

FP e-Certified Mail: Article History Retrieval

This document will go over how to pull reports in Article History Retrieval

1. Log into the e-Certified Portal
2. Go to **Tracking & Digital Signatures**
NOTE: Signatures are only uploaded from USPS once a week on Mondays



3. Select **Retrieve Certified Mail Article History**

Download Signatures Search for Certified Mail records Search

From Date	7/27/2024	To Date	9/25/2024
Contact		Company	
Address		Address 2	
City		State	
Zip		AddresseeCode	
AddresseeCode2		FileNumber	
Certified Number		Sender Contact	All Senders
Delivery Result	All Records - Mailed	Sender Contact(Text)	
	View Archives		Retrieve Certified Mail Article History

4. Type in desired date range
5. Choose **All Senders** or a Specific Person from the drop down
6. Click **Retrieve Records**

Article History Retrieval

Enter a date range below and click on Retrieve Records. On the next screen that opens, just right click on the icon and click Save Target As to save the Article History file to your computer.

From Date: 09/01/2024

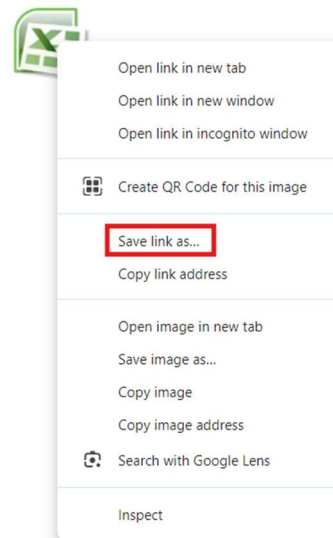
To Date: 10/01/2024

Sender: All Senders

[Retrieve Records](#)

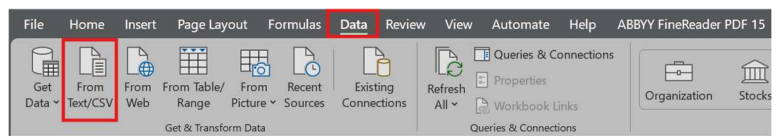
7. Right click on the file and Choose **Save link as**
8. Save the file to a downloads folder

The data you requested is ready for download.
 To save the file to your computer right click the icon below and click Save As.



9. Open a Blank Excel Document

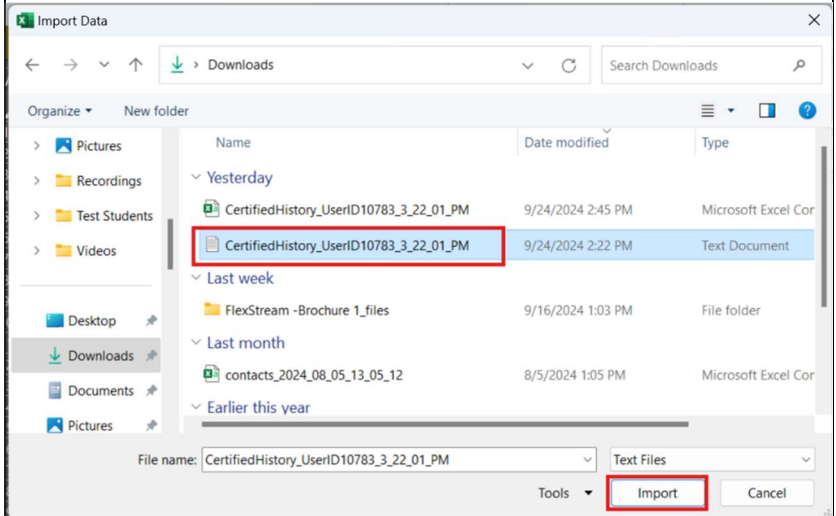
10. Click on **Data**



11. Choose **From Text/CSV**

12. Select the downloaded file

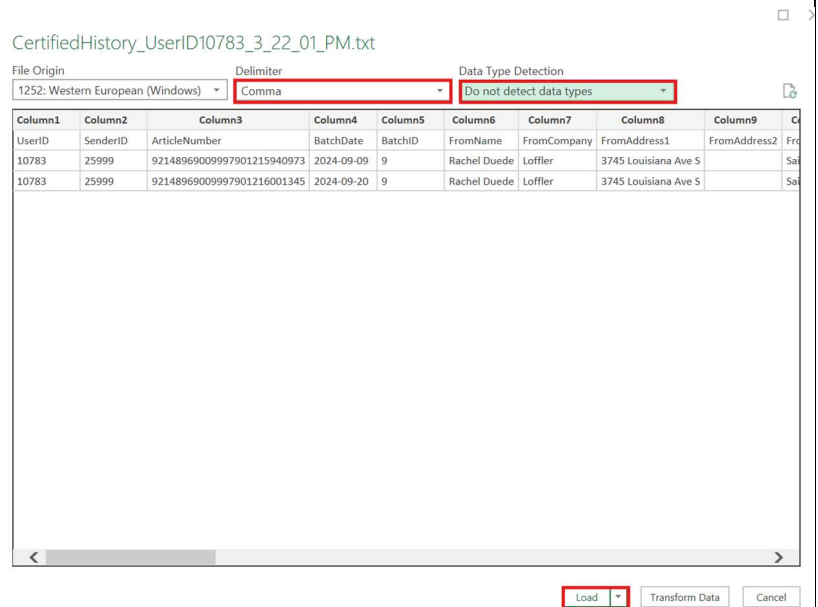
13. Click **Import**



14. Confirm the delimiter is **Comma**

15. Change the Data Type Detection to **Do not detect data types**

16. Click **Load**



Example of Report:

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
UserID	SenderID	ArticleNumber	BatchDate	BatchID	FromName	FromCompany	FromAddress1
10783	25999	92148969009997901215940973	2024-09-09	9	Rachel Duede	Loffler	3745 Louisiana Ave S
10783	25999	92148969009997901216001345	2024-09-20	9	Rachel Duede	Loffler	3745 Louisiana Ave S