

FP Mailing Solutions: Certified & eCertified Mail

In this document, commonly asked Certified & eCertified Mail questions are answered.

What is Certified mail? It's a label attached to a mail piece that gives you a tracking number and return receipt. The return receipt of the receiver's signature is delivered to the sender.

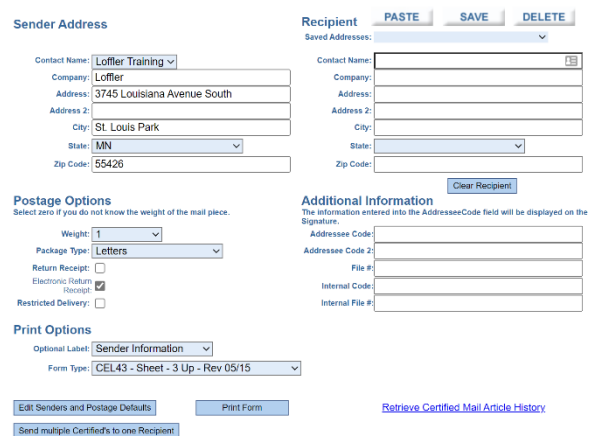
What is eCertified mail? It's a label attached to a mail piece that gives you a tracking number and return receipt. The return receipt of the receiver's signature is *electronically* delivered to the sender. It gives the sender an image of the signature that serves as the return receipt. This creates a savable file and saves on postage (about \$1.33) because there isn't a physical piece being mailed back to the sender. eCertified forms can be printed on directly from your multifunction printer.

What can be Certified? Mail pieces that can be certified are first-class letters, flats and priority mail.

How do I order eCertified forms? eCertified forms can be ordered exactly how other supplies are. Email serviceandinfo@loffler.com or call 952-925-6868. *Item # FMCEL43*

How do I use eCertified forms? eCertified forms can be put right into your multifunction printer. The sheets are legal size (8.5 x 14 inches) and 3 labels per sheet while a single label is 8.5 x 4.67 inches. We recommend doing 3 at a time to use the full sheet at once. If you only need 1 or 2, we recommend pre-tearing the labels and printing them 1 at a time. See our guides on how to print labels in our Training Resource Center - [FP Mailing Training \(loffler.com\)](#). Once printed, they can be affixed right to the mail piece and run through the machine. At the machine, choose *First Class* → *Letter* → *Certified* → *e-Return Receipt* and run the piece through the machine. If the machine does NOT have a Dynamic Scale, weigh the item before running it.

How do I create eCertified forms? Create an account with www.fpcertifiedmail.com - this can take a couple of days. Once logged in, it will open to the *Quick Print* tab; this is where you print 1 label at a time. Fill in the *Sender & Recipient* fields and add any *Additional Information* if desired (the more you fill in, the easier it is to search for in the future). Under *Postage Options*, choose the *weight* and *package type*. Under *Print Options*, select the type of form you need. Choose *Form Type CEL43 – Single Form – Left – Rev 05/15*. We recommend doing 3 at a time to use the full sheet at once. If you only need 1 or 2, we recommend pre-tearing the labels and printing them 1 at a time.



The screenshot shows a web-based form for creating certified mail labels. It is divided into several sections:

- Sender Address:** Includes fields for Contact Name (Loffler Training), Company (Loffler), Address (3745 Louisiana Avenue South), Address 2, City (St. Louis Park), State (MN), and Zip Code (55426).
- Recipient:** Includes fields for Contact Name, Company, Address, Address 2, City, State, and Zip Code. There are buttons for PASTE, SAVE, and DELETE, and a Clear Recipient button.
- Postage Options:** Includes a Weight dropdown (set to 1), Package Type dropdown (set to Letters), Return Receipt checkbox, Electronic Return Receipt checkbox (checked), and Restricted Delivery checkbox.
- Print Options:** Includes an Optional Label dropdown (set to Sender Information) and a Form Type dropdown (set to CEL43 - Sheet - 3 Up - Rev 05/15). There are buttons for Edit Senders and Postage Defaults, Print Form, and Send multiple Certified's to one Recipient.
- Additional Information:** Includes fields for Addressee Code, Addressee Code 2, File #, Internal Code, and Internal File #. A note states: "The information entered into the AddresseeCode field will be displayed on the Signature."

