



## Internet Change Order (ICOS) Instructions - Store

### Placing an Order – Deadline Tuesday 10:00am

Open the Change Order shortcut on your desktop. Log in to ICOS, follow these steps to place an order:

1. From the ICOS home page, click on "Order Entry."
2. Review the delivery date. If you need to change the delivery date, do so now. You should select a delivery date that corresponds to your Armored Delivery Schedule
3. Type in the amount you wish to order in each denomination.
4. Move between denominations using the "TAB" key or by clicking on the denomination.
5. When you have entered all the desired denominations, click on "View Order."
6. You will see a summary of your order. If correct, click "Submit Order". If it is not right, click "Back" and make required changes.
7. You will be presented with an order confirmation screen which gives you a reference/confirmation number. Make note of the number or click on "Print" to print your order reference/confirmation number.
8. Click on Exit and close your internet browser.

### To Cancel or edit an Order

**NOTE:** An order can not be cancelled or edited after your cut off time has passed. If you wish to cancel or edit an order after the cutoff time has passed, please contact your bank representative.

1. Log into ICOS
2. Click on "Edit Order"
3. If the order is available for cancellation or editing, it will appear in the drop-down box. Select the order you wish to edit or cancel.
4. To edit the order, simply make the necessary changes, and click on view order.
5. To cancel an order, enter "0" in each denomination and click on "Submit Order."

### Enter cash for change order – Loomis Safe

1. Open Other>Cash Control>Change Orders
2. Enter Cash for Change Order
3. Verify Totals are Correct
4. Enter Reference Number
5. Verify change purchase
6. Keep receipts for change bag
7. Click to return to main menu

For detailed step by step instructions visit [wendysidaho.com](http://wendysidaho.com)>Forms or click on the following link:

<https://tinyurl.com/yfhmpmzz>

### Safe counts for RTI

When you do a Safe Count in RTI, use the receipt from Loomis for current change order amount.

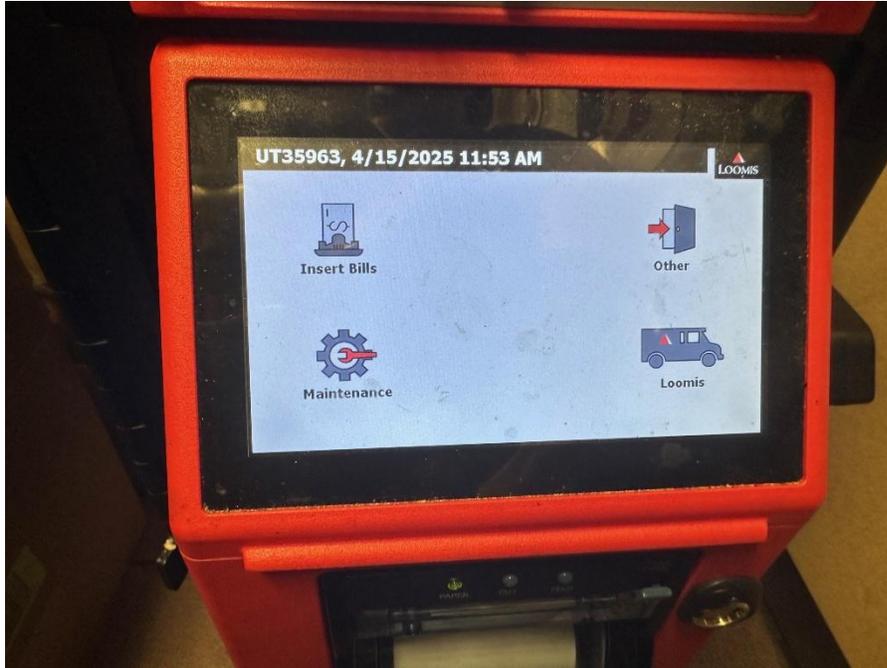
1. Open RTI
2. Click on safe counts
3. Click Add
4. Enter the amount from the receipts on the top line under Bank Run
5. Count the remaining cash in safe
6. Verify your safe has \$2000
7. Push OK

