

NJLS's new customer portal!



NJLS is pleased to introduce a faster, easier-to-access web interface.

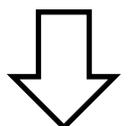
Some of the new features:

- 1. Special Delivery Instructions (like “leave inside screen door”)** are printed on the label and can be saved in your address book.
- 2. eFiling:** NJLS can eFile on your behalf, for criminal, tax and foreclosure filings. As the NJ courts add eFiling categories, NJLS will handle those as well!

For now, clients using NJLS to serve process on a particular case can have their efilings for that case done by NJLS for free! Call us at 908-686-7300.

3. Address auto-complete and validation.

Here are step by step instructions on creating a new NJLS request for delivery, Service of Process or NJLS eFiling!



How to create a New Request using the new NJLS Client Portal

STEP 1 Log In

You log in to your NJLS account as normal



Shipment Center Login

Enter User Name

Enter Password

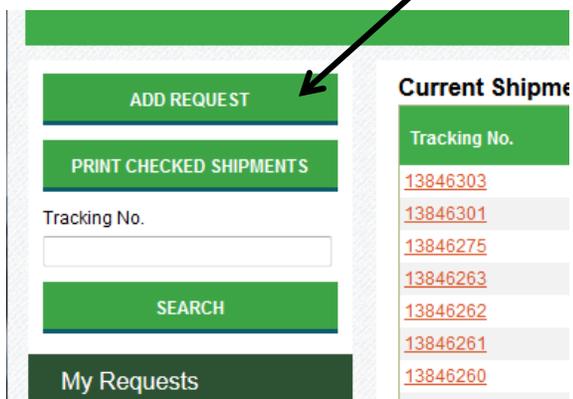
Remember Login

Login

[Forgot Password?](#)

[New Customer Signup](#)

STEP 2 Click "Add Request"



ADD REQUEST

PRINT CHECKED SHIPMENTS

Tracking No.

SEARCH

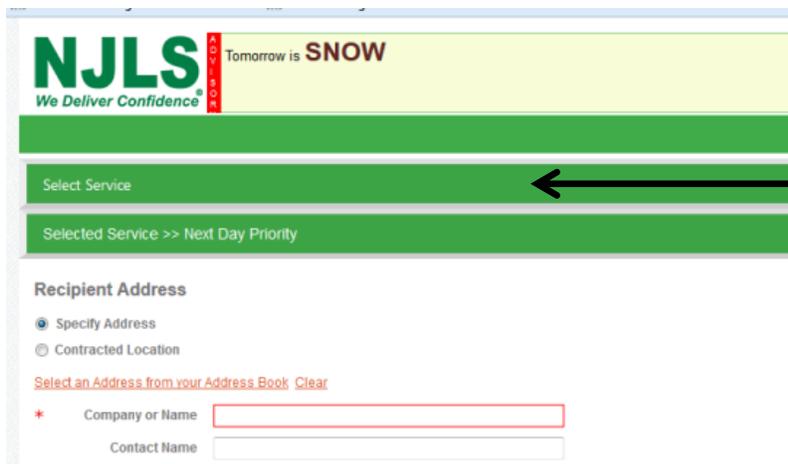
My Requests

Current Shipments

Tracking No.

- 13846303
- 13846301
- 13846275
- 13846263
- 13846262
- 13846261
- 13846260

STEP 3 Click "Select Service"



NJLS We Deliver Confidence

Tomorrow is SNOW

Select Service

Selected Service >> Next Day Priority

Recipient Address

Specify Address

Contracted Location

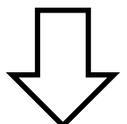
Select an Address from your Address Book Clear

* Company or Name

Contact Name

Choose the type of request you are making... Next Day, Same Day, Priority, Service of Process, eFiling, by clicking on "Select Service"

Continued...



Clicking on “continue” takes you to the confirmation page, showing the delivery and any options for delivery you may have chosen.

NJLS Tomorrow is **SNOW**
We Deliver Confidence

Next Day Priority

Service Options

Extra Insurance ⓘ
 No Signature Required ⓘ
Delivery Emails : rsubramonyin1@xxx.com

Pickup Address

NJLS - NEXT DAY
Rubin Diaz
2333 ROUTE 22 WEST
UNION, NJ 07083-8518

Delivery Address

aaaaaaaa
Forum Court
Morris Plains, NJ 07950
Delivery Instructions : Leave behind front screen door if nobody is home

Package Details

Number of Labels: 1 ⓘ
Content: Other
Description:

Confirm

By clicking Ship I agree to the [Terms and Conditions](#)

MODIFY **SHIP** **CANCEL** **SAVE**

STEP 6
Review Delivery Info. Click on Ship.

Print Shipment

NJLS Couriers
TEL: (908) 686-7300 FAX: (908) 686-5300
www.NJLS.com

Account No: **1999A-16**
NJLS - NEXT DAY
Rubin Diaz
2333 ROUTE 22 WEST
UNION, NJ 07083-8518

TRACKING # 13846321
Ship Date: 3/7/2017 4:05 PM

[Print this page](#)

PRIORITY SERVICE

NO SIGNATURE REQUIRED

RECIPIENT
aaaaaaaa
Forum Court
Morris Plains, NJ 07950-

BILLING REFERENCE

Delivery Instructions : Leave behind front screen door if nobody is home

CUT HERE AFFIX THIS PART TO YOUR SHIPMENT CUT HERE

SHIPMENT RECEIPT FOR YOUR RECORDS

INFORMATION YOU REQUESTED HAS BEEN TRANSMITTED TO NJLS.
NO FURTHER ACTION IS REQUIRED ON YOUR PART

NJLS Couriers
NEW PROVIDENCE UNION CHERRY HILL
TEL: (908) 686-7300 FAX: (908) 686-5300
www.njls.com

PRIORITY SERVICE | NO SIGNATURE REQUIRED

STEP 7
Click “Print this page.”

If you have any questions on these new functions or encounter any difficulty using them, please reach us at 908-686-7300 or customerservice@njls.com.

Thank you for being an NJLS client.