

PitneyShip™ Pro Training



**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 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 you send.

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How to Log In to PB Ship Pro

- **Link to the Application -**

With this [link](#), enter your username and password

- **Internal Crown Equipment Support – [Postal Advocate Support Link](#)**

Select the kind of support you need, enter the information on the right and then hit submit. A case will be created, you will get an email confirming the case number, and Postal Advocate will get back to you within 4 hours.

Case Submission

enterprise  **Advocate**
MULTI-LOCATION SYSTEM

Crown Equipment Postal Advocate Shipping & Mail Case 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

Please Select

Other

PitneyShip™ Pro - Add User

PitneyShip™ Pro - Technical Support

PitneyShip™ Pro - Password Reset

PitneyShip™ Pro - Add Location

General Information To Get Started

Company Name
Crown

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

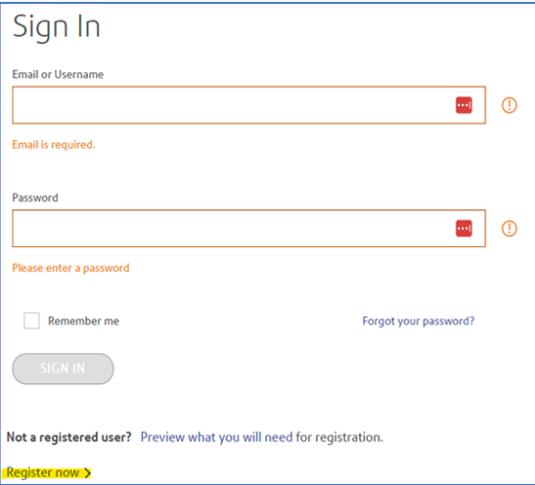
Digital Scale: The recommended digital scale to order is: DYMO Digital Postal Scale 5Lbs. (M5) – Item #780117 through Office Depot. Your Corporate contact Kortinae Wenning will be ordering the scale and having it shipped to your location.

Ordering Pitney Bowes Stamp Sheets – Please find instructions below on how to order the necessary supplies.

1. If you do **not** have a pb.com login, please go to the following:

https://www.pitneybowes.us/signin/logon.go?request_locale=en_US#/account/login

2. Go to Register now (see highlighted below for reference), and register with account number (BPN)



Sign In

Email or Username

Email is required.

Password

Please enter a password

Remember me [Forgot your password?](#)

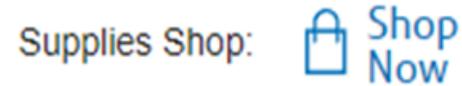
SIGN IN

Not a registered user? [Preview what you will need for registration.](#)

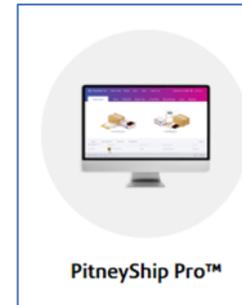
[Register now](#)

Ordering Supplies

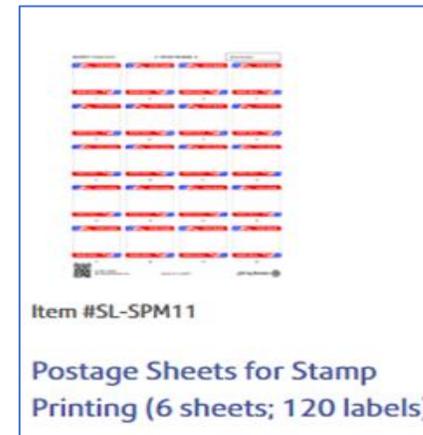
3. Once registered, click on Supplies Shop in the right corner:



4. Under “Shop for Supplies by Meter & Software” Go to the PitneyShip Pro icon:



5. Find Supply Part Item #SL-SPM11 - Cost \$4.99 for 120 Stamps (6 sheets):

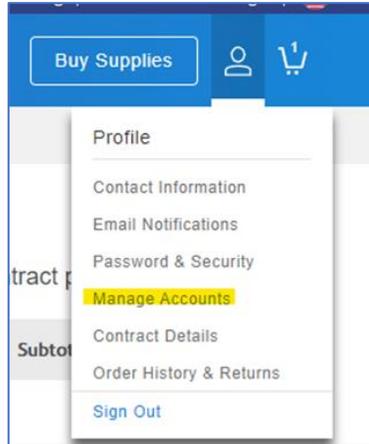


Ordering Supplies

6. Once added to cart, hit check out and it ask you for the last 4 digits of your Purchase Power account.

If you already have a pb.com login, please go to the following link: <https://www.pitneybowes.us/shop/home/en-us/storeus>