### To have your password reset

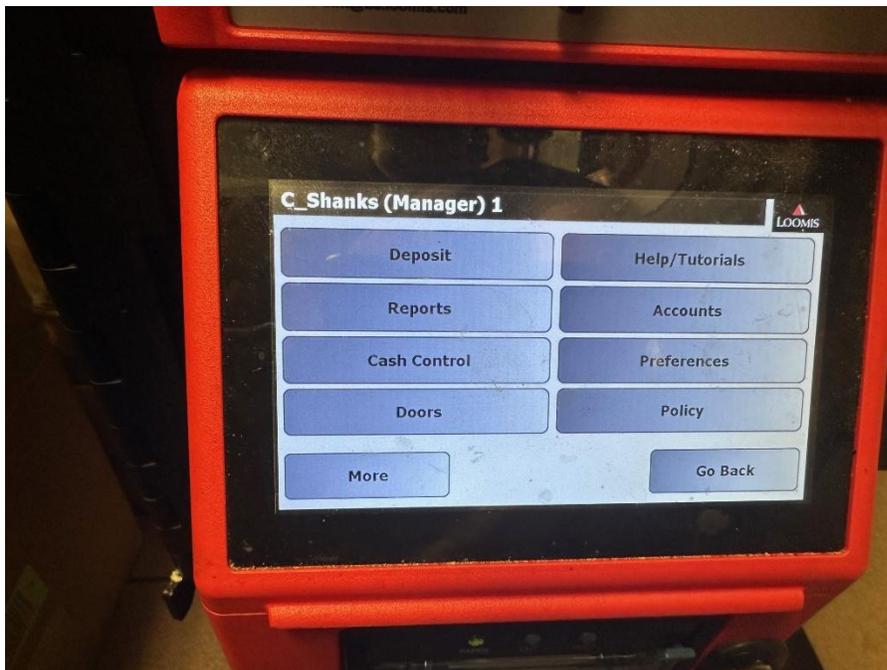
If you forget your password, please contact your DM

