

PitneyShip™ Pro is an enterprise online postage solution allowing you to create carrier shipping labels and print postage regardless of location. Real-time data provides better insights and visibility into your shipping activity, helping you save time and money on every package/letter you send.

Postage Machine Guidelines

New Location/User for PitneyShip™ Pro.

1. Click this [“Shop now”](#) and open a case with Postal Advocate Inc. A customer service agent will be happy to add your location or user to the system.

2. Order your supplies. Click on this link or “Supply Orders”

<https://purchasing.fnf.com/TheStore/Catalog.aspx?cid=2472>

If you require a scale, please order Item # 897131 -Description – DYMO Digital Postal Scale 5LBs (M5)

For stamp sheets, order Item # SL-SPM11 – 6 sheets (120 stamps). We recommend you order enough to last at least 4 – 6 weeks.

5. Corporate Accounting will handle the processing of the invoices that will be charged back to your cost center.

6. For locations that do over \$300/month that are looking for an exception approval, please open a case using this [link](#) and the account manager will schedule time to go through your requirements.

7. Postal Advocate will generate all notifications of termination documentation with your current vendor.

Any additional questions, please reach out to your Corporate Purchasing at purchasing@fnf.com