1. If your account number has not been linked to your account, please hit the drop down for your profile, and go to **“Manage Accounts”**

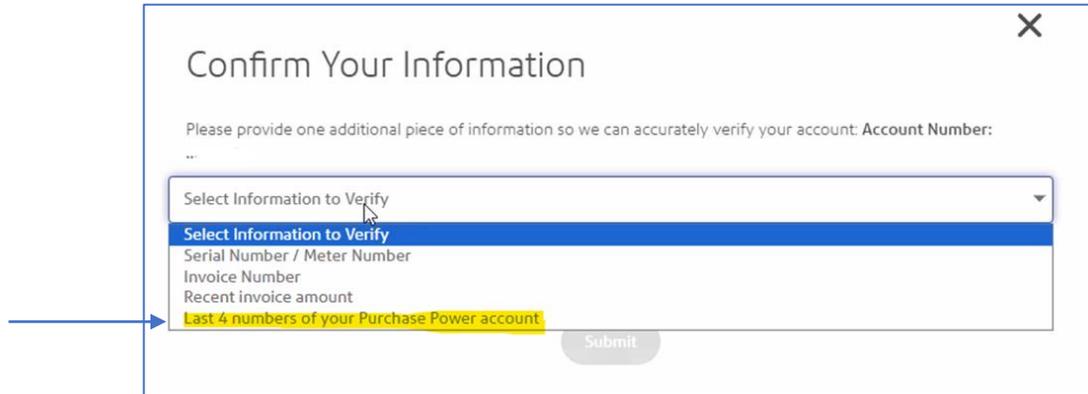


2. From there you will be able to add your account number, please click on ‘add an account’, you will need to enter your account number:

Accounts you have access to.

Ordering Supplies

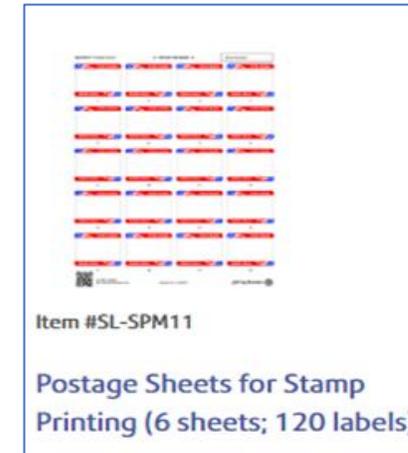
3. It will then ask you to confirm your information. Please click on **'Last 4 numbers of your Purchase Power Account'**.



