Commercial Coin and Currency

Loomis ICO

Internet Currency Order Training Guide
Placing and Managing Coin and Currency Orders

• All coin and currency orders are placed online using the Loomis portal
• Access the portal here: Loomis ICO Login
• Enter your credentials to begin
Welcome Page

Welcome to the ICO system.
Please choose an option from the left.

Due to a nationwide coin shortage, some coin denominations may be unavailable. We apologize for the inconvenience.
Create a Coin and Currency Order

- Click Order Entry
- For multiple locations, choose from the dropdown
- Verify the “earliest delivery date” is correct
- Type in the denominations of your order
- Click View Order
- On the summary page, review your order and click Submit
Edit a Currency Order

- Click **Edit Order**
- Select correct reference number from the drop-down list
- The order will display, make the edits
- Click **View Order**
- On the summary page, review the changed order
- Click **Submit**

You must choose an Order to edit.
Currency Shipments (Deposits)

- Click **Shipment Entry**
- Choose the appropriate location from the drop-down
- Verify the shipment (deposit) date
- Type the shipment amounts by denomination
- Click **View Shipment**
- On the summary page, verify shipment and click **Submit**

**Item to note when placing a shipment:**
This feature will not trigger an armored vehicle to arrive at your branch, it simply reports back to your accounting department. **You must contact your transportation dispatch** to arrange for a vehicle, unless an order of currency is expected for delivery.
Viewing Reports

- Click **Reports**
- Choose the appropriate report name
  - *Change Order Recap by Location*
  - *Shipment Recap by Location*
- Choose the entered date or default date
- Select a date range and additional criteria
- Input a Saved Report name (optional)
- Save or View the report

**Item to note:**
On the Change Order Reports, **search by the delivery date**. The report will have subtotals by order location with grand totals found on the bottom of the reports.
Helpful Addresses and Contact Information

**ICO Password Reset**
ICOS-Requests@us.loomis.com
1-866-487-0527 (option 2, option 2)

**ICO Log On Link**