



## Electronic Certified and Electronic Return Receipt Processing

For those Customers that want to use the benefits of processing Electronic Certified and Electronic Return Receipt the steps below will walk you through setting up your account with [FPCertifiedMail.com](http://FPCertifiedMail.com)

- Go to FP Certified Mail Website [www.fpcertifiedmail.com](http://www.fpcertifiedmail.com)
- Choose “Registration” and fill in your contact and company information then choose “Register”
- You will then receive an email confirming your registration that will include your “User ID” and “Sender ID”.

*(If you are using MailOne 2.0 this information will be entered into MailOne 2.0 in the “Transfer Tab” inside the main “Settings Tab”)*

- Contact your FP Authorized Dealer for information on ordering the proper Electronic Certified and Electronic Return Receipt pre-printed forms

**You cannot use your FP-supplied USPS Mailer ID for [fpcertifiedmail.com](http://fpcertifiedmail.com)!**

To get a Mailer ID for [fpcertifiedmail.com](http://fpcertifiedmail.com), Log onto the site and from the main page scroll down to “Edit Senders and Postage Defaults”

The screenshot shows the FP website interface. At the top left is the FP logo and 'fp-usa.com'. A cartoon character is holding a large envelope. To the right, there are two columns: 'ONLINE SOLUTION' with 'Access from any web browser' and 'INTEGRATED SOLUTION' with 'Access from: mailone for PostBase Postage Meters'. Below this is a large green banner with the text 'E-CERTIFIED MAIL FOR FP MAILING CUSTOMERS'. Underneath the banner is a form with various fields and checkboxes. The 'Return Receipt' checkbox is unchecked, while the 'Electronic Return Receipt' checkbox is checked. Below the form is a 'Print Options' section with 'Optional Label' set to 'Sender Information' and 'Form Type' set to 'CEL43 - Sheet - 3 Up - Rev 01/13'. At the bottom, there are three buttons: 'Edit Senders and Postage Defaults' (circled in green), 'Print Form', and 'Retrieve Certified Mail Article History'. A vertical scrollbar is visible on the right side of the page.

# Setting up [www.fpcertifiedmail.com](http://www.fpcertifiedmail.com) for



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Once inside “Edit Senders and Postage Defaults” scroll down to “View Tutorial” and follow the instructions on this PDF to properly apply for an fpcertifiedmail.com Mailer ID.

The screenshot shows the FP logo and website name on the left. A banner at the top compares 'ONLINE SOLUTION' (Access from any web browser) and 'INTEGRATED SOLUTION' (Access from Mailone for PostBase Postage Meters). Below the banner is the 'E-CERTIFIED MAIL FOR FP MAILING CUSTOMERS' header. The main content is the 'Electronic Return Receipt Settings' form, which includes fields for Delivery Method (FTP), Payment Method (Meter/PC Postage), Record Grouping (Combined Records), USPS Mailer ID (901131609), USPS FTP Logon ID (kpietras@fp-usa.com), USPS FTP Password (Kpietras1), USPS Customer Key (7VKGYM), and Local Post Office Zip (60101). A 'Test Your Account' button is present. A link for 'Request USPS M.D.' is circled in green. Other links include 'View Tutorial', 'Locate Zip Code', and 'Print USPS Electronic Return Receipt Application'. A 'Save' button is at the bottom.

If you have trouble or questions with fpcertifiedmail.com please call 561-998-9000 for assistance.

### How to use fpcertifiedmail.com

- Order the necessary pre-printed forms from your FP Authorized Dealer or call 800-538-4900 and use the above information to properly set up your account.
- From the Quick Print screen enter in the recipient address
- Choose the correct Sender from the drop down list (if you have multiple senders)
- Hit the Quick Print button at the bottom
- From your designated printer (that is loaded with the pre-printed forms) an Electronic Certified/Return Receipt barcode will print out.
- Affix the barcode sticker to the front of the mailpiece.
- Apply the proper amount of postage from your Postage Machine.

*If you are sending to a list of recipients you can follow the same steps but use the “Selection and Printing” tab and insert the mailing list.*