## Setting up www.fpcertifiedmail.com for



### **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

- ➤ Go to FP Certified Mail Website <u>www.fpcertifiedmail.com</u>
- ➤ 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!

To get a Mailer ID for fpcertifiedmail.com, Log onto the site and from the main page scroll down to "Edit Senders and Postage Defaults"

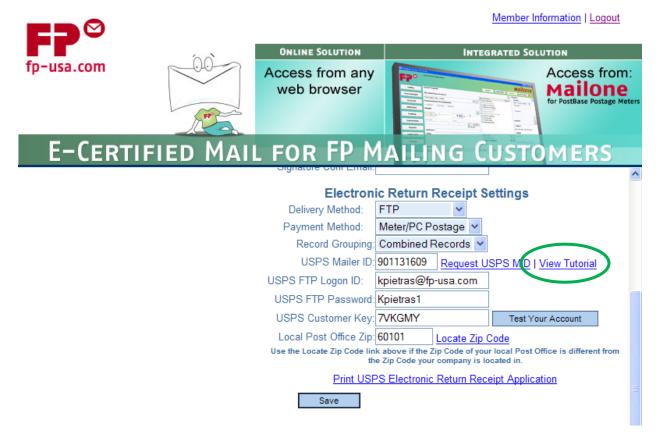
			Member Info	ormation   Logout
	′o o`	Online Solution Integrated Solution		
fp-usa.com		Access from any web browser		Access from: Mailone for PostBase Postage Meters
E-CEI	RTIFIED MAII	L FOR FP M	AILING CUSTO	MERS
Package Type:	Letters	Addressee Code		
Return Receipt:		File #:		
Electronic Return Receipt:	<b>V</b>	Internal Code:		
Restricted Delivery:		Internal File #:		
Print Options Optional Label:				
Form Type:	CEL43 - Sheet - 3 Up - Rev 01/	13		
Edit Senders	and Postage Defaults	Print Form	Retrieve Certified Mail Article His	tory
Send multiple Certified's to one Recipient				

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### **Electronic Certified and Electronic Return Receipt Processing**

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.



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 Reciept 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 receipients you can follow the same steps but use the "Selection and Printing" tab and insert the mailing list.