



Carole Jean Jordan, C.F.C.
Tax Collector, Indian River County

Luxer One Locker Instructions

The Luxer One lockers are currently located at the Main Office only. The lockers provide a secure way for dealers or businesses to drop off title work in a secure manner during normal business hours. If it is your first time using the lockers, please email dealersupport@irctax.com for assistance. All persons authorized to pick up and drop off must submit a "Runner Application (Found on www.irctax.com). Any changes to authorized persons must be reported to the Tax Collector's Office by either submitting a new application, or notifying the Dealer Support team of removal/termination of staff member.

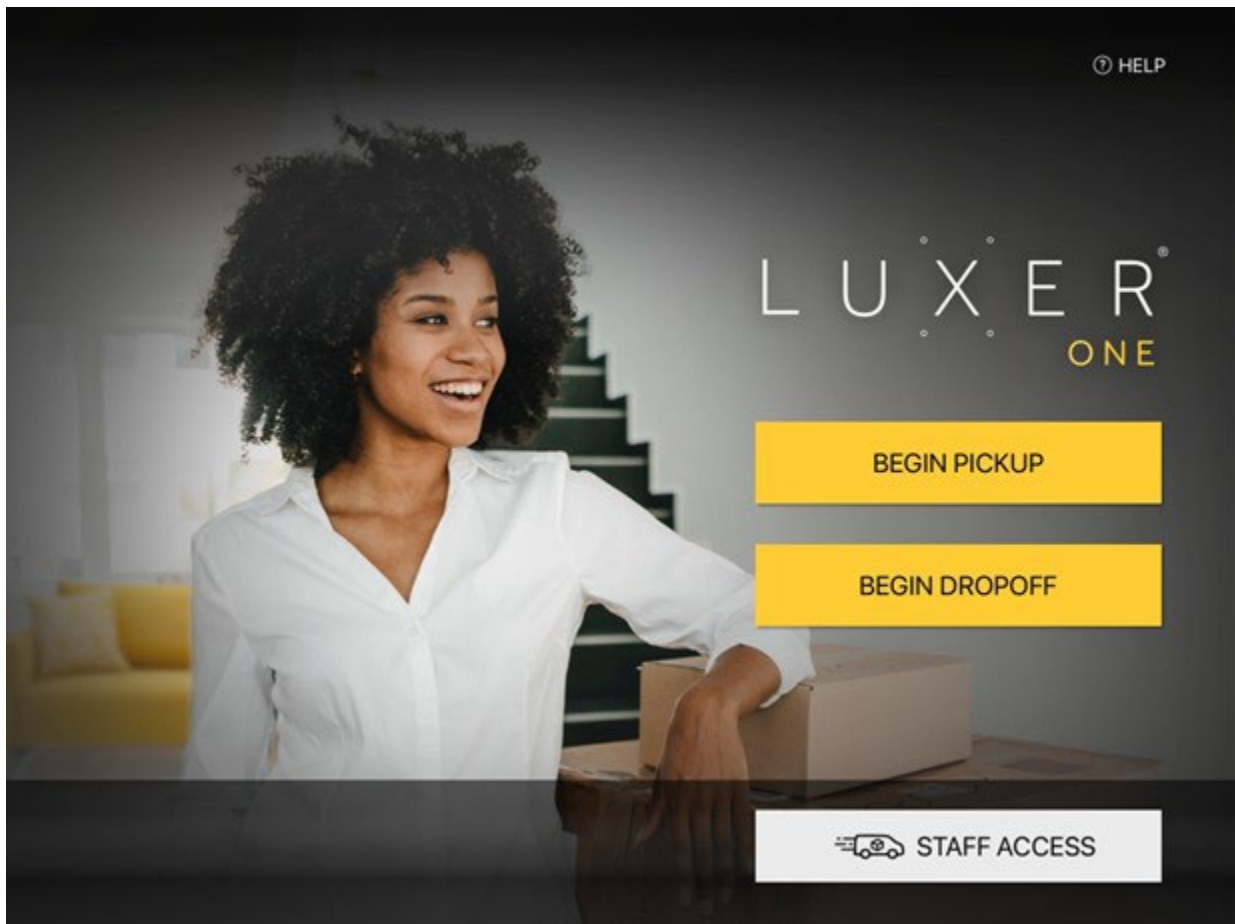
If you are not receiving notifications, lost your pick up code, or have changed your email address, please contact our Dealer Support team for assistance. If you are experiencing technical issues while using the lockers, please notify the receptionist and they will call for assistance. Thank you for your cooperation.



