

# PitneyShip™ Pro Training

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**Mail Equipment  
and Postage**



**Home and Small  
Office Mail**



**USPS®  
Permit Accounts**



**Outsourced  
Mail Services**



**Expedited Document  
and Parcel Shipping**

## **What is PitneyShip™ Pro?**

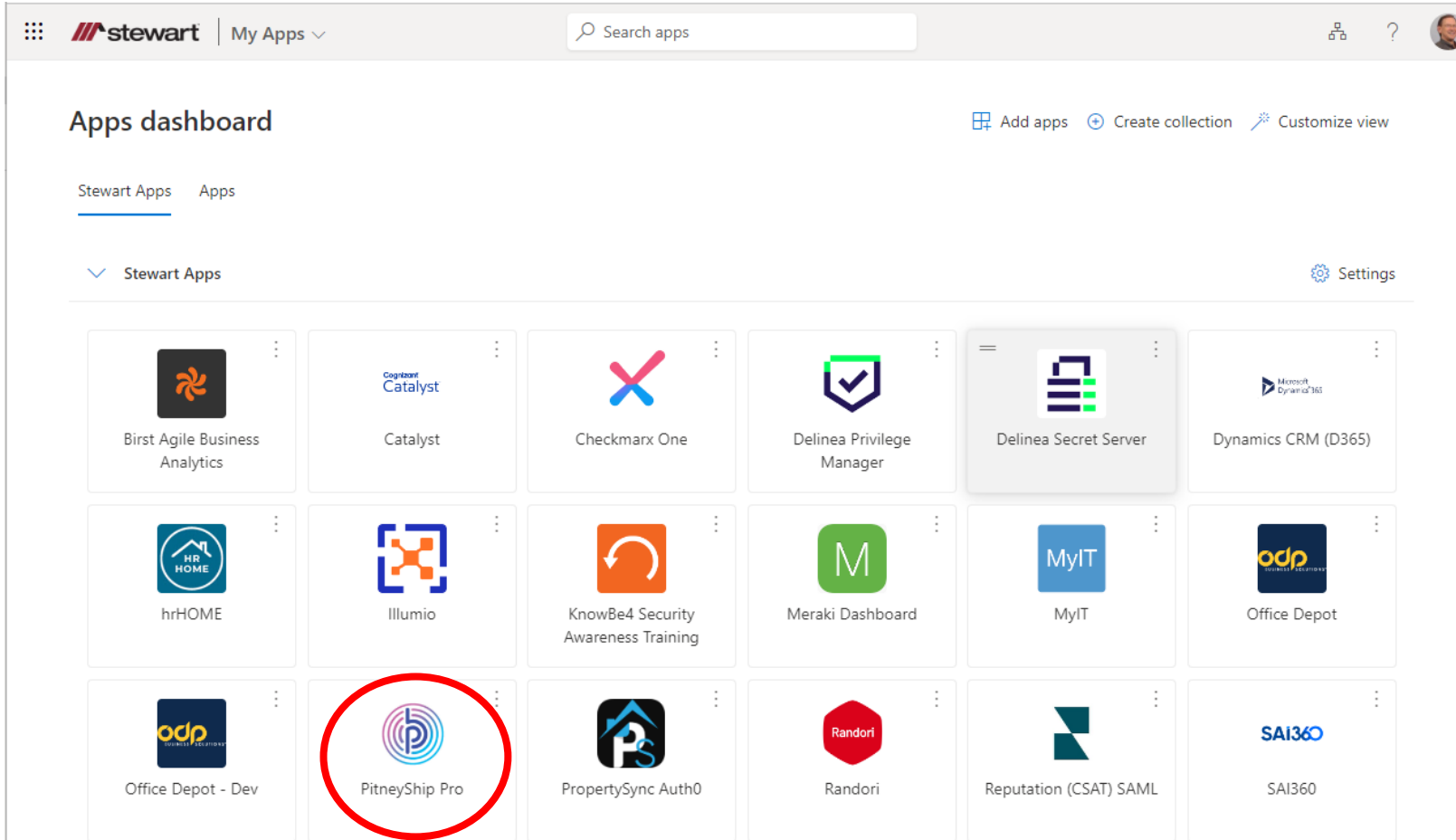
PitneyShip™ Pro is a cloud-based solution that scales easily across your organization, allowing employees to create shipping labels and print postage regardless of location. Real-time data provides better insights and visibility into your shipping activity, helping you save time and money on every package you send.

