

POSTALOCITY NEW USER GUIDE

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GETTING STARTED – TIPS & TRICKS

Please call Customer Support at 316-262-3333 ext. 305 or 316-260-2220 if you have any questions this New User Tour does not answer.

- **Formatting and designing your files**—for best visual results on letter-sized paper, increase your margins to ½ inch. Do not upload a PDF containing interactive form fields. Postalocity does not read form field data, so your fields will appear empty.
 - **Postcards, bifolds, and trifolds**—each of these mailing types uses a specific template that you can download from the “Manual Build” section of the home page.
 - **Envelopes**—you can download these templates from the “Envelope Design Gallery” on the home page.
- **Your Postalocity Meter**—Think of this as a prepaid card—you preload funds onto the meter and then when you are ready to approve, we withdraw the funds out of your meter to pay for the job.
- **Prepayment options**—Are you prepaying by ACH, check, or credit card? If you send a check by mail, please submit your prepayment at least 3 days before you plan to approve your job, to allow us time to receive it. If you are sending an ACH payment, allow 1 business day for the bank transfer to take place. If you are paying by credit card, be aware that you will incur a 2.9% transaction fee.
- **NCOA PAF**—A confirmed and valid Processing Acknowledgement Form is legally required before Postalocity can show you the list of people who have submitted moves to the US Postal Service within the past 4 years. You can choose not to update addresses in your mailing, but we still recommend downloading the list of address updates for your records ([see page 22](#)).
- **Address quality**—Plan to spend at least 10 minutes per each 1,000 pieces reviewing address quality after we have processed your job. Our automated system is built to search for the best USPS standardized addresses, and sorts pieces that don’t match a standardized address into a low-quality category. Many of these addresses simply have typos or lack spaces and proper street abbreviations. Others have harder issues to fix. For more information, please visit [this link to the Postal Explorer Addressing Standards](#) page to search a database of addressing examples.
 - **Manual corrections** - Make these one at a time in each mail piece page.
 - **Bulk address corrections** - Download a list of addresses and make changes on Excel, uploading them later.
 - **Do NOT reprocess after making manual address corrections!**
- **Accuracy & digital proofs**—What you see is what you get, in Postalocity. You are in full control of how your documents look when they mail out. The first step of approval will always show you a random sampling of mail pieces, including the envelopes and any inserts included. If you need to look at a specific mail piece, click on the “[Search All Mailpieces](#)” button on Step 1 of approval to do a quick search by Address or by Document ID. You can then view your document by clicking “[Download Mail Piece PDF](#)” on the right-hand side of the Mail Pieces page.
 - **Pop-ups**—Please enable pop-ups for [prod.postalocity.com](#), as you will not be able to see individual mail piece proofs job if pop-ups are disabled.
- **Archival access to your data**—Postalocity is designed to give you exactly the amount of data that you want. Want a USB Archive? Select that option under “expunge job” in your job settings. Want a proof of mailing? We generate a mailing affidavit as soon as we scan your last piece to go in the mail truck. All the address lists we generate can be downloaded from the Mail Piece pages via the address quality links on Step 2 of approval.

QUALITY & ACCURACY CHECKLIST

BEFORE PROCESSING

- ☐ Do you want to change any of the default settings?
- ☐ Do you want to change any of your preferences from the previous year?
- ☐ Do you want to change your Move Update setting or your Endorsement?

AFTER PROCESSING—BEFORE APPROVAL:

- ☐ Does your envelope look the way you expected or requested on the proof?
- ☐ Are there any visual elements within your mail piece proof (not including the left margin) that are missing or different from what you would like to mail?
- ☐ If you expect to mail an insert, do you see it on the proof?
- ☐ Are the merge and endorsement settings set to your preference?
- ☐ Is there a large amount of bad addresses? Do you plan to correct those addresses? Have you already ensured that all settings-determined changes to the statements are correct before performing any manual address corrections?
- ☐ Is the mail date on Step 3 of approval the date that you plan to mail?
- ☐ Does your “Breakdown by Type” show you more flats or priority mail than you expect? Priority boxes may be manually ignored and sent digitally to save on postage costs.
- ☐ Does the “Total Documents” count on Step 5 of approval match the total count of statements you expect to mail? Add up totals from all jobs generated, if you have separate jobs for different document types. If the final sum does not match up, call us immediately.

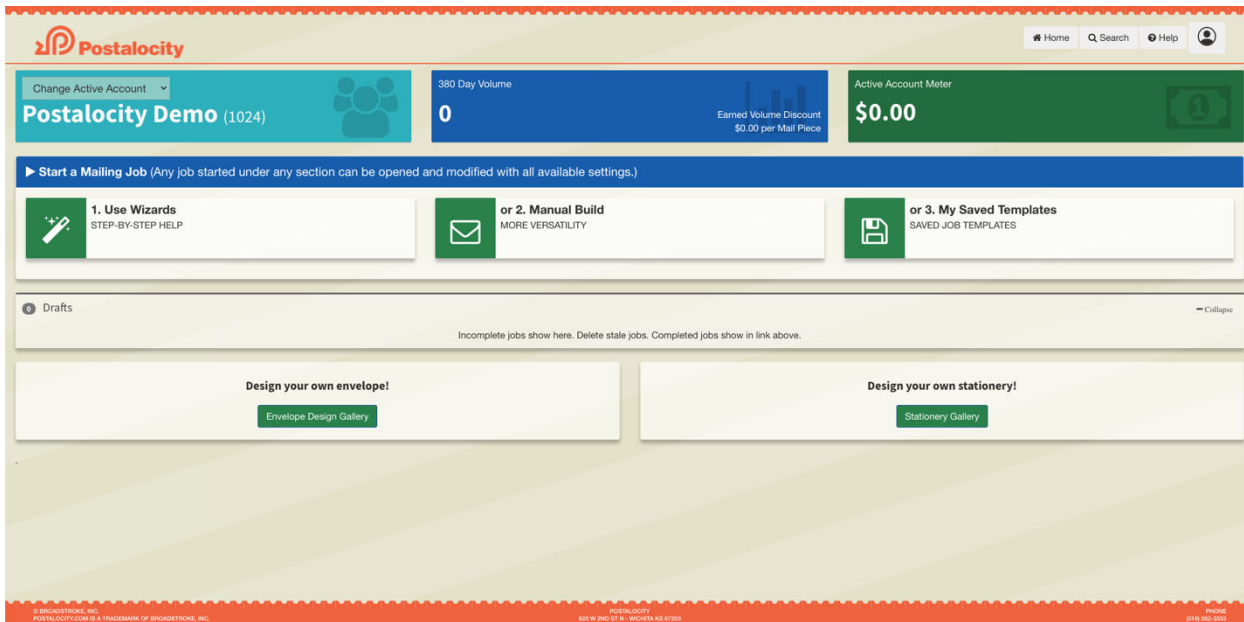
AFTER APPROVAL:

- We begin printing your statements as soon as possible. Sometimes the very day you approve. Various piece weights and paper types determine which statements print first, and your files may be separated into a number of separate batches that may print on separate days. If you have ANY changes or corrections after approval, contact us ASAP. We cannot guarantee an automatic unapproval for fixes, and your mail date may be pushed back due to time constraints.
- Mailing Affidavits will automatically post to each job page as soon as all batches within that job have been mailed. You may log in to Postalocity to download your mailing affidavits as soon as 4 p.m. on the mail date.
- Your jobs will remain on Postalocity as a fully-searchable online archive for the selected archival time frame. If you have selected no archive, all files and addresses will be deleted 30 days after the mail date, and you will only see the basic meta-information such as piece counts and settings selections.

HOME PAGE

Log into Postalocity. Your home page should look like this:

For best results, please log in using the Chrome web browser and enable pop-ups from prod.postalocity.com.



