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MAIL MADE EASY

Hanger CLINIC

PitneyShip™ Pro Training - FedEx

Mail Equipment and Postage

Home and Small Office Mail

USPS® Permit Accounts

Outsourced Mail Services

Expedited Document and Parcel Shipping

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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 –** https://sendpro360.pitneybowes.com/sso

(This should work with Single Sign-On) – If it asks you for a username and password, you may not be set up properly. Please submit a case through our portal below to make sure your credentials are entered properly.

For any questions/concerns – please contact Karen Thomas kathomas@hanger.com

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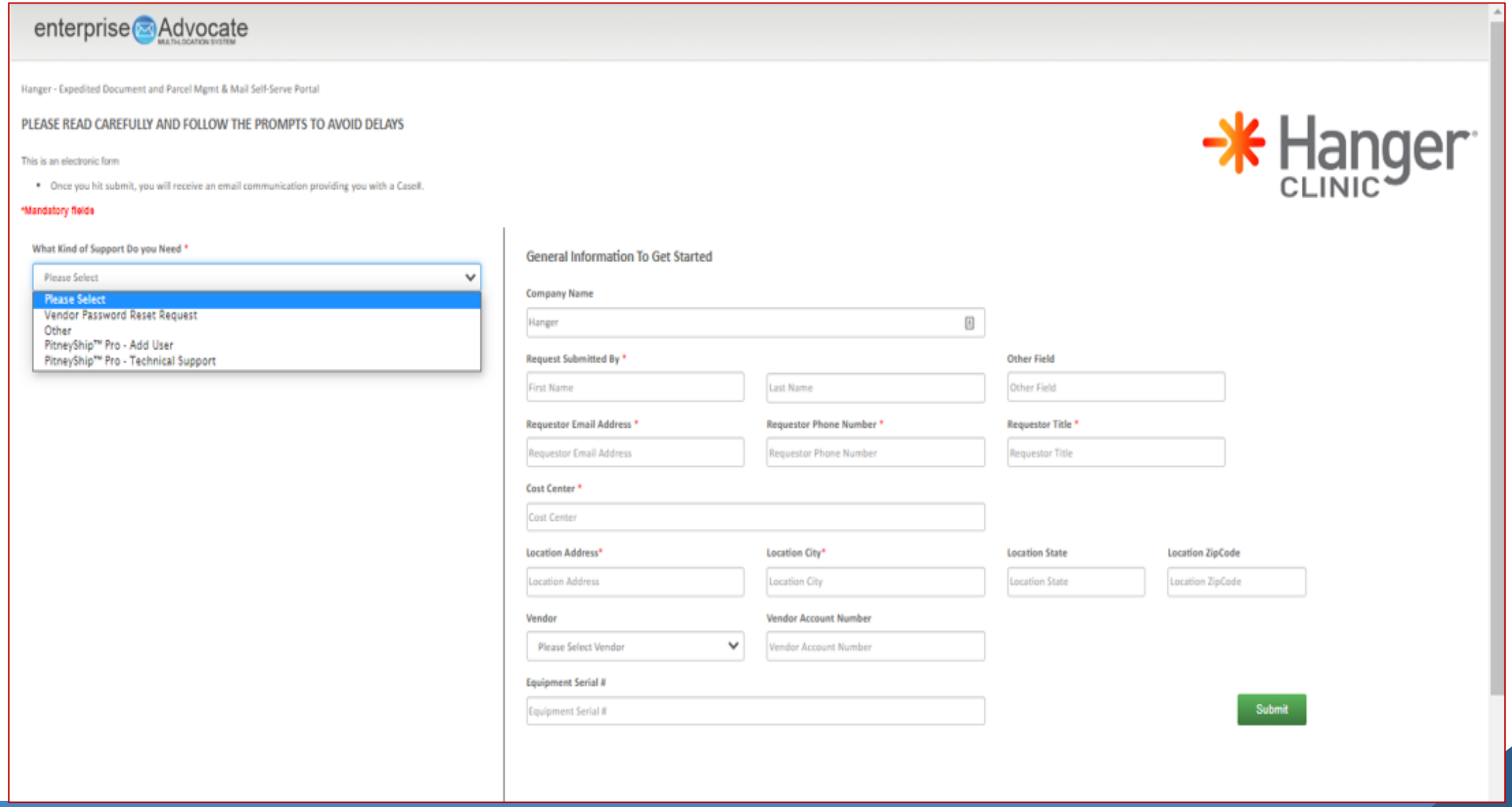
Case Submission