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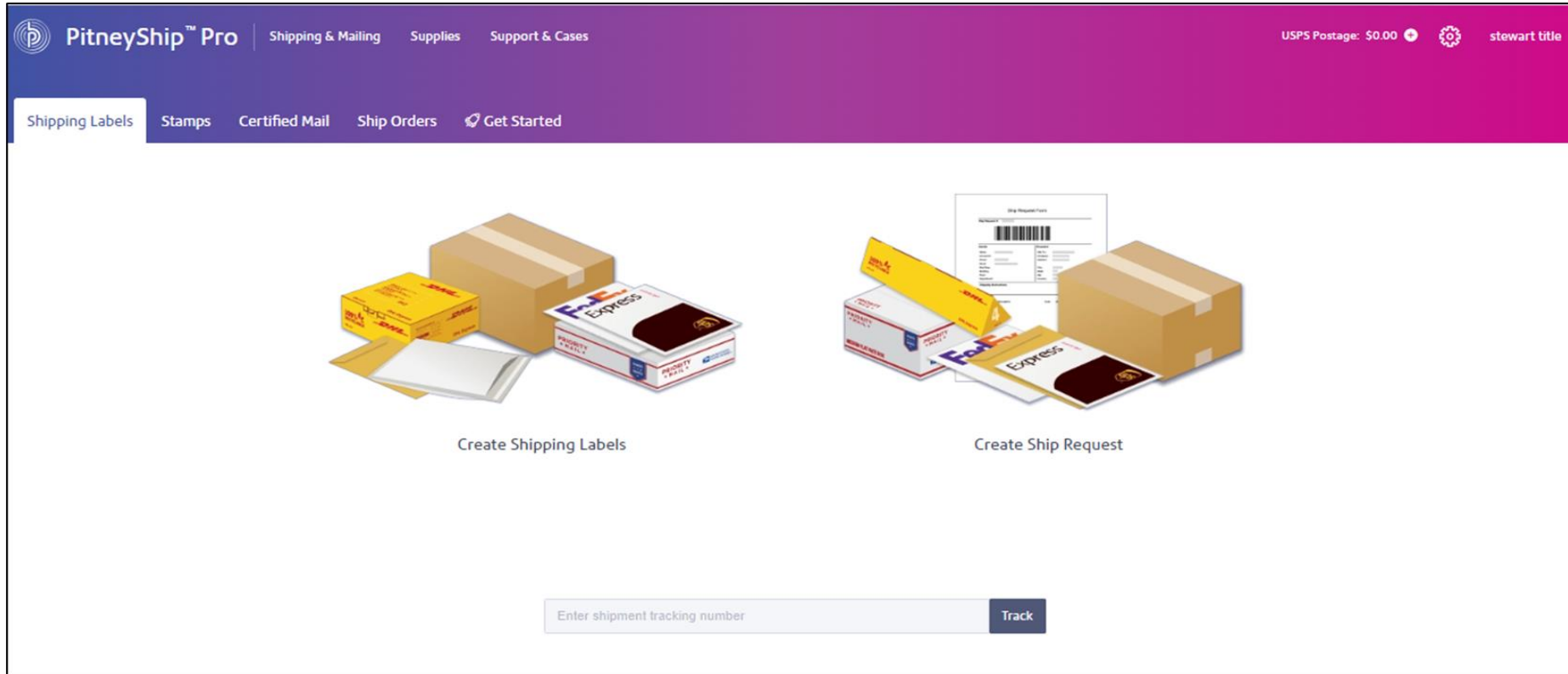
# How to Log Into PB Ship Pro

**Link to the Application** – <https://sendpro360.pitneybowes.com/sso> or go into myApps portal and find the PitneyShip Pro icon  
Enter your UserPrincipalName (UPN) when it asks for your email address; NOT your email address.



