



ICO Plus - Order Guideline

This document will cover initial login and help navigate how to place, edit, or delete a change order in Loomis Direct using **ICO Plus**.

Initial sign on- Email will come from no-reply@us.loomis.com

- Click activate User at the bottom of the email
- If link is expired press resend token
- Follow prompts to reset password
- Complete MFA process

Please click the button below to activate your account.

Activate User →

If the button above does not work, please copy and paste the following link into your browser:

<https://loomisdirect.loomisusa.com/apps/activate/1ba8cfad-35b5-4be4-900d-ef51561f7881/VJG5hYSrqSxM>

Sign on to Loomis Direct –

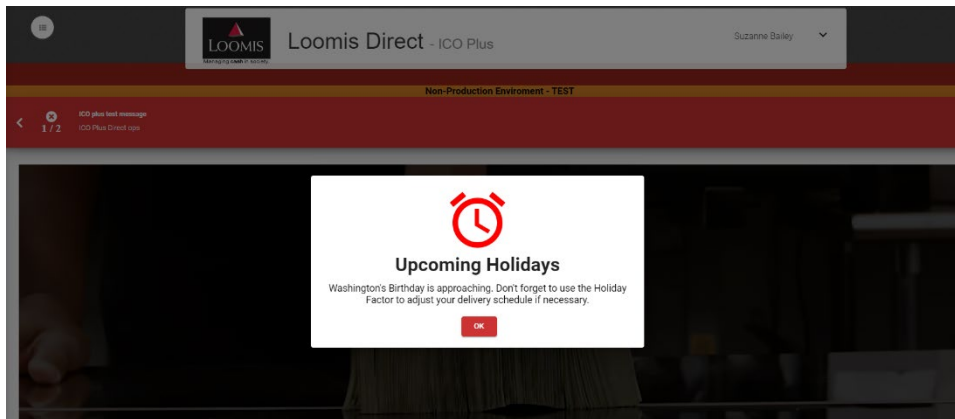
- Enter your email address as the Username
- Enter your password
- Complete MFA process

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.

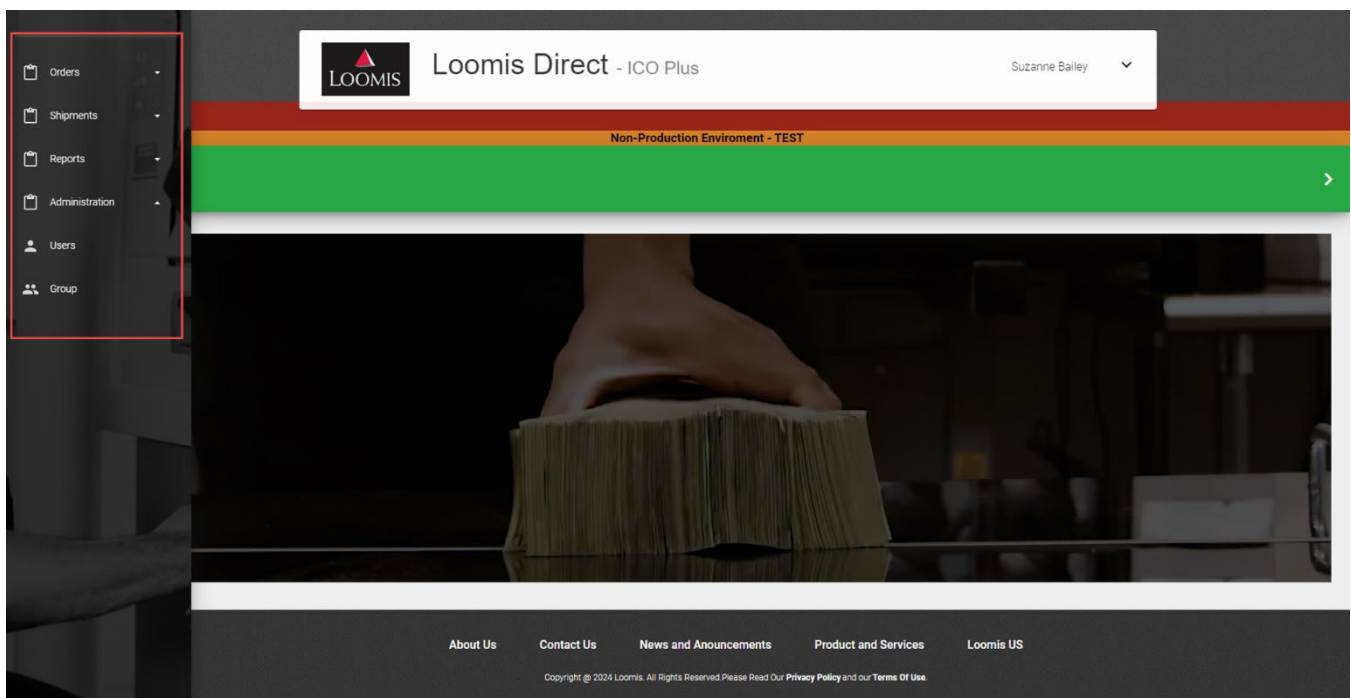


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The left of the website is a guide for Orders, Shipments, Reports and Administration functions