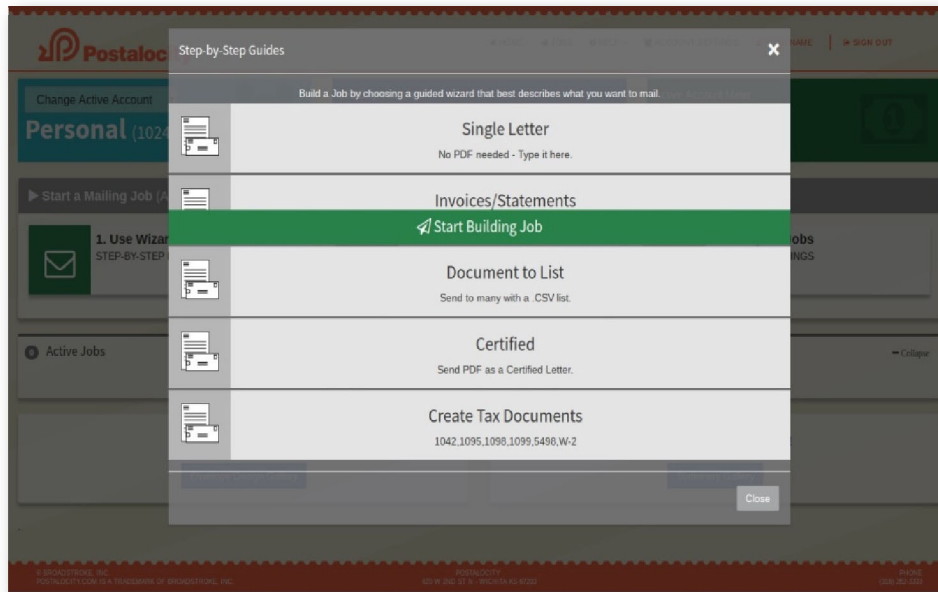
You can create many types of mailings in many different ways. To create a mailing in *the quickest and simplest way*, choose **Use Wizards** and we'll guide you through only the most necessary settings you'll need to select. You can also go straight into advanced job customization by choosing **Manual Build** to go straight into the job page and start changing the exact settings you want. The third option is for regular customers who have already customized a mailing in the past and want to send a job using your **Saved Templates** using the exact same settings as a previous job.

For this first user guide, we will show you how to start an Invoice/Statements mailing by using a **Wizard**.

Additional user guides for Certified mailings, Single Letters, List mailings, and job types will be available soon.

STARTING A JOB

Hover over “Invoices/Statements” and click on “Start Building Job.”

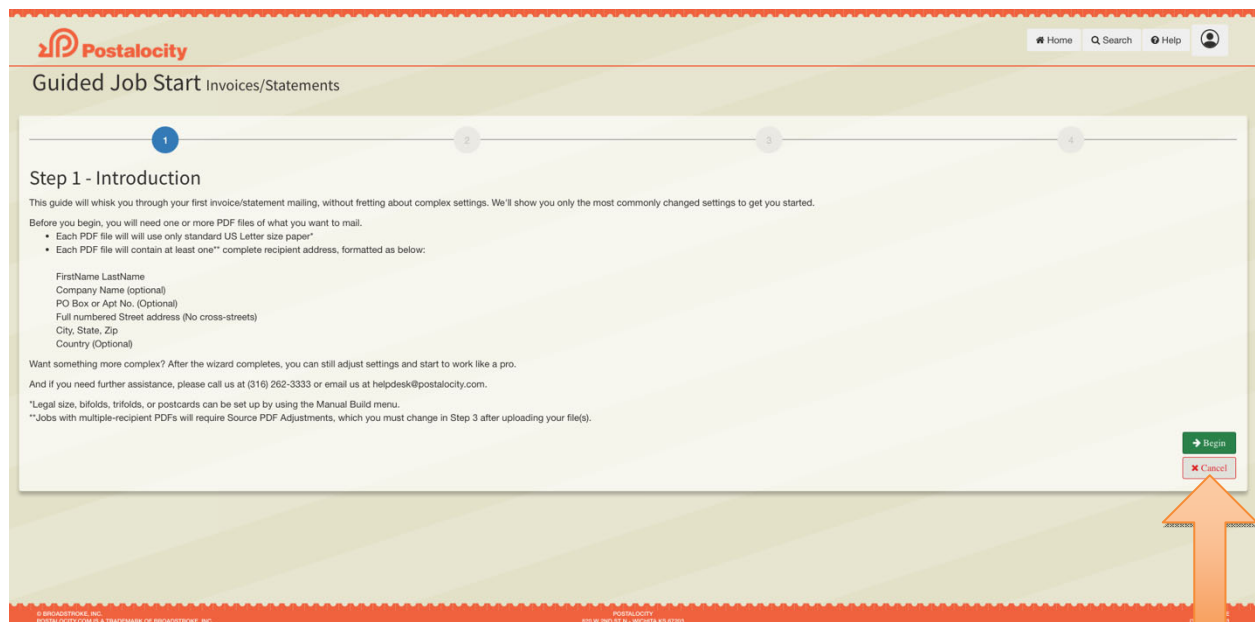


The Invoice/Statement job type is great for letter-sized PDF files with one or more pages.

You can upload many files that have just one piece in each file or just one file with many pieces merged inside it.

Simply make sure the full mailing address is on the first page of each mail piece in the PDF, and then tell

our system how often to split the file into a new mail piece. Then the system will be able to separate multiple mail pieces included in one pdf. We will go over these options in the following sections.



Click “Begin” after you have read the introduction and prepared your PDF file to upload.

SELECT BASIC SETTINGS

This screen lets you quickly choose the most commonly variable settings. You will be able to change more advanced settings later on.

Step 2 - Basic Settings

Select Color Mode: Black Color

Select Print Style: One Sided Two Sided

Edit Your Return Address:

Return Address

Your Name

Optional Department or Floor

Optional Company Name

Optional Alternate Address

321 W Main St

Your Town KS 67203

Country if not United States

Select Envelope Design:

PostLocality #10 Envelope Design

Default

Choose Design

Select First Sheet Paper Type: Plain Top Perf Bottom Perf

Include Remittance Envelope? Yes No

Next Cancel

If you have already uploaded a custom envelope, select it by clicking “choose design” and use the dropdown menu to go to “my account’s design” if you do not see it right away.

Select Envelope Design

My Account's Designs

My New Envelope

Default

Include Remittance Envelope? Yes No

THE JOB BELOW WILL HAVE THE FOLLOWING SETTINGS:

- Double-sided printing
- Color printing
- Plain paper
- A remittance envelope inside
- A custom envelope design on the outside

The screenshot shows a web form titled "Step 2 - Basic Settings" with a progress bar at the top indicating four steps. Step 1 is completed (green circle with a checkmark), and Step 2 is the current active step (blue circle). The form is divided into several sections:

- Select Color Mode:** Two radio buttons, "Black" and "Color". The "Color" button is selected.
- Select Print Style:** Two radio buttons, "One Sided" and "Two Sided". The "Two Sided" button is selected.
- Edit Your Return Address:** A form with fields for "Your Name", "Optional Department or Floor", "Optional Company Name", "Optional Alternate Address", "321 W Main St", "Your Town", "KS", "67203", and "Country if not United States".
- Select Envelope Design:** A preview of a "Postalclocity #10 Envelope Design" with a "Thanks_Stamp" and a "Choose Design" button.
- Select First Sheet Paper Type:** Three radio buttons, "Plain", "Top Perf", and "Bottom Perf". The "Plain" button is selected.
- Include Remittance Envelope?:** Two buttons, "Yes" and "No". The "Yes" button is selected.
- Navigation:** "Next" and "Cancel" buttons at the bottom right.

When you are satisfied with the basic settings, click “Next.”

UPLOAD YOUR PDF FILE(S)

Note: Please ensure that your file name contains no special characters, except for spaces and underscores.

Guided Job Start Invoices/Statements

Step 3 - Upload File(s)

Drag PDF Here

or

Select PDF

Source PDF Adjustments

If the provided source PDFs are made up of multiple documents, the PDFs have to be split. The following settings allow you to define where the split occurs and gives you the option to remove a fixed number of pages from the beginning and/or end of each source PDF.