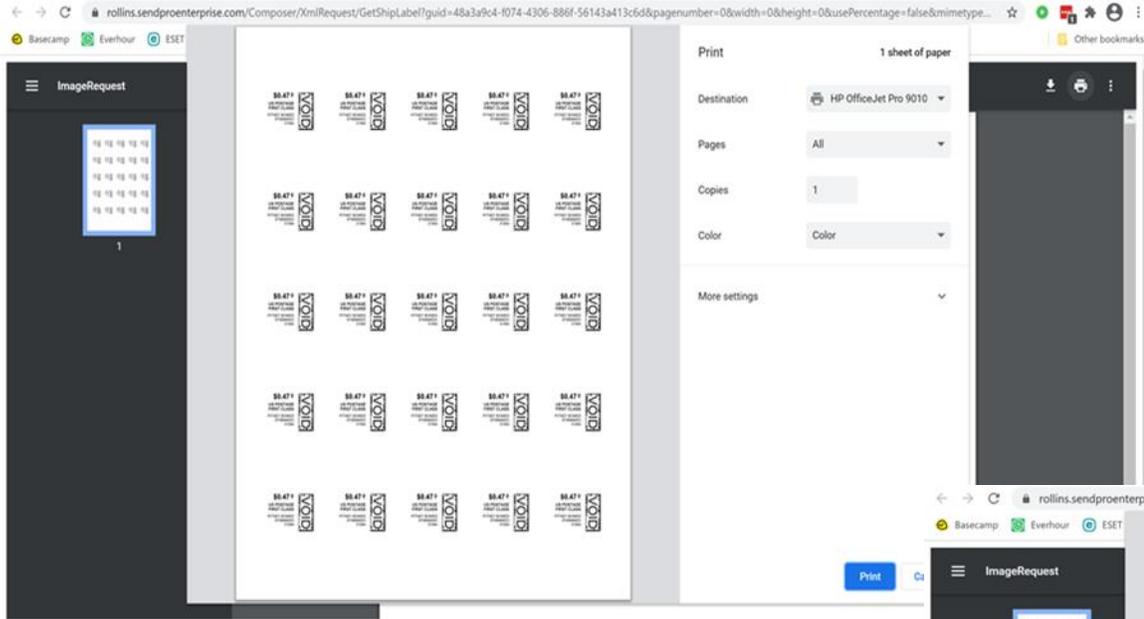
4. Go to “Buy Supplies” Part Item #SL-SPM11 - Cost \$4.99 for 120 Stamps (6 sheets):

We recommend ordering enough to last you 1-2 months.

5. When checking out you will choose to pay with your Purchase Power Account.

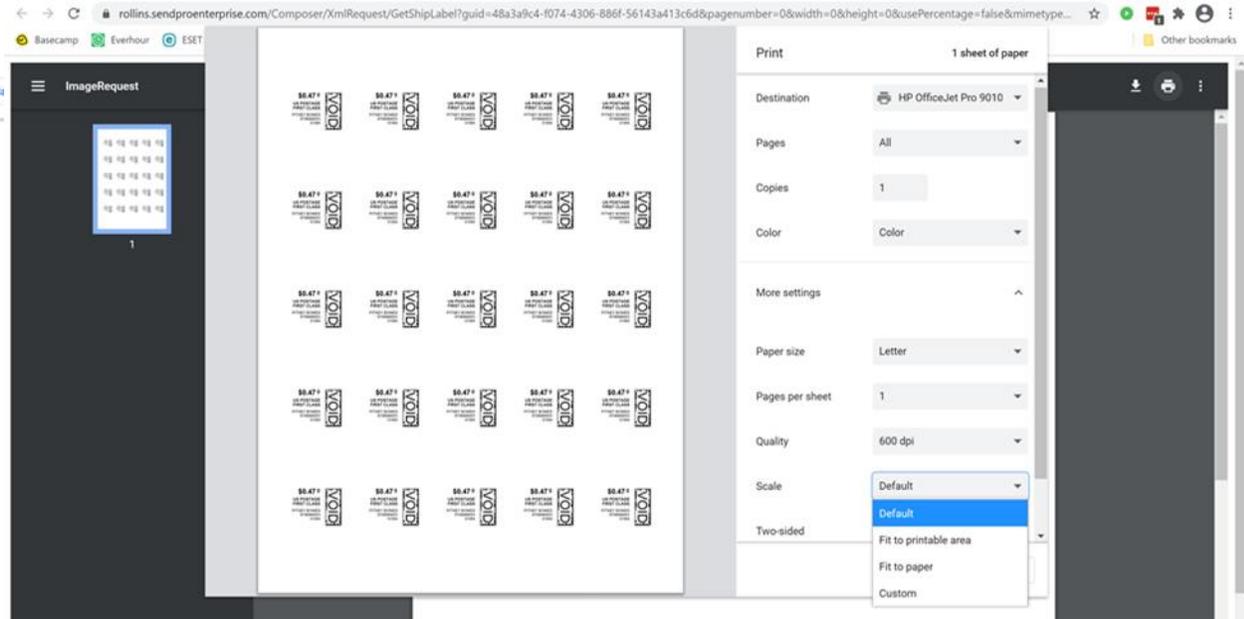


How to Align the Printer Correctly to Print Stamps



- **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**.



- **Link to the Application - [link](#)**



ANY
QUESTIONS?

