



How to Access Agent Manual Instructions

1. **MEMO Agents have the ability to obtain Agent Manuals directly from our website at <https://www.memoco.com/agents.html>.** You can click to open or choose to save whichever manual applies to the services you are providing as an agent of MEMO.
2. **Additionally, you can request a copy of the Agent Manual by emailing sales@memoco.com and providing your Agent #.** We will email you a PDF version of the manual that you can then save for viewing or print at your convenience.
3. If you do not have access to our website and do not have email, please call 1-800-922-8079, option **8**, to reach **Sales & Marketing** to request a printed version of the Agent Manual. Please be prepared and have your agent number ready so that we can verify your mailing address and phone number.

Forms Available on the MEMO Website

These forms can be downloaded, completed on the computer (they are fill in forms), and emailed or printed. Each form explains which department to email or fax to within MEMO.

- Money Order Stop Payment Form
- Money Order VOID Order Form
- Money Order Transaction Report
- Money Order Printer Supplies Order Form
- Money Order Signage and Forms Order Form