The screenshot shows the 'My Apps' dashboard for a user named 'stewart'. The dashboard displays a grid of application tiles. The 'PitneyShip Pro' tile, located in the bottom row, second column, is highlighted with a red circle. Other visible tiles include Birst Agile Business Analytics, Catalyst, Checkmarx One, Delinea Privilege Manager, Delinea Secret Server, Dynamics CRM (D365), hrHOME, Illumio, KnowBe4 Security Awareness Training, Meraki Dashboard, MyIT, Office Depot, Office Depot - Dev, PropertySync Auth0, Randori, Reputation (CSAT) SAML, and SAI360.

Once you have logged in, you will then be directed to the PitneyShip Pro application the looks like this:

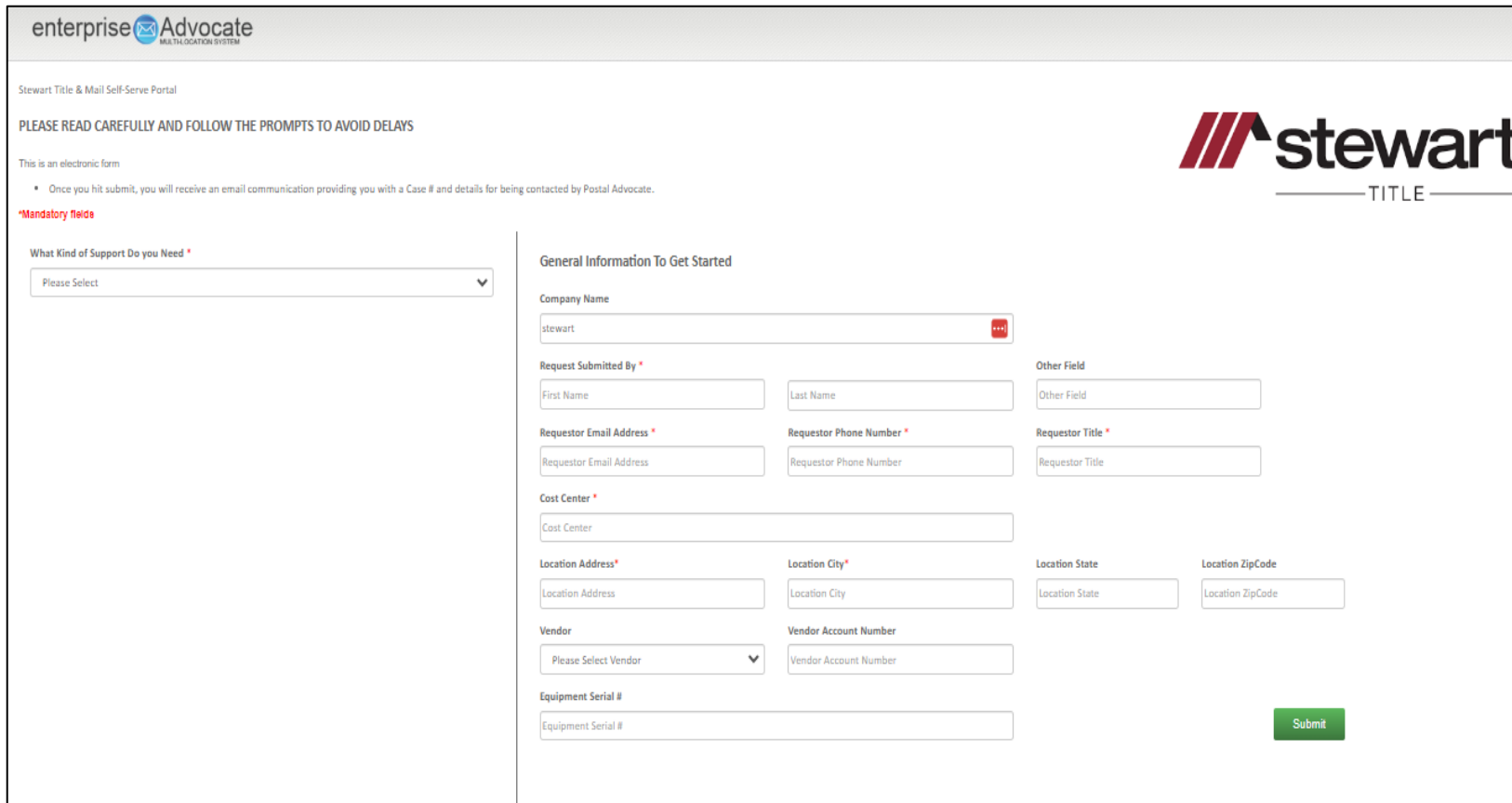


If it asks you for a password, you may not be set up properly. Please submit a case through our portal, that will be provided in the next slide, so we can make sure your credentials are entered properly.