# How To Enter Change Orders in Loomis Safe

Click on other, and enter your personal pin



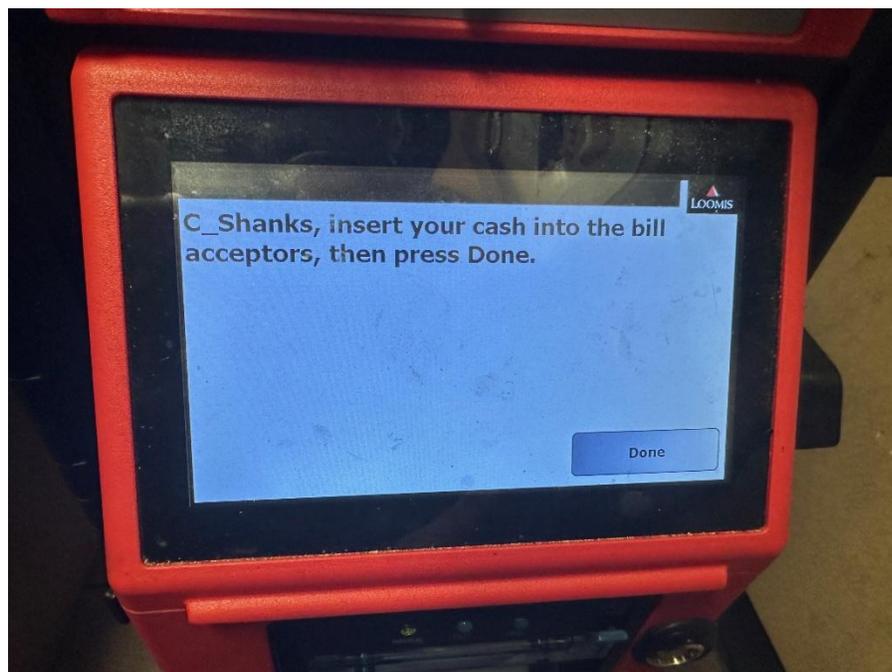
Click on cash control



Click on Change Orders

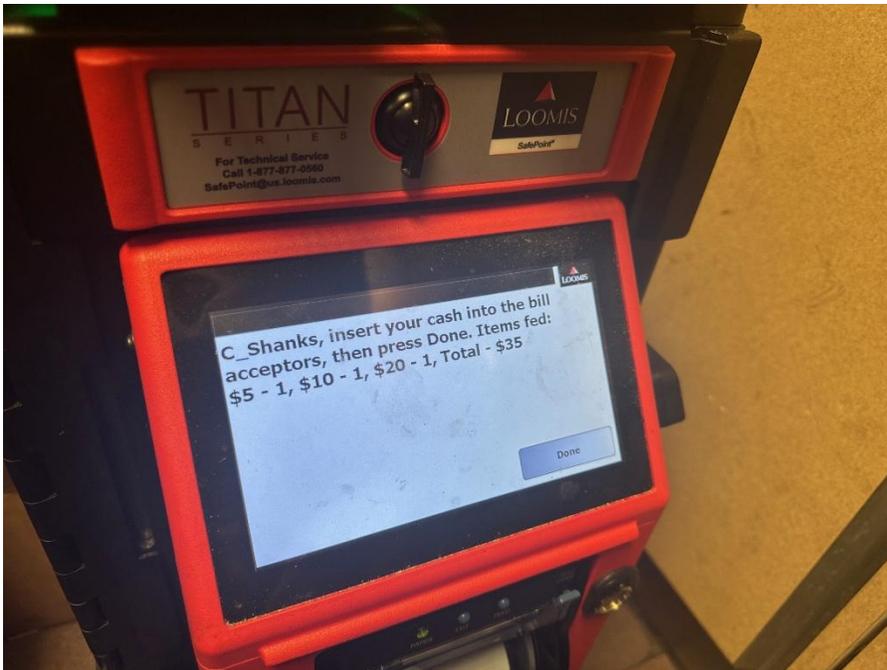


Insert the same amount of cash from the change bag that the change order is





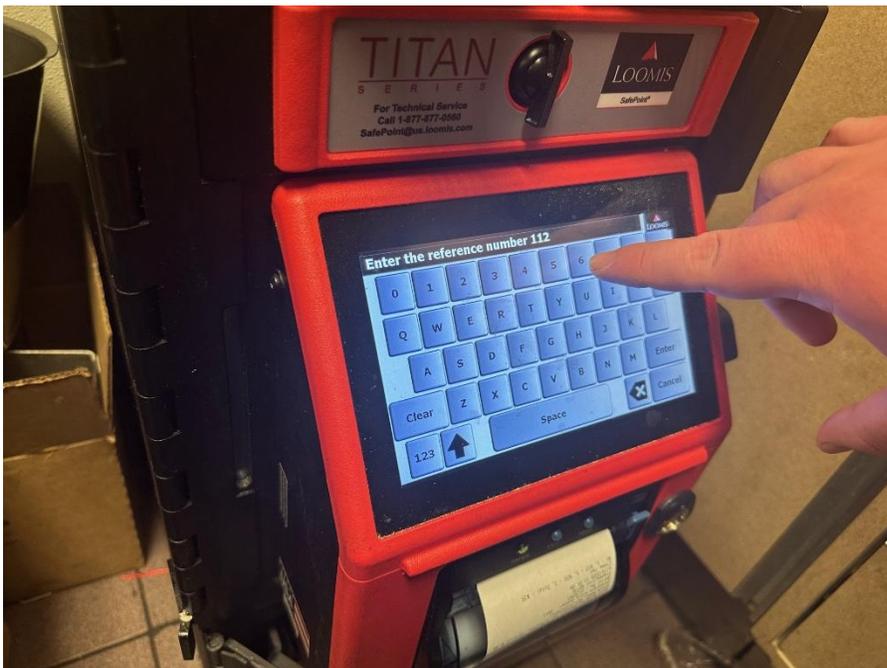
Verify the amounts are the same



A receipt prints out for showing the amount inserted



Enter the Reference Number that Zions Bank Generated from the computer (ICOS)



Verify the amount for the Change Order



A receipt prints off showing the reference Number and the Cash Amount  
KEEP RECEIPTS IN THE CHANGE BAG FOR SAFE COUNTS IN RTI



A confirmation screen confirms the change order was received  
KEEP RECEIPTS IN THE CHANGE BAG FOR SAFE COUNTS IN RTI



Return to the main menu  
KEEP RECEIPTS IN THE CHANGE BAG FOR SAFE COUNTS IN RTI