Split Source PDF ☒ Never

Does your PDF have more than one mail piece? Great! Use this “Split” setting to tell us how many pages are in each piece, or where every first page starts.

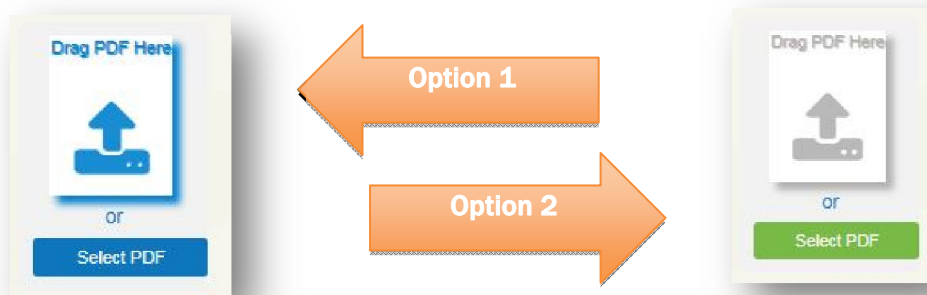
Next

Cancel

Bonus Tip: You can upload multiple files! But be aware that Postalocity’s automated processing system is not designed to merge these files, and will attempt to place each separate file in one or more separate mail pieces.

Option1: Drag and drop your PDF into the browser uploader.

Option 2: Click “Select PDF” to use your computer’s file explorer.



Your PDF will begin to upload. Please wait until the progress bar has changed from orange to blue to green.

After your progress bar has turned green, you may click “Next.”

The screenshot shows the 'Guided Job Start' interface for 'Invoices/Statements'. A progress bar at the top has four steps: Step 1 is completed (green circle with checkmark), Step 2 is completed (green circle with checkmark), Step 3 is the current step (blue circle), and Step 4 is pending (grey circle). The main area is titled 'Step 3 - Upload File(s)'. It features a 'Drag PDF Here' box with an upload icon and a 'Select PDF' button. To the right, a file named 'Example Letter or Statement.pdf' is shown with a green progress bar and a red 'X' icon. At the bottom right, there are 'Next' and 'Cancel' buttons.

After naming your job, you have three options:

- Go to Job Screen
- Start Processing Job
- Cancel Job

For the purposes of this tour, please click on “Go to Job Screen.”

The screenshot shows the 'Guided Job Start' interface for 'Invoices/Statements'. The progress bar at the top now shows Step 3 as completed (green circle with checkmark) and Step 4 as the current step (blue circle). The main area is titled 'Step 4 - Name Your Job'. It includes a 'Name' field with a placeholder 'Name of this job' and a text input containing 'Monthly Statement Mailing'. Below the input field, there is instructional text: 'If you have special instructions or questions, you can go to the Job screen for additional settings or contact help desk to finalize your job setup: (316) 262-3333.' and 'If all your settings are correct, click "Start Processing".' To the right of the text are two arrows pointing right. At the bottom right, there are three buttons: 'Go to Job Screen', 'Start Processing', and 'Cancel Job'. A large orange arrow points down towards the 'Go to Job Screen' button.

CHANGING SETTINGS

Each column below represents a different category of settings you may want to change before processing.

Settings

Basic Settings

General

Archive/Expunge job: 30 days after mailing (Free)

Document Printing

Color: Print in Color

Sides: Duplex (print on both sides)

Postalcity #10 Envelope Design

Current Envelope: Comp to Mailbox - Click Here to Change

Address Font: Letter Gothic 12 Pitch BT

Materials and Handling

Address Handling

Move Update Found: Use updated address

Low Quality Address Found: Mail at Full Rate

Duplicate Address Found: Do not merge - Mail Duplicates

Document Id

Extract from: 0,0,0,0

Put list: Empty

Paper / Media

Paper/Media Size: Letter

Default Paper/Media: Plain

Paper/Media Switch 1: None

Paper/Media Switch 2: None

Paper/Media Switch 3: None

Envelope / Packaging

Letter Envelope Stock: 10-Postalcity

Flat Envelope Stock: 9x12 Utah

Container Override: None

Postage Class: First-Class

Permit Type: Numbered

Date on Permit?: Do not print round date

Endorsement: None

Return Address: Your Name Here
Your Company Name
321 Main St
Your Town KS 67203-0005
United States

Reply / Remittance Envelope

Type: NONE

Document Adjustments

Address Extraction

Recipient Address Zone: 0,0,0,0

Font Filter: Any Font

Adjust Your PDF

Set My Page Breaks: As Uploaded

Squeeze Left: 0

Squeeze Up: 0

Move Right: 0

Move Down: 0

Page Order: Same as Uploaded

Blank last page: Use all pages in document

Insert Page Before: + Add Rule

Insert Page After: + Add Rule

Composite Page Under: + Add Rule

Composite Page Over: + Add Rule

Document Inserts

Digital Inserts: None

Physical Inserts: None

ADDRESS CAPTURE ZONE

This step is optional, as Postalocity's automated processing system is designed to search every page for an address block and set the capture zone automatically while processing.

The screenshot shows a web interface with two main panels. The left panel is titled 'Materials and Handling' and contains sections for 'Address Handling', 'Document Id', and 'Paper / Media'. The right panel is titled 'Document Adjustments' and contains sections for 'Address Extraction' and 'Adjust Your PDF'. An orange arrow points to the 'Recipient Address Zone' field in the 'Address Extraction' section, which has the value '0,0,0,0'.

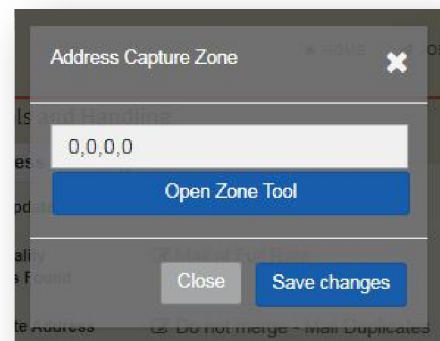
Materials and Handling		Document Adjustments	
Address Handling		Address Extraction	
Move Update Found	Use updated address	Recipient Address Zone	0,0,0,0
Low Quality Address Found	Mail at Full Rate	Font Filter	Any Font
Duplicate Address Found	Do not merge - Mail Duplicates	Adjust Your PDF	
Document Id		Set My Page Breaks	As Uploaded
Extract from	0,0,0,0	Squeeze Left	0
Pull list	Empty	Squeeze Up	0
Paper / Media		Move Right	0
Paper/Media Size	Letter	Move Down	0

If your document contains two or more address blocks, you will want to use this setting to select the correct one.

The visual **capture zone** always appears on the same spot on the first page.

To set or reposition your capture zone, click on the numbers next to “Capture Zone” in the Address Extraction section.

Click on “Open Zone Tool” and the preview will open in another tab or window.