- Click Orders



- Select Create Order



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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

The image contains two side-by-side screenshots of a web application interface. Both screenshots show a form titled "Please, complete some information" with two steps: "1 Group" and "2 Location".
The left screenshot shows the "Select Group" step. A dropdown menu is open, displaying three options: "Admin (39 Locations)", "Cash N Go Regional (1 Location)", and "Dallas Region (3 Locations)".
The right screenshot shows the "Select Location" step. The "Group" step is completed, indicated by a checkmark. Below the title "Select Location", there is a "Sort by:" section with two radio buttons: "Location ID" (unselected) and "Location Name" (selected). A dropdown menu is open, displaying three location options: "4439 - ATM", "5645 - Dental Plus", and "1437 - Heltenberg".



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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 - Delivery Date can be changed by clicking the “Blue Pencil”. A calendar will populate to help identify the dates available for delivery. *Note: Federal Holidays are circled in red and are not an available delivery date*

2 – Enter order totals desired, not exceeding the Max Order Amount set for location. Click “Review Order” to review what was keyed into the media fields and the requested delivery date OR click “Cancel” to end the ordering session for the location.

Order Details

Location

1667 | Freds MiniMart

Corporate (9000)

Status

Ordering

Lead Days: 1

Prep Days: 1

Cutoff Time: 10:00 AM CST

Delivery Days Are:
MON / WED / FRI

Holiday Factor: Day Of

Max Order Amount: \$1,000,000

Grand Total
\$0

Earliest Delivery Day: **Fri 02/07/2025**

Delivery Date: Fri 02/07/2025

Group

Location

Fit Bill

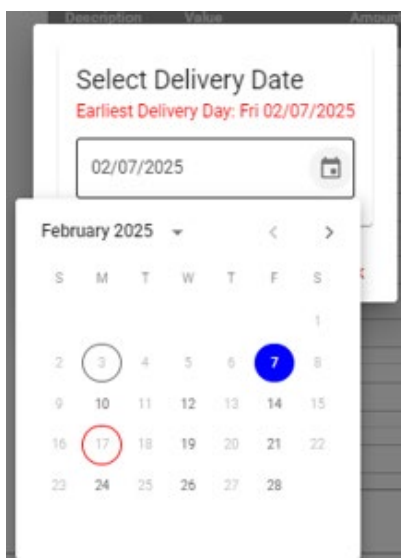
Description	Value	Amount
\$1	\$100	\$
\$2	\$200	\$
\$5	\$500	\$
\$10	\$1,000	\$
\$20	\$2,000	\$
\$50	\$5,000	\$
\$100	\$10,000	\$

Fit Bill Subtotal: \$0

Rolled

Description	Value	Amount
Penny	\$1	\$
Nickel	\$2	\$
Dime	\$5	\$
Quarter	\$10	\$
Half	\$10	\$
SBA	\$25	\$
Gold Dollar	\$25	\$

Rolled Subtotal: \$0





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Submit

3- Review Order

[< CANCEL](#) [REVIEW ORDER >](#)

Group

Location

Rolled

Description	Value	Amount
Penny	\$1	\$
Nickel	\$2	\$
Dime	\$5	\$

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

[< BACK](#) [SUBMIT ORDER >](#)

ICO Plus

Delivery Date: Fri 02/07/2025

LOCATION:

1667 | Freds MiniMart

Corporate (9000)

Fit Bill		Rolled	
Description	Amount	Description	Amount
\$1	\$100	Penny	\$5
\$5	\$500	Nickel	\$10
Fit Bill Subtotal: \$600		Dime	\$25
		Quarter	\$100
		Rolled Subtotal: \$140	

TOTAL

\$740

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Print

5 - Print Confirmation or go directly to Order List.

[< ORDER LIST](#) [PRINT CONFIRMATION](#)

ICO Plus

Order has been successfully submitted on Mon 02/03/2025 11:47 AM CST.