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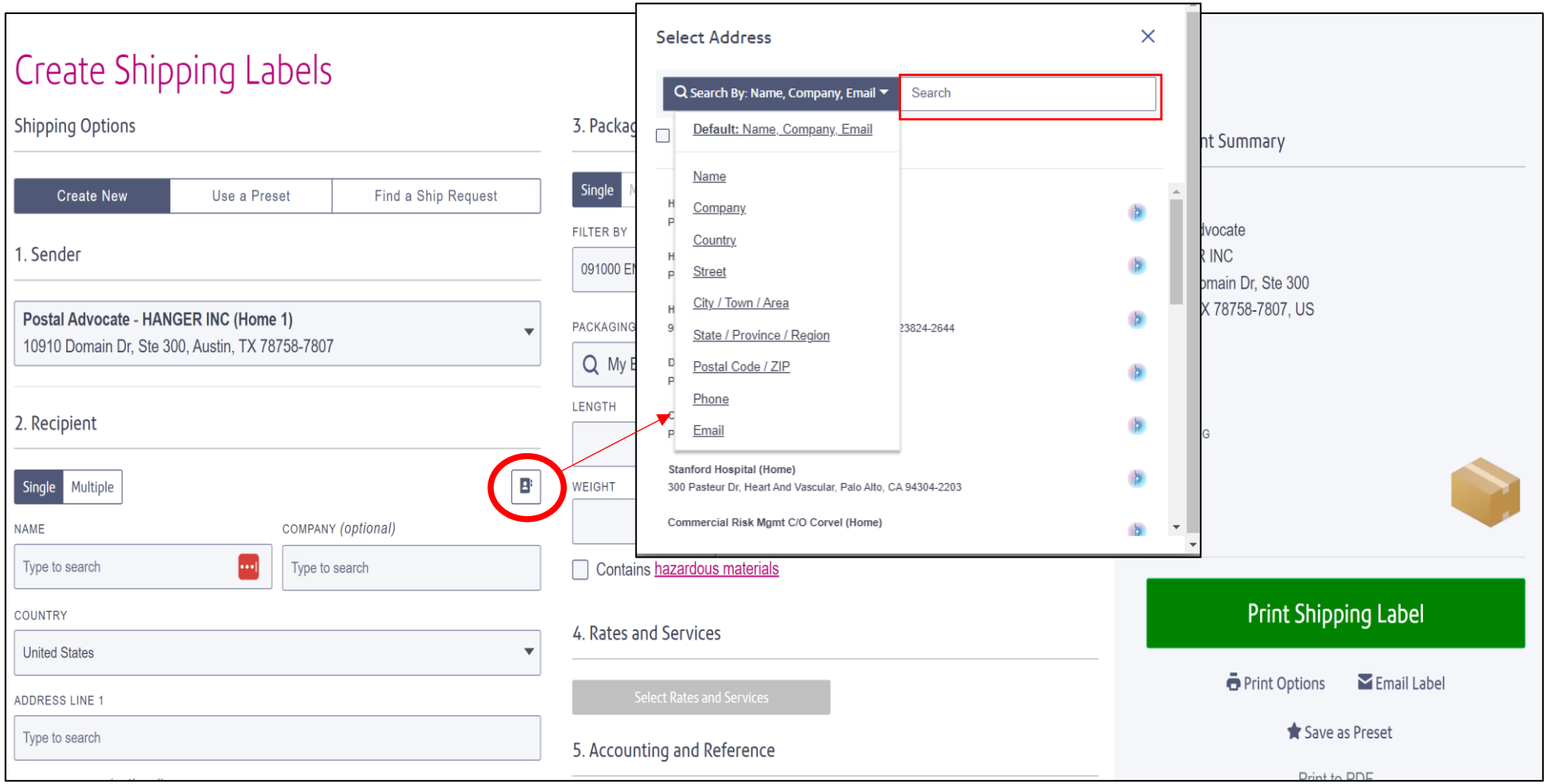