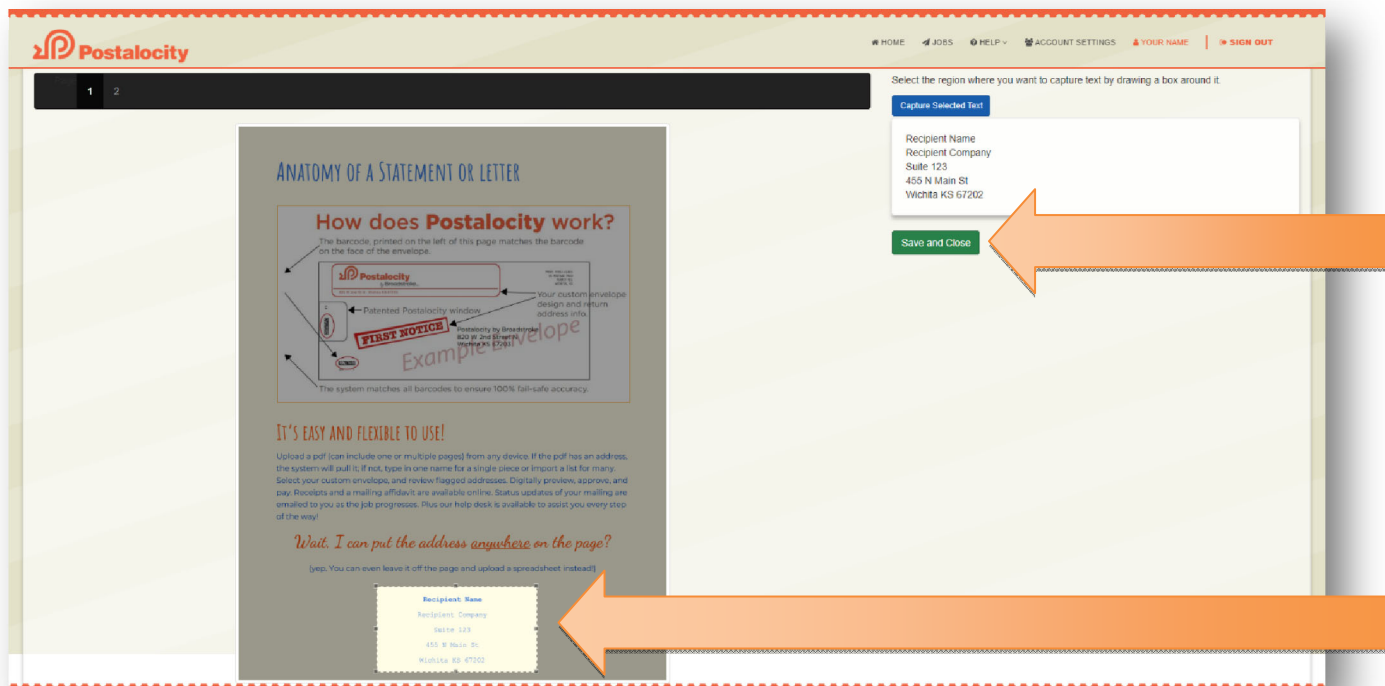


Please make sure you have pop-ups enabled.

IT WILL TAKE A FEW MOMENTS TO LOAD THE ZONE SELECTION TOOL

This tool will show you a preview of 10 pages within the document. This should be sufficient to set the capture zone for all of your pieces.

Use the handlebar arrow tools to long-click, drag and resize the selection box around the section of the page that you want text extracted from. Your selection will appear to be highlighted while the rest of the page is darkened. Allow for extra space on the right side to accommodate longer-than-normal addresses.

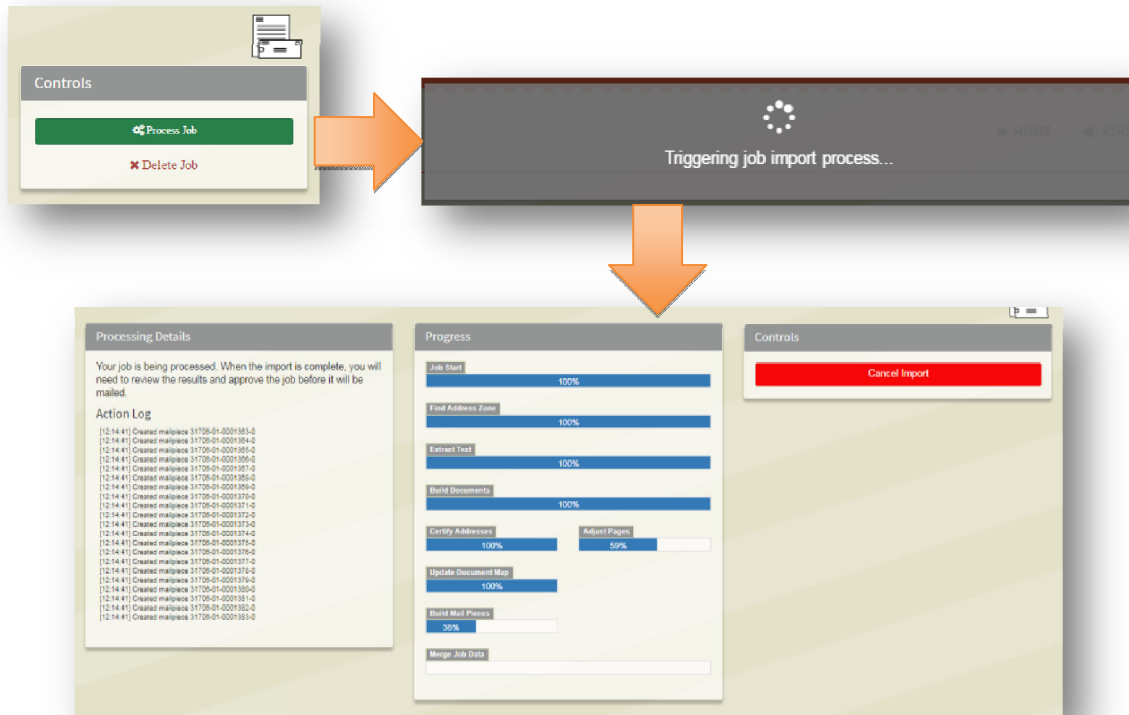


Next, click **“Capture Selected Text”** to check that the text you want to capture shows up in the white box on the right side. If you see any odd characters, extra spaces or lack of spaces in the words, please call us at 316-260-2220 or email us at helpdesk@postalocity.com.

When you are sure your capture zone is exactly where you need it, click **“Save and Close.”** This window or tab will close and it is safe to go back to your job screen.

PROCESSING YOUR JOB

When you have finished selecting your job settings, click “Process Job” at the top right corner of the job screen.



Processing can take some time if you have many documents within your PDF file. You may choose to log off and continue on with your day, and we will notify you by email when processing is complete.

Please make sure that you have access to the email account you used to set up your Postalocity account.

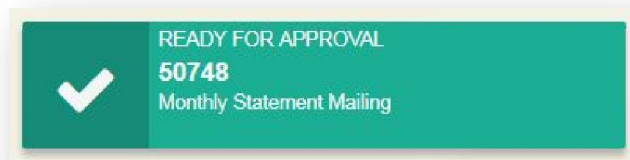
NOTIFICATIONS

After your job processes, you will get an email that should look like this:

Postalocity Job 50748 (Monthly Statement Mailing) Imported - Job 50748 has completed i...



Clicking on the email link will take you back to the job or back to the login page. If you are directed to the home page, you will find your job in the Active Jobs section.



You are now ready for your Guided Review & Approval.