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Drop-Off Instructions

1. Select "BEGIN DROPOFF" on the main screen





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2. Enter your email address (*this is the address given on your Runner Application for notifications)

8:29 AM Tue Jul 12 82%

[← Enter Pickup Code](#) (57) Exit

Enter email address

Please enter your email address.

testperson@irctax.com |

Enter

done



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3. Select the department to receive notification of the drop off

8:30 AM Tue Jul 12 82%

Who is This Drop For

(53) Exit

Please select who this dropoff is for.

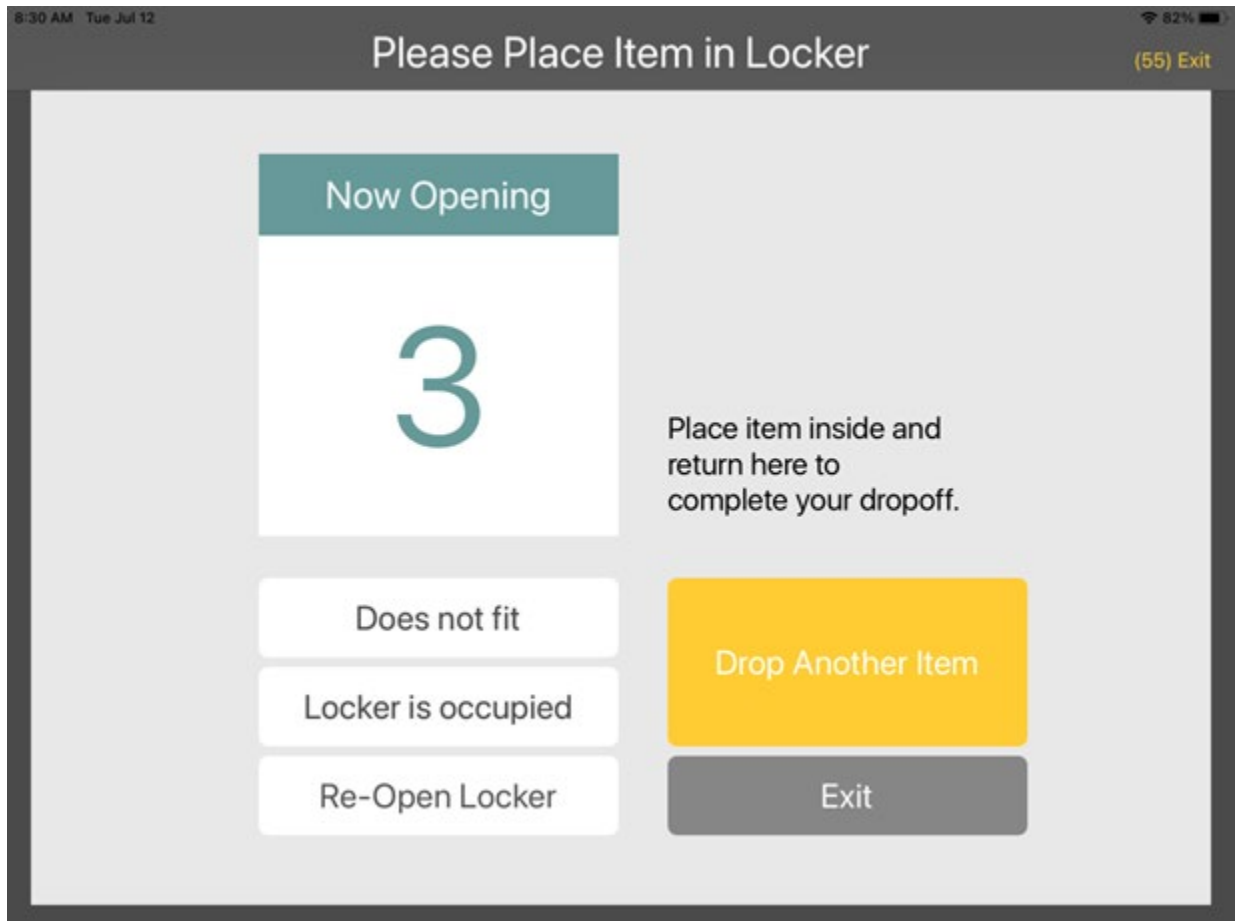
Test Associate/Carrier 1

Test Associate/Carrier 2



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4. Ensure all items are placed in the locker before closing, then press “EXIT”.

