

Instructions for Delivery or Pick Up of Temporary Shredding Carts on Emory Express

1. Log in to the Emory Express Finance Page
<https://www.finance.emory.edu/home/index.html>
2. Enter network ID and password to log into Emory Express
3. Upon entering the Emory Express landing page, scroll down to the header
“Administrative Products & Services (Document Storage/Shredding Services)”
4. Click on “Emory Shredding Services”
5. Complete form for shredding equipment needed.
6. Add to cart to complete transaction for equipment delivery.