ICO Plus Reference ID: 9485937

Delivery Date: Fri 02/07/2025

LOCATION: 1667 | Freds MiniMart

Corporate (9000)

Success

Order Created

OK

Description	Amount
\$1	\$100
\$5	\$500
Fit Bill Subtotal: \$600	

Description	Amount
Penny	\$5
Nickel	\$10
Dime	\$25
Quarter	\$100
Rolled Subtotal: \$140	

PDF Print of Order:

Order has been successfully submitted on Mon 02/03/2025 11:47 AM CST

ICO Plus Reference ID:
9485937

Delivery Date: Fri 02/07/2025

Location:

Corporate (9000)

1667 | Freds MiniMart

Fit Bill		Rolled	
Description	Amount	Description	Amount
\$1	\$100	Penny	\$5
\$5	\$500	Nickel	\$10
Fit Bill Subtotal: \$600		Dime	\$25
		Quarter	\$100
		Rolled Subtotal: \$140	

Grand Total \$740



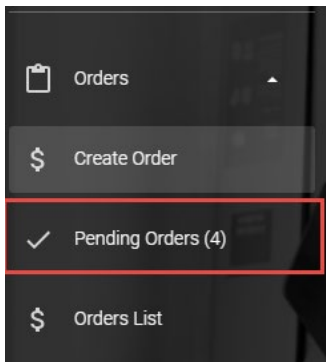
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Pending Orders

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.



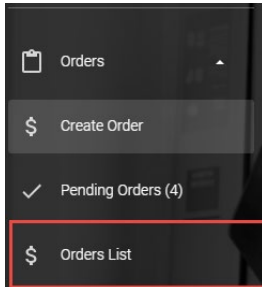


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Order List

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.

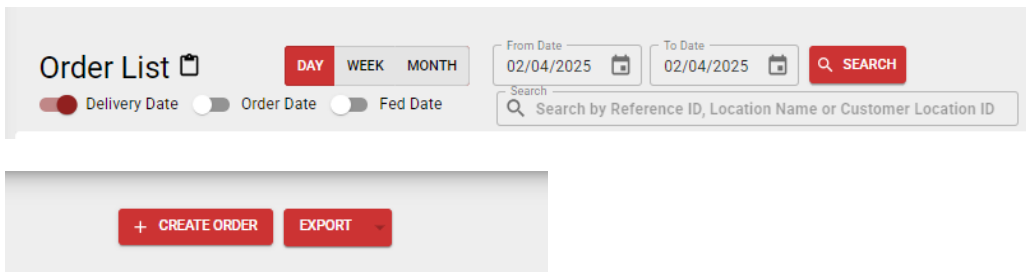


The Order List can be filtered by Day, Week, Month or a select date range.

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





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Order List Navigation:

- 1 – Enter Search Options
- 2 – Export Report in Excel, CSV or PDF or create next order
- 3 – Show Cancelled 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.
- 4 – Title Headings can be selected to sort the data
- 5 – The “” can be selected to display the breakdown of the order
- 6 – 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 Administrator if additional help is needed with the order.

Order List 

1

DAY WEEK MONTH

From Date 01/01/2025 To Date 02/28/2025

Q SEARCH

+ CREATE ORDER

EXPORT 2

Delivery Date

Order Date

Fed Date

Search by Reference ID, Location Name or Customer Location ID

3

☐ Show Cancelled Orders

4	Reference ID	Entered Date	Delivery Date	Branch Name (Branch Number)	Location ID	Total Amount	Order Status	6																
5	9484385	Tue 11/07/23 10:50 AM CST	Fri 11/10/23	Corporate (9000)	1667 Freds MiniMart	\$10,000.00	Submitted	  																
Details <table><thead><tr><th>Category</th><th>\$1/Penny</th><th>\$2/Nickel</th><th>\$5/Dime</th><th>\$10/Quarter</th><th>\$20/Half</th><th>\$50/Dollar</th><th>\$100</th></tr></thead><tbody><tr><td>Fit Bill</td><td>\$10,000.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr></tbody></table>									Category	\$1/Penny	\$2/Nickel	\$5/Dime	\$10/Quarter	\$20/Half	\$50/Dollar	\$100	Fit Bill	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Category	\$1/Penny	\$2/Nickel	\$5/Dime	\$10/Quarter	\$20/Half	\$50/Dollar	\$100																	
Fit Bill	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																	
	9484371	Wed 11/01/23 8:04 PM CST	Thu 11/09/23	Corporate (9000)	LFC9005 Branch 5	\$50,203.00	Pending	  																
	9484379	Wed 11/01/23 10:40 AM CST	Tue 11/07/23	Houston TX (3930)	TEX2 Texas Two	\$25.00	Submitted																	