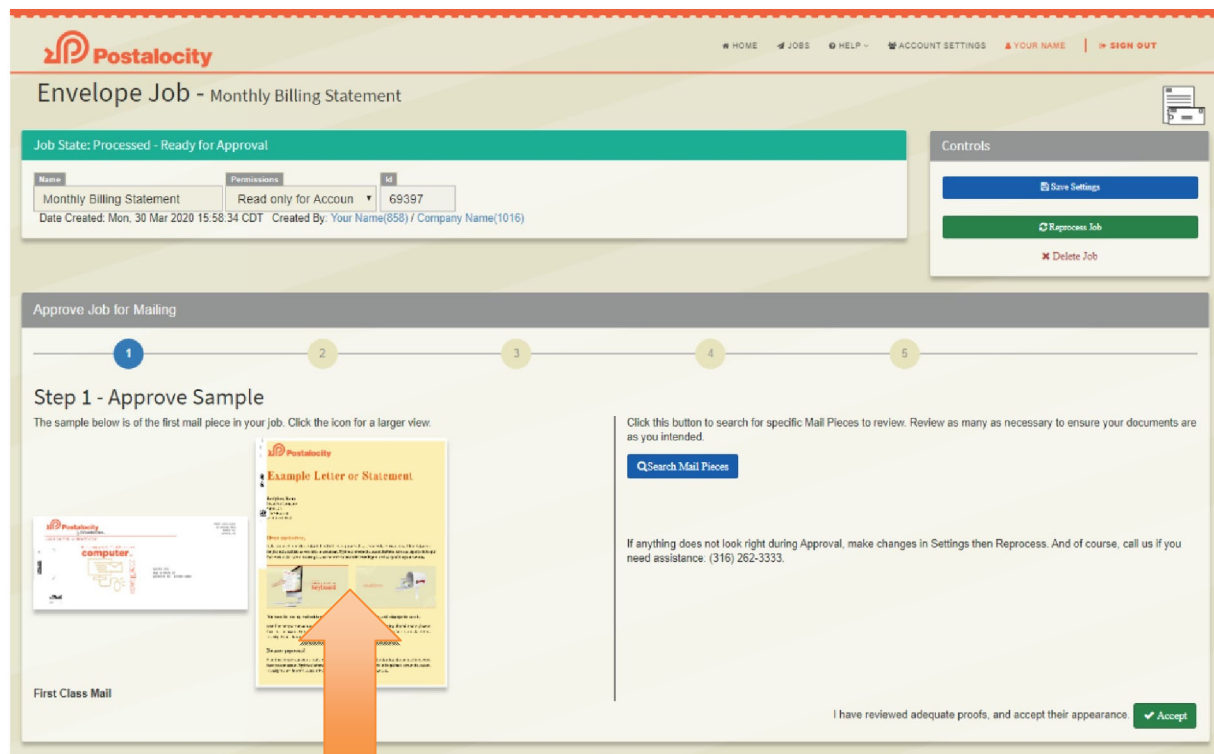
REVIEW & APPROVAL

There are 5 steps to job approval. You must complete all 5 steps before your job is approved to mail. You will get a confirmation email when your job is approved. If you believe you have approved but have not received a confirmation, please make sure that all 5 steps are checked off.

1. Review proofs
2. Review address quality
3. Select mail date
4. Accept Terms & Conditions
5. View final price and select “Pay, Approve and send Job”

The next few pages will show you how to navigate the approval pane and point to a few features that will help improve your experience along the way.

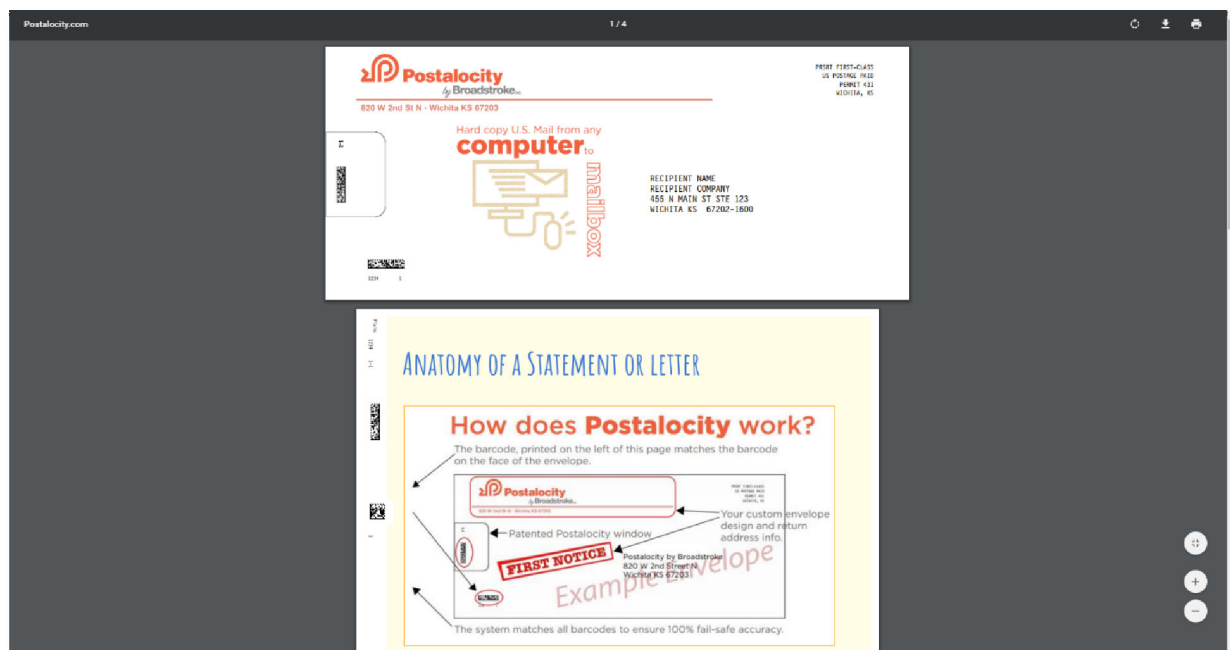
REVIEWING YOUR PROOF



Click on the thumbnail image of the letter or the envelope to open the proof. This will most likely open a new browser tab, but it may also open in a new window if you have changed your default browser settings.

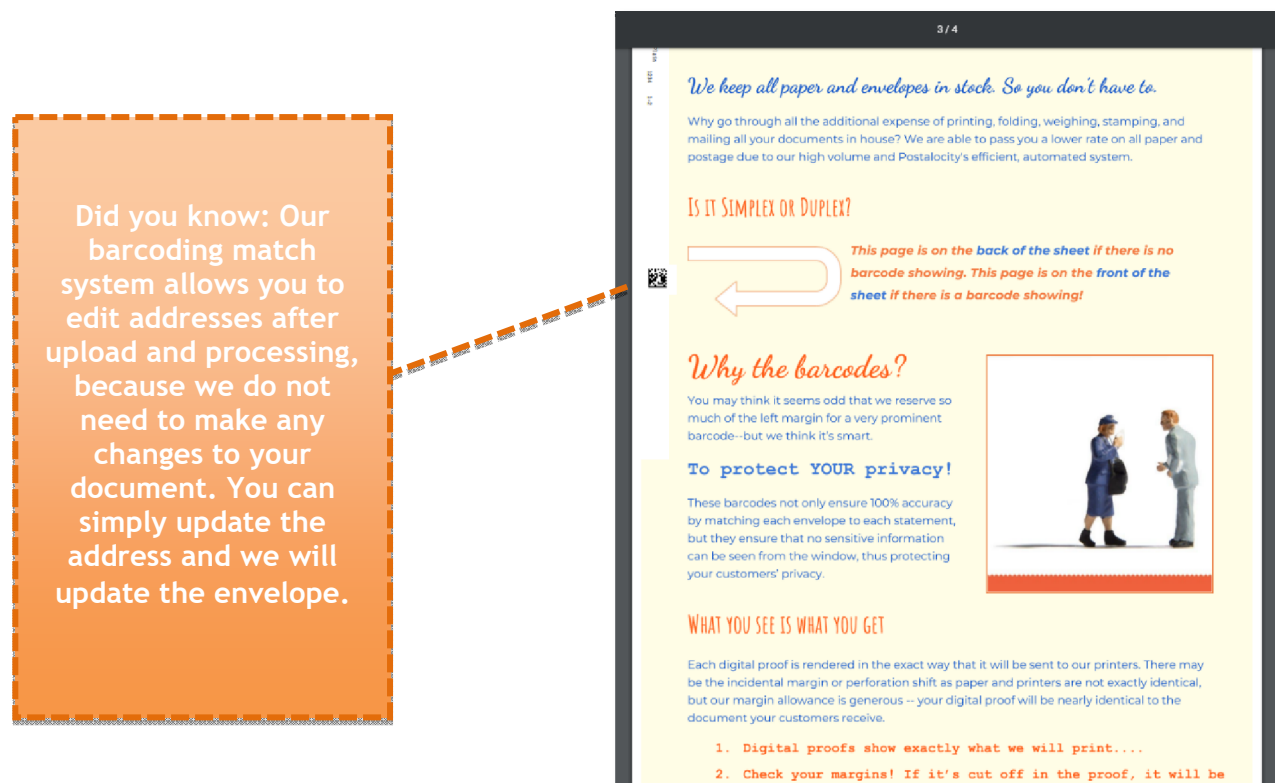
HOW TO VIEW YOUR PROOF

The very first page is always the front of the envelope where we will print the addresses.

