	EXPORT
Reference ID ↓	Entered Date	Delivery Date	Branch Name (Branch Number)	Location ID	Total Amount	Max Amount	Order Status	Actions				
11807756	Fri 11/14/2025 8:37 AM EST	Mon 11/17/2025	Springfield VA (5760)	4037001   Knead Gatsby Ballpark	\$3,000	\$2,500	Pending					

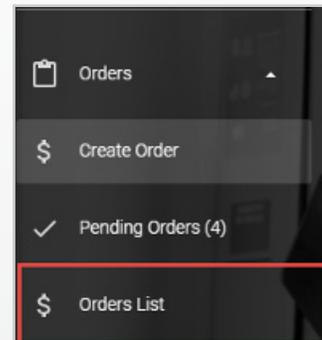
Rows Per Page: 25 | 1-1 of 1

### Order List

The “Order List” is a list of all orders entered into ICO Plus and can be used to export data in either Excel, CSV or PDF formats to review against inventory levels or make necessary changes.

The list is available to all customers based on the location(s) the customer has access to.

- The Order List can be filtered by Day, Week, Month or a select date range.
  - » Note: ICO Plus retains 6 mo order history
- The report default is by Delivery Date but can be changed to pull by Order Date or Fed Date.
- To narrow search for an order, start typing in the Search Field
- Select Export



Order List

Delivery Date
  Order Date
  Fed Date

DAY WEEK MONTH
 From Date: 11/14/2025
 To Date: 11/14/2025
 SEARCH

Search: Search by Ref ID, Location Name, Customer Location Id or Branch





## ICO Plus – Order Guideline



### Order List Navigation:

- Enter Search Options
- Export Report in Excel, CSV or PDF or create next order
- Show Cancelled/Rejected Orders. The order details will display on Order List and when exported; however, the total value of the order will not be included in the report.
- Show Pending/Pending Closed Orders. The order details will display an Order List when exported; however, the total value of the order will not be included in the report.
  - » Rejected = Financial Administrator rejected the order submitted by the user
  - » Pending Closed = Financial Administrator did not approve/reject pending order by Admin cutoff time
- Title Headings can be selected to sort the data
- The “▼” can be selected to display the breakdown of the order
- Action Buttons:

-  If the Pencil is displayed, the Order can be edited. Click to review the order and edit.
-  Click to Print the Order.
-  If the “X” is displayed, the order can be cancelled. Click the “X” to cancel.

Note: If the edit pencil or the cancel “X” is not displayed, the order is locked down and cannot be changed. Reach out to Financial Administrator if additional help is needed with the order.

Reference ID ↓	Ordered Date	Funding Recap Date	Delivery Date	Branch Name (Branch Number)	Location ID	Total Amount	Cut Off Time	Order Status	Actions
▼ 11842123	Fri, 28 Nov, 2025	Fri 11/28/2025	Mon 12/01/2025	Springfield VA (5760)	576   Salem Church Branch	\$50,000	11:00 AM EST	Approved	  
▼ 11842094	Fri, 28 Nov, 2025	Fri 11/28/2025	Mon 12/01/2025	Baltimore MD (5770)	508   Pecan Square Branch	\$108,025	11:00 AM EST	Approved	  
▼ 11842018	Fri, 28 Nov, 2025	Fri 11/28/2025	Mon 12/01/2025	Baltimore MD (5770)	510   Seaford Branch	\$0	11:00 AM EST	Submitted	  