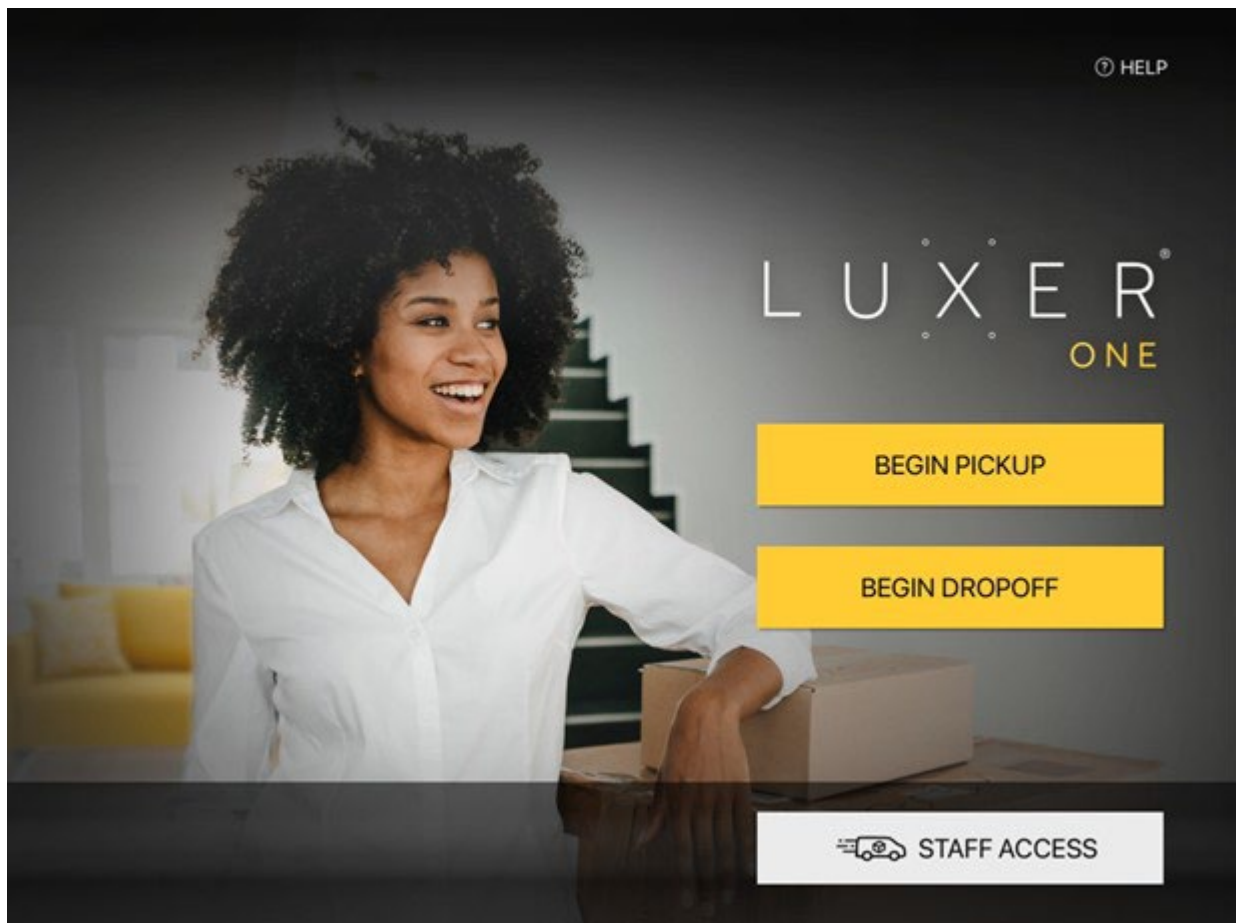




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Pick-Up Instructions

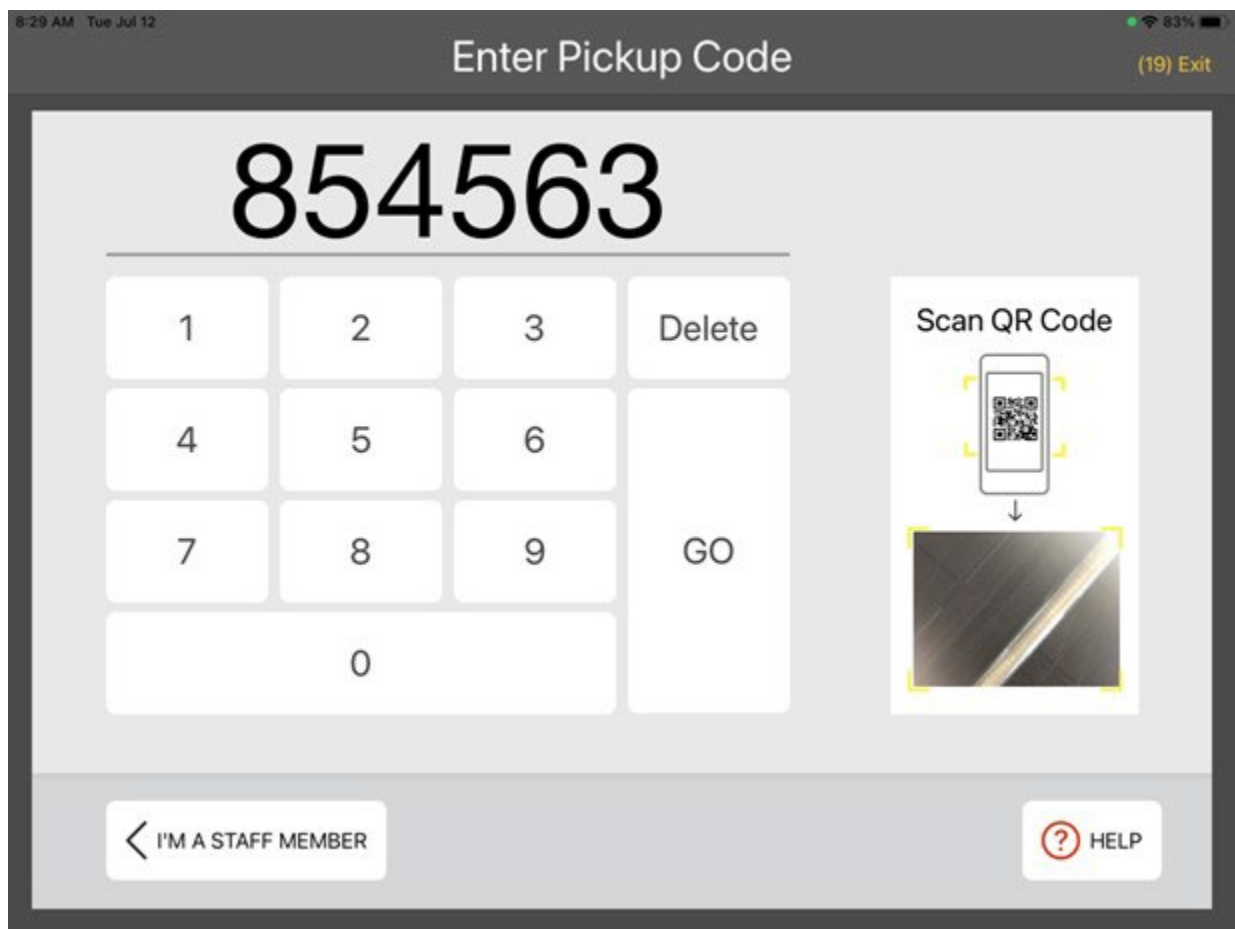
1. Estimated turnaround time for work dropped off in the lockers is between 48-72 hours. Once your work is completed, you will receive a text and/or email from “Luxer One” with a code to pick up your work.
2. Once you have received your code, select “BEGIN PICKUP” on the main screen