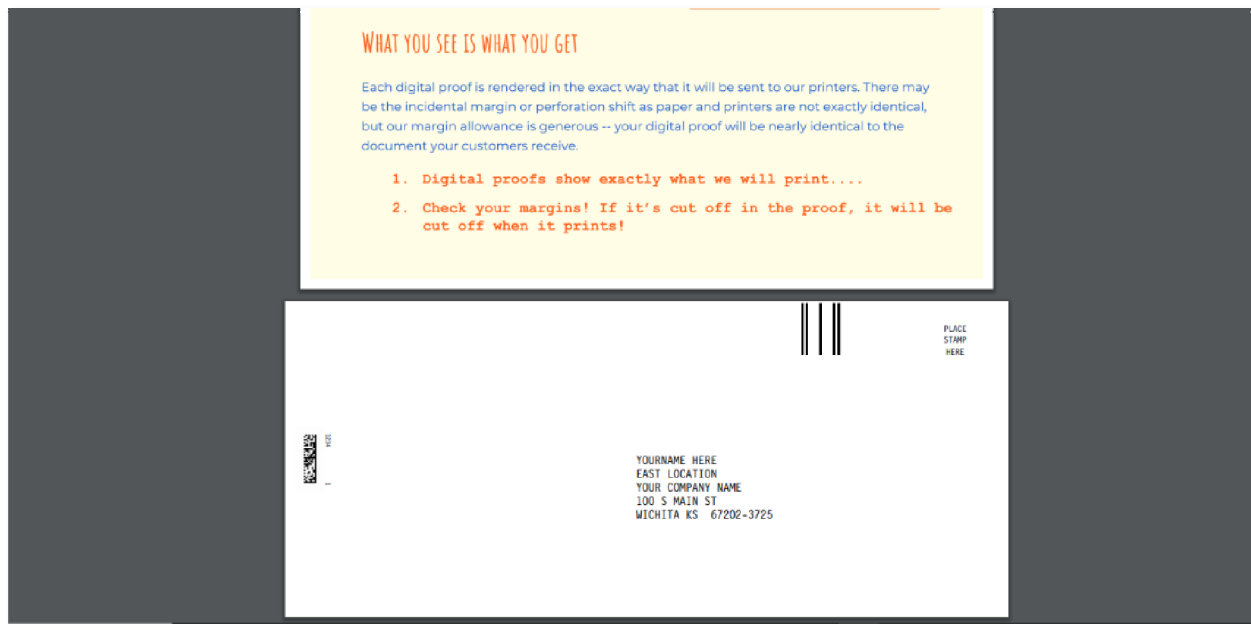


The second page is the front of the first sheet.

The third page will show the back side of the first sheet or the front side of the second sheet. **This is determined by your job's settings.** You can also easily check by looking for a barcode, as shown in the example.



Your proof will also show a sample of your return/remittance envelope if you have selected this option in the settings.



If your mail piece contains more than 10 pages, you may not see the entire piece in the sample proof. Do not worry—your entire submitted file will still be mailed. If you want to check a mail piece individually, go into the mail piece page and download the mail piece PDF from the right navigation pane.

See pages 3 and 24 for further instructions.

ADJUSTING YOUR PDF AND REPROCESSING

Are you unhappy with the way your mail piece looks? We have built in an adjustment feature so that you can easily adjust the size to give it a wider margin.

First Class Mail

If anything does not look right during Approval, make changes in Settings then Reprocess. And of course, call us if you need assistance: (316) 262-3333.

I have reviewed adequate proofs, and accept their appearance. ☒ Accept

PDF Files [Click to add/remove PDFs](#) [More Info](#)

Recipient List [Click to add/remove Recipients](#) [More Info](#)

Settings

Basic Settings

General

Archives/Expense job 30 days after mailing (Free)

Document Printing

Color Print in Color

Sides Duplex (print on both sides)

PostNetmailing #10 Envelope Design

Current Envelope Comp to Mailbox - Click Here to Change

Address Font Letter Gothic 12 Pitch BT

Materials and Handling

Address Handling

Move Update Found Use updated address

Low Quality Address Found Mail at Full Rate

Duplicate Address Found Do not merge - Mail Duplicates

Document Id

Extract from 0.0.0.0

Pull list Empty

Paper / Media

Paper/Media Size Letter

Default Paper/Media Plain

Paper/Media Switch 1 None

Paper/Media Switch 2 None

Paper/Media Switch 3 None

Envelope / Packaging

Document Adjustments

Address Extraction

Recipient Address Zone 0.0.0.0

Font Filter Any Font

Adjust Your PDF

Set My Page Breaks As Uploaded

Squeeze Left 0

Squeeze Up 0

Move Right 0

Move Down 0

Page Order Same as Uploaded

Blank last page Use all pages in document

Insert Page Before + Add Rule

Insert Page After + Add Rule

Composite Page Under + Add Rule

When you click on one of the adjustment numbers, you'll see this message. Click OK.

Updating this field will require this job to be reprocessed to take effect. Are you sure you want to change this value? ☒

Address ID 24 pixels

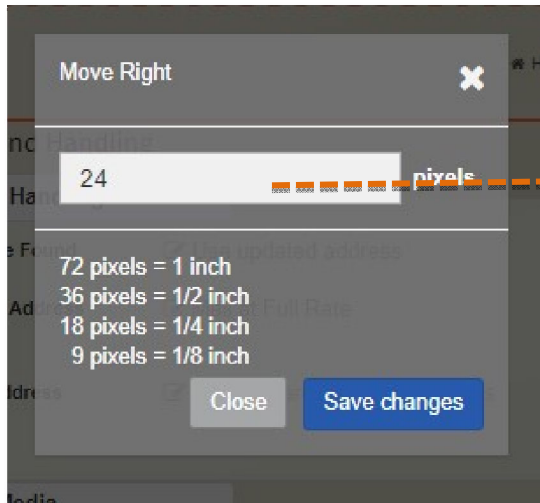
Cancel OK

72 pixels = 1 inch
36 pixels = 1/2 inch
18 pixels = 1/4 inch
9 pixels = 1/8 inch

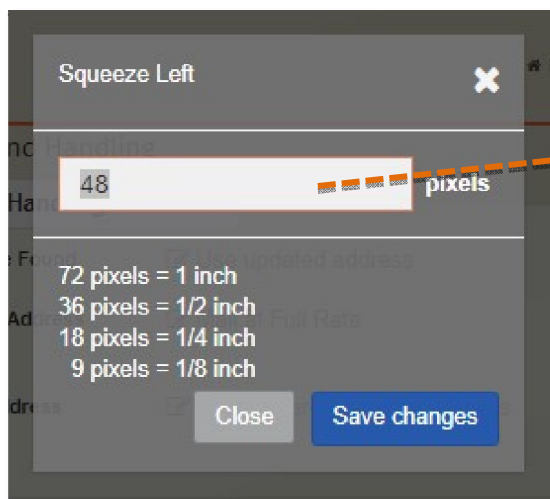
Close Save changes

There are 4 directions to make PDF adjustments:

- Squeeze Left
- Squeeze Up
- Move Right
- Move Down



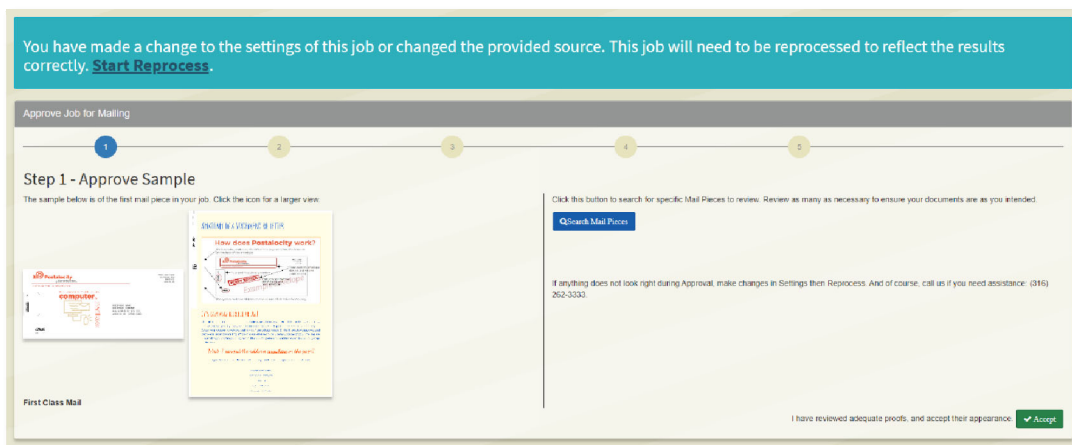
“Move” the PDF to SHIFT its position to the right or down.