# Case Submission

Internal Stewart Title Support – <https://www.postaladvocate.net/index.php?/landingpage/stewart>

Select the kind of support you need, enter the required information on the right and then hit next. A case will be created, you will get an email confirming the case number, and Postal Advocate will reach back within 8 business hours to help resolve the issue. (Hours of operation 8am – 5pm EST).



enterprise Advocate  
MULTI-LOCATION SYSTEM

Stewart Title & Mail Self-Serve Portal

PLEASE READ CAREFULLY AND FOLLOW THE PROMPTS TO AVOID DELAYS

This is an electronic form

- Once you hit submit, you will receive an email communication providing you with a Case # and details for being contacted by Postal Advocate.

**\*Mandatory fields**

What Kind of Support Do you Need \*

Please Select

**General Information To Get Started**

Company Name  
stewart

Request Submitted By \*

First Name Last Name Other Field

Requestor Email Address \* Requestor Phone Number \* Requestor Title \*

Requestor Email Address Requestor Phone Number Requestor Title

Cost Center \*

Cost Center

Location Address \* Location City \* Location State Location ZipCode

Location Address Location City Location State Location ZipCode


Vendor Vendor Account Number

Please Select Vendor Vendor Account Number

Equipment Serial #

Equipment Serial #

Submit



## Ordering Supplies

- **Stamp Sheets:** Go to: <https://www.pitneybowes.us/shop/home/en-us/storeus>

**Supply Part Item #SL-SPM11 - Cost \$4.99 for 120 Stamps (6 sheets). We recommend ordering enough to last you 1-2 months.**

When you check out, it will prompt you to sign into your account. If this is your first time signing in, click on “Create an account”. Follow the prompts to set up your account and check out. If you’ve ordered supplies through pb.com before, use your current account #/BPN. If you do not know your account number/BPN, please reach out to Postal Advocate by submitting a case and we can provide it to you.

- **Digital Scale:**

Most offices should have someone already set up within their office to order supplies. If you do not: Please complete the [Office Depot New User Form](#). This will send a notification to Office Depot to set up your profile.

The recommended digital scale to order is:

**DYMO Digital Postal Scale 5Lbs. (M5) – Item #780117**  
**Price: \$27.19**



Compare

DYMO® M5 Digital Postal Scale  
Item #780117

★★★★★ (221)