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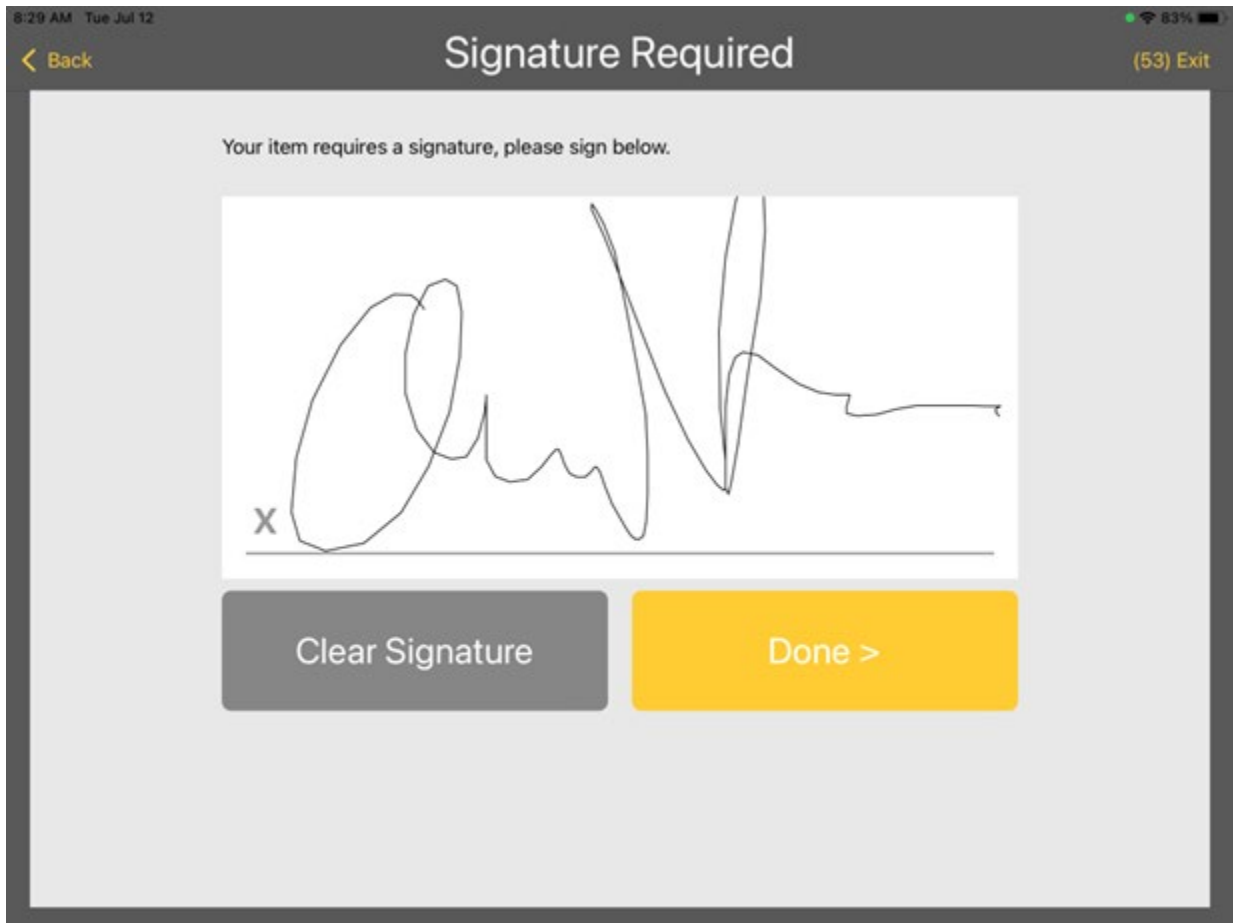
3. Enter your 6-digit pick up code, or scan the QR barcode provided to you





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4. Sign for the package





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5. Retrieve your items. Ensure that all items are collected before closing the locker; press “Exit” when finished.