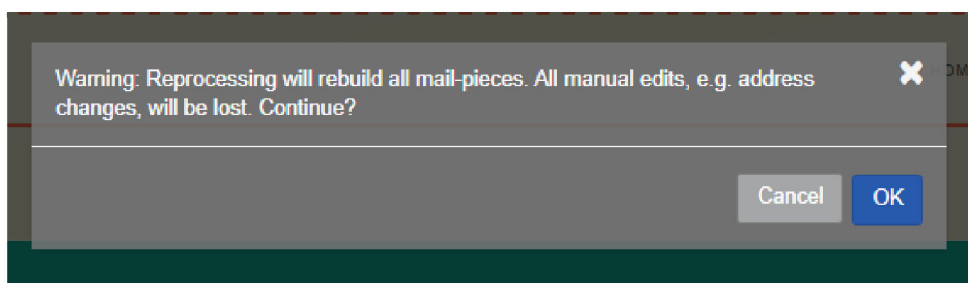
“Squeeze” the PDF by entering a number that is TWICE the amount you entered into the “move” setting. To avoid image distortion, use the same number for “Left” and “Up” settings.

REPROCESSING

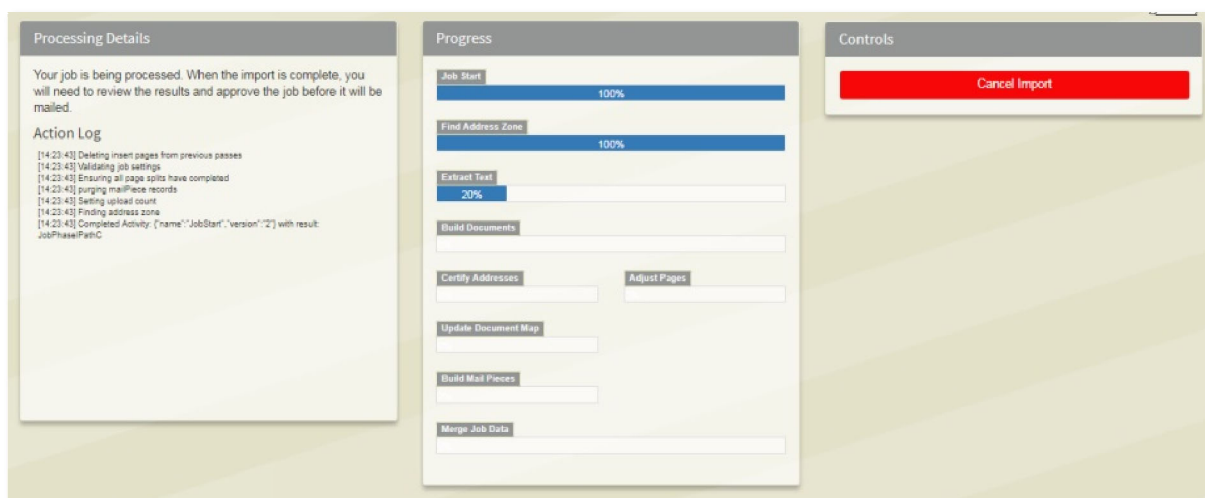
Click on start reprocess, in the turquoise notification box to begin rebuilding your mail piece with new settings, preview below.



You'll see another prompt (below) warning you that all your address edits will be lost. Select OK if you want to proceed or Cancel if you want to download the address edits you have made before reprocessing the job.



The job will start reprocessing and you will see the image below.



REVIEW ADDRESS QUALITY

On Step 2 of approval, you can click on each category of mail to access the Mail Piece pages, and make sure that all address information is correct. Pay attention to the categories in red.

Approve Job for Mailing

1 ✓ 2 3 4 5

Step 2 - Review Address Quality

Your goal is to get all addresses here ↓

Good Domestic Addresses	1704
Moves	45
International Addresses	0

These Mail Pieces will not be mailed

Ignored	0
---------	---

These Mail Pieces include more than one source document merged based on address handle settings.

Merged	626
--------	-----

Ranking Based on USPS Certification Processing Results
Review your addresses, with the goal of minimizing undeliverable pieces.

Mail Pieces below may have a low probability of delivery.

Low Chance of Delivery	64
Very Low Chance of Delivery	0
Extremely Low Chance of Delivery	32

Click on the desired Quality category, then click on individual mail pieces to view their details. While in the details, you can:

- Correct addresses on the fly;
- Mark pieces "ignore" so they won't get mailed;
- "Ignore" entire group & download to fix and mail later;
- Leave to mail as they are, for a few pennies more.

Bulk Address Corrections [+ Expand](#)

I have reviewed address quality & updated or deleted as needed. [✓ Accept](#)

Moves—You will only see this link if you have signed a PAF and your settings call for using the updated address. We will automatically print the new address instead of the old one onto the envelope.

Low Chance of Delivery— These addresses should be the easiest to fix. You will find misspellings, transpositions, and incorrect highway or street designations.

Very Low Chance of Delivery — These addresses are missing crucial data such as entire street addresses, cities, states and zip codes. Usually this link is inactive, as most mailings will not be missing data. If you see a red link to this category, this may indicate an error in your data file or a glitch.

Extremely Low Chance of Delivery — These addresses usually have a non-standard format that cannot be fixed. Example: rural addresses that receive mail at a nearby route box, or street addresses with standing orders to not deliver. These pieces are not likely to be returned, but they will still be sent using full-pay postage.

Ignored — If you have a pulls list set, the number of ignores should match the number of pulls. If you have manually ignored mail pieces, those pieces will be moved into this page after you click "ignore."

Merged — Pieces within this category contain two or more documents that share a street address. When your settings call for an address merge, we mail these documents in the same document. This list overlaps with the other address quality lists.

BULK ADDRESS CORRECTIONS

Did you know that you don't have to be logged in to Postalocity to make address corrections? If you need to send addresses to another department to have them checked and then sent back to you, you can make the edits directly in the address data spreadsheets and then upload them into the "Bulk Address Corrections" section. **Follow the instructions below:**

Bulk Address Corrections— Collapse


Bulk address corrections allow you to make all of your address corrections in a single command.

To perform bulk updates, open one of the mail piece groupings above and download its CSV list.

Update addresses in the list only in the columns that start with the word "Used." Example: "Used Name," "Used City," etc.

Do not modify any columns that do not include the word "Used."

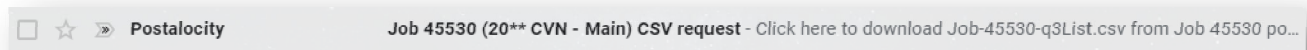
Drag CSV Here



or


Select CSV

Skip to [PAGE 24](#) if you need help finding the Address Data link.



After requesting address data, you should soon get an email like this:



 **Postalocity**

[Log in](#)

Job 45530 (20** CVN - Main) CSV Request

Click [here](#) to download [Job-45530-q3List.csv](#) from [Job 45530](#)

You are receiving this email due to a triggered system event governed by your user settings. You can adjust your notification settings in your user preferences [here](#).

HOW TO USE THE ADDRESS DATA SPREADSHEET

To expand each column, select rows A through L and then mouse over the header section until you see this symbol:



Double-click to expand the columns.

Only edit Columns C through K. If you need more information on what we think is wrong with the address, check column L for a brief description.

Do not delete any rows.

If you want to ignore a mail piece just clear out the data from columns C-K on that row.