To print multiple, choose the *Selection & Printing* tab. Fill in the *Sender Address*, *Postage Options* and select the addresses from the *Address Book*. Choose form type *CEL43 – Sheet – 3 Up – Rev 05/15* for a full sheet. Once ready, click print forms.

Sender Address

Contact Name: Loffler Training
 Company: Loffler
 Address: 3745 Louisiana Avenue South
 Address 2:
 City: St. Louis Park
 State: MN
 Zip Code: 55426

Batch Information

Batch Number: 450854

Postage Options

Weight: 1
 Package Type: Letters
 Return Receipt:
 Electronic Return Receipt:
 Restricted Delivery:

Sender Information

Form Type: CEL43 - Single Form - Left - Rev 05/15

[Edit Senders and Postage Defaults](#) [Print Forms](#) [Emergency Reprint](#) [Manage Groups](#)

[Import Address List](#) **Address Book** [Enter New Address](#)

Details Selected [Select All](#) [Clear All](#)

Press CTRL / F on your Keyboard to Search the Address Book

Group: All Addresses Sort By: Company

Contact	Company	Address	Addressee Code	Include	Manage
Rob Mauchum	FP Mailing Solutions	140 N Mitchell Ct, # 300 Addison, IL 60101		<input checked="" type="checkbox"/>	Edit Delete Add to Group
Phil Lindquist	FP Mailing Solutions	140 N Mitchell Ct, # 300 Addison, IL 60101		<input type="checkbox"/>	Edit Delete Add to Group
Scott Ling	Loffler	3745 Louisiana Avenue South, St. Louis Park, MN 55426		<input checked="" type="checkbox"/>	Edit Delete Add to Group
Rachael Duade	Loffler	3745 Louisiana Avenue South, St. Louis Park, MN 55426		<input type="checkbox"/>	Edit Delete Add to Group

How do I find the recipient signatures? Select the *Tracking & Digital Signatures* tab. Fill in any of the fields under *Search for Certified Mail Records* and click *Search* to look through the list of certified pieces sent. Under *Delivery Status* is where the status of the piece can be found. If it says *Signature*, there's a hyperlink that generates the PDF version of their signature. Select it to view and download for your records if desired.

[Download Signatures](#) **Search for Certified Mail records** [Search](#)

From Date: 8/15/2024 To Date: 8/14/2024

Contact: Company:
 Address: Address 2:
 City: State:
 Zip: Addressee Code:
 Addressee Code 2: File Number:
 Certified Number: Sender Contact: All Senders
 Delivery Result: All Records - Mailed Sender Contact (Text):
[View Archives](#) [Retrieve Certified Mail Article History](#)

Certified Number	Sender	Recipient	Date Mailed	Delivery Status
0214890900997901322108000	Loffler Training	Rob Mauchum, FP Mailing Solutions, 140 N Mitchell Ct, Addison, IL 60101	8/14/2024	Signature Pending
0214890900997901322108013	Loffler Training	Scott Ling, Loffler, 3745 Louisiana Avenue South, St. Louis Park, MN 55426	8/14/2024	Signature Pending
0214890900997901322108020	Loffler Training	Mason & Mandy Groszowski, Cozy Cozy Cinnamon Rolls & Cafe, 144 E Main St, Nashville, TN 37248	8/14/2024	Signature Pending
0214890900997901215832803	Loffler Training	Rachael Duade, Loffler, 3745 Louisiana Avenue South, St. Louis Park, MN 55426	8/13/2024	Pre-Shipment USPS Awaiting Item Signature Pending

How long do the signatures stay on the site? They are available for 13 months. We recommend downloading the PDF for your records.

How do I save addresses to the address book? Select the *Selection & Printing* tab, an address book can be found at the bottom of the page. Select *Import Address List* to import addresses or select *Enter New Address* to add one.

What if I need to keep a Firm Mailer Book? A Firmbook Report can be printed on the *Print USPS Firmbook Report* tab. Select the desired dates for the report, select specific pieces or *Select All*, and click *Print Firmbook Report*.