



Apollo Couriers: Online Instructions

Login

1. Go to www.apollocouriers.com
2. Click [track/order] in upper right hand corner of menu bar
3. Select L.A./Orange County from drop down
- 4. Type in User: 1504PL**
- 5. Type in Password: ADDPL1**
6. Click [Sign In]



Order

Order

1. Click on [Order] from buttons at top of screen
2. Select pick-up address from saved locations in dropdown menu
3. Once address is highlighted, click on [pick up]
4. Confirm fields under pick up location
 - o Phone
 - o Time (earliest time package is available for pick up)
 - o Sender
 - o Date
 - o Comments (cut-off time, "must drop to lab", sample temp, special instructions)
 - o Reference (internal reference number)
 - o Service Type
 - A. Exclusive: within 2 hrs from pick-up



B. Rush: within 2-3hrs from pick-up

C. Same Day: within 6hrs from pick-up (ready before 11am)

- o Weight: NA
 - o # of pieces:
 - o Email: any additional recipients (abc@xyz.com; 123@456.com; ...)
 - o Round Trip: check box if necessary, add notes to comments
5. Select delivery address from saved locations
 6. Once address is highlighted, click on [Delivery]
 7. Confirm fields under pick up location
 8. Finalize your order: Choose from [Submit], [Print] or [Clear]
 9. Review your order online or call Main Number: 310-337-0377

Contact Numbers:

Contact Name	Position	Apollo Ext #	Cell Phone
Main Office	Customer Support	310-337-0377	
Michael Lombardo	Account Executive	104	(949) 226-3412
Robert Loomis	Operations Manager	116	(808) 371-4675
Ernestro Acosta	Driver Manager	121	(310) 901-1299
Payman Khosravi	Sales (Principal)	110	(949) 254-0401
Frank Ghamari	Accounting (Principal)	111	(310) 505-2227



Review Order

Pending

1. Click on [Pending] from buttons at top of screen
2. Select delivery type from drop down in upper right corner
3. Confirm order entry under each column from left to right
4. Record your ticket number under [Status] column
5. If driver number has been assigned, you may [Track it]



Tracking

Tracking

1. Click on [Tracking] from buttons at top of screen
2. Input Ticket # and click [Search]
3. Confirm Pick-Up and Delivery information below
4. Locate driver on Map
5. Use [Zoom In] for drivers approximate location
6. Once POD is received name will appear in [Signature] box



Reporting

MyAccount

1. Click on [My Account] from buttons at top of screen
2. Select [Activity] from left hand column or [Control Grouping] for activity by location
3. Use drop down boxes to select desired timeframe
4. [Filter] by Caller Name - optional
5. Check box [Include Pending] to include active orders – optional
6. Select [Preview] to generate activity report