Refer to the [Tips & Tricks](#) section for suggestions on different ways to correct addresses.

When you are done, save the CSV with its original file name, then go back to Step 2 of your job in Postalocity and upload it to the bulk address corrections section.

YOU CAN ALSO MANUALLY CHANGE ADDRESSES IN EACH MAIL PIECE PAGE

The screenshot shows the 'Mail Piece Management' interface. On the left, a list of mail pieces is displayed, with the first one highlighted in blue. On the right, the details for the selected mail piece are shown, including controls, used address, and supplied address sections.

1 Your currently selected mail piece will be highlighted in blue text on the left pane and all of its identifying information will appear on the right pane.

2 Need to use our Moves information to update your records for next year? Look in the **Downloads for this Group** section of the **Moves** page and select **Address Data**. A csv (Excel) file containing a list of of the updated addresses will be sent to your email.

3 Use the **Controls** section to access individual document proofs, ignore a mail piece, or revert to the original address if an address is in the Moves section.

4 Use the **Originally Extracted Address** section to manually change an individual address. First enter the change into the Address Block, press on the blue bar, and then when your changes populate into the fields below, click **Save Address Change**.

When you are done, click **BACK TO JOB** on the top LEFT.

STEPS 3, 4, AND 5 OF APPROVAL

The last 3 steps will go very quickly. Simply click on the green button on the bottom right of each page



Approve Job for Mailing

1 2 3 4 5

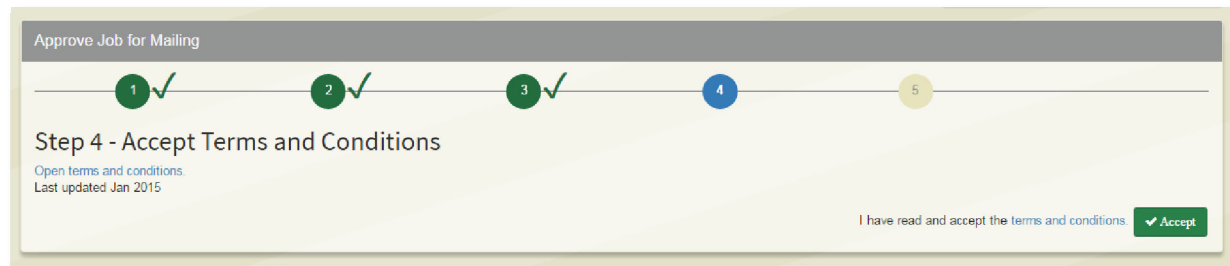
Step 3 - Approve Mail Date

This is the date your mail pieces will be submitted to the Post Office.
To make a change, click on date.

 2019-03-01

I accept this mail date. [Accept](#)

Review the mail date, if you want to mail same day, the quantity must be lower than 100 and be approved before 2:00 pm CST. Once you are good with the mail date select **ACCEPT**.



Approve Job for Mailing

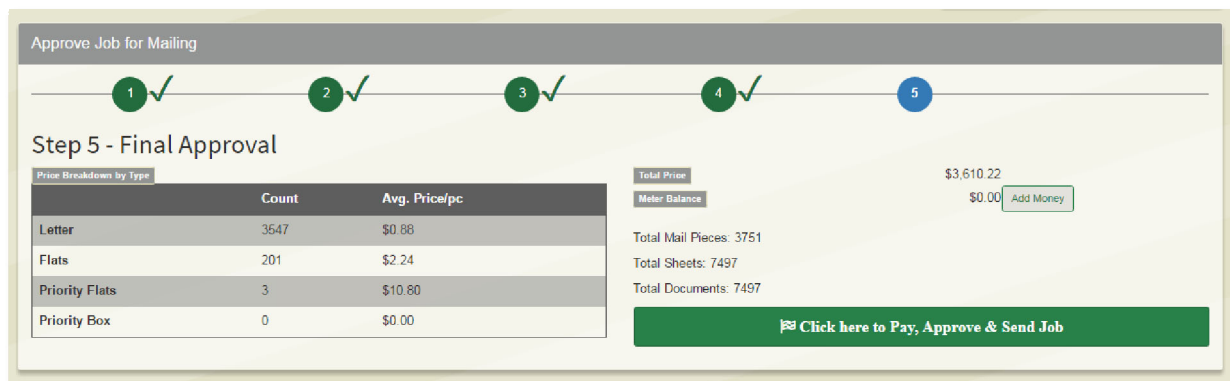
1 ✓ 2 ✓ 3 ✓ 4 5

Step 4 - Accept Terms and Conditions

[Open terms and conditions.](#)
Last updated Jan 2015

I have read and accept the [terms and conditions](#). [Accept](#)

Read the Terms and Conditions, then select ACCEPT.



Approve Job for Mailing

1 ✓ 2 ✓ 3 ✓ 4 ✓ 5

Step 5 - Final Approval

Price Breakdown by Type		
	Count	Avg. Price/pc
Letter	3547	\$0.88
Flats	201	\$2.24
Priority Flats	3	\$10.80
Priority Box	0	\$0.00

Total Price	\$3,610.22
Meter Balance	\$0.00 Add Money

Total Mail Pieces: 3751
Total Sheets: 7497
Total Documents: 7497

[Click here to Pay, Approve & Send Job](#)

Have one last review of the total piece count and total price. If you need to add money to your meter, select the “Add Money” button and follow the steps on [page 26](#).

When you have the appropriate amount of funds in your Meter Balance, click **Approve & Send Job**.



If there were any mail pieces you wanted to send even though they were flagged by the system as low potential for delivery, click **OK**. If you would like to look at the addresses of those mail pieces, click Cancel, then navigate back to the address review section of the job.

Congratulations! You are done with your first Postalocity mailing!

ADDING FUNDS TO YOUR METER

When the total amount due exceeds the amount on your meter, the “Click here to Pay, Approve & Send Job” button will not appear.

Approve Job for Mailing

Step 5 - Final Approval

Breakdown by Type	Count	Avg. Price/pc
Letter	1776	\$0.97
Flats	69	\$2.49
Priority Flats	0	\$0.00
Priority Box	0	\$0.00

Total Price: \$1,910.51
Meter Balance: \$0.00

Total Mail Pieces: 1845
Total Sheets: 3635
Total Documents: 3666

[Add Money](#)

If you need to make a credit card payment, click on the “Add Money” button.

← BACK TO JOB

Meter
\$0.00

Deposit

Amount To Add: \$ 1910.51
Transaction Fee: \$ 59.40
Total Charge: \$ 1969.91

Click the PayPal button or enter your credit card number below.

[PayPal](#)

Card Number

Expiration Date

[Accept Charge](#)

* Use an alternate payment option to avoid the transaction fee.
** Credit card or PayPal charges greater than \$5000.00 are not recommended. Consider an alternate payment option to maximize your savings.

You will be taken to your meter page, where you can enter your credit card information.

IMPORTANT: You must click “back to job” to continue step 5 of approval. Depositing to your meter does not automatically approve your job.

If you would prefer to send us a check or set up an automatic ACH transfer, click on “alternate payment option” or contact accounts receivable for more information.

Alternate payment options

1. **Direct EFT Wire transfers:** Wire transfers provide same-day fund availability, but will trigger bank fees on both ends. We will charge your account \$15 for a wire transfer.
2. **Checks, ACH transfers:** All these require 3 to 5 days to clear.
3. **Money orders, Cashier checks:** We will credit your meter immediately upon receipt of certified funds.

To ensure proper application of funds: Please include the Account Id, **1010**, on any check/money order. Send check/money order to:

BILLING DEPARTMENT
POSTALOCITY.COM
PO BOX 3033
WICHITA KS 67201-3033

If you have already sent a prepayment but it is not showing on your meter, please reach out to us at 316.262.3333 or moreinfo@postLOCITY.com.

HAVE ANY QUESTIONS OR CONCERNS?

CONTACT US!

Call our help desk line at

316-262-3333

Or email us at

moreinfo@postalocity.com