**\$27.19**/each

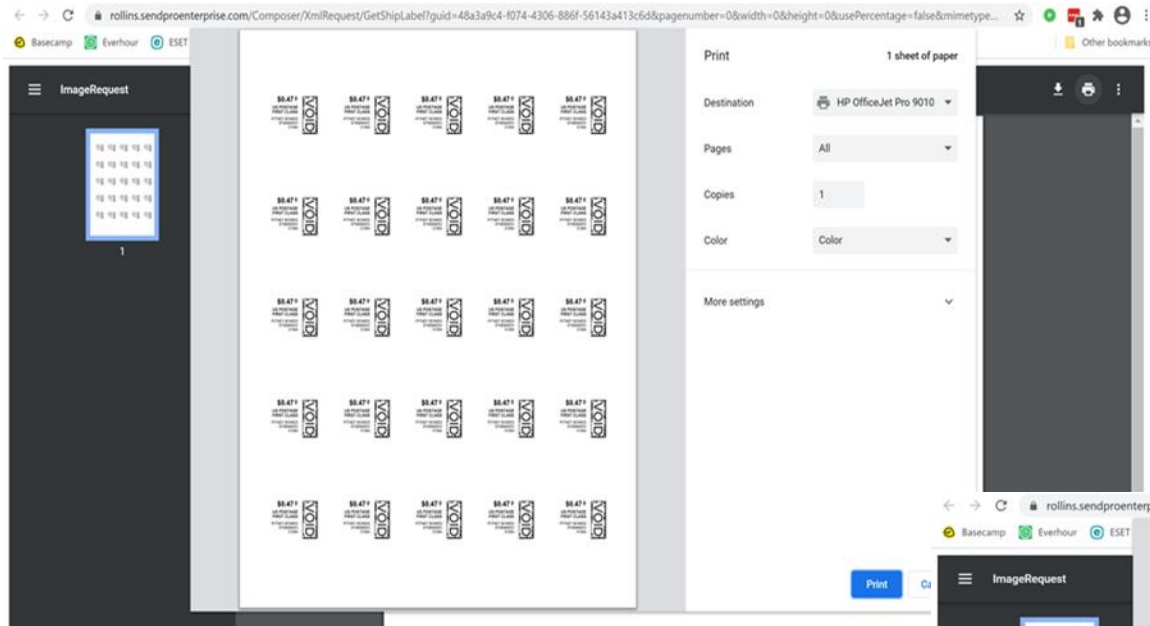
4 Available

- 1 +

Add to Cart

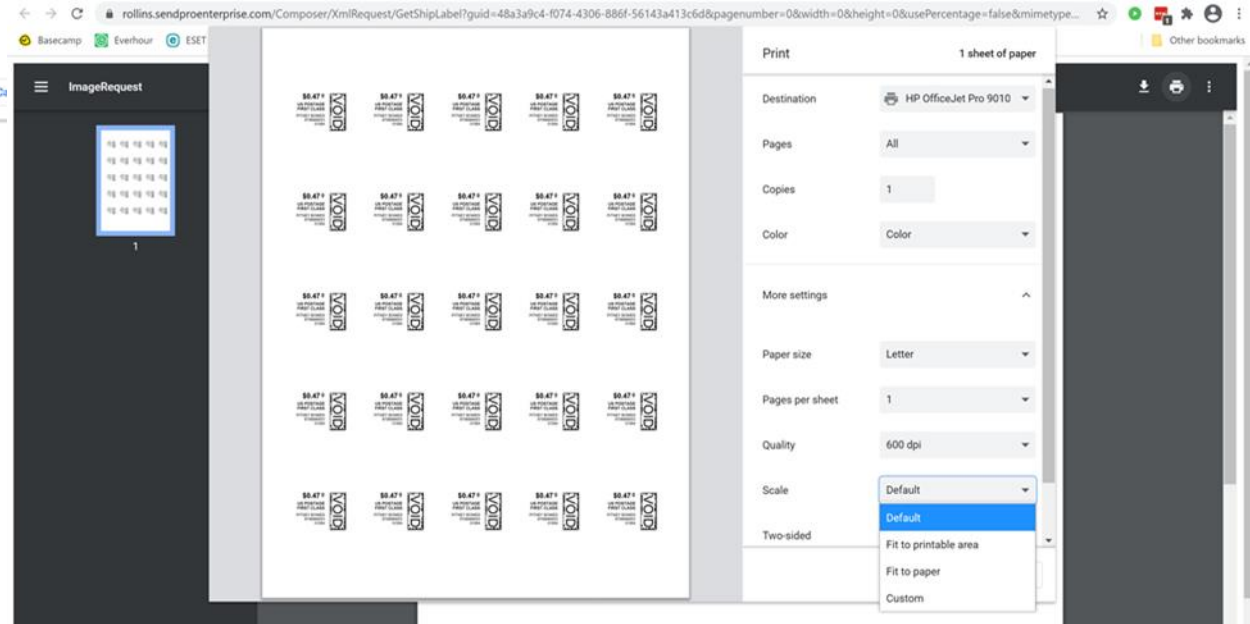
Add To List

# How to Align the Printer Correctly to Print Stamps



- **Stamp Sheet Printer Alignment (Using Google Chrome – Recommended Browser)**

- When a user is doing a test print, in the printer dialog box, click the **MORE SETTINGS** down arrow. In the **SCALE** section in image 2, select **Default**. Put the test print page in and make sure the print lines up. Then hit **PRINT**.







ANY  
QUESTIONS?

