

## How to Track a POD Online

A POD image can be quickly and easily obtained from our POD Image Server.

Just complete the following simple steps to achieve this:

Step 1: Make sure you have your account code and internet password ready. If you do not have a password, contact our Client Services department in your State and request one. Otherwise send an email to [admin@hunterexpress.com.au](mailto:admin@hunterexpress.com.au) and request your password. You may select your own password, however they are changed routinely in order to provide maximum security.

Step 2: On the home page, hit the "**Customer Log-In**" tab and click on the State required

Step 3: A screen will now appear prompting you to enter your account code and password. Enter these fields and hit the "**Enter**" tab on your screen

Step 4: Once you have signed in, click on "**Track Consignment**" from the menu on the left hand side

Step 5: Enter your Connote number and click on "**Search**"

Step 6: If an image of the POD is available, under the Sub-heading **Consignment Images** there will be a number. Once you click on the number under **Image#**, a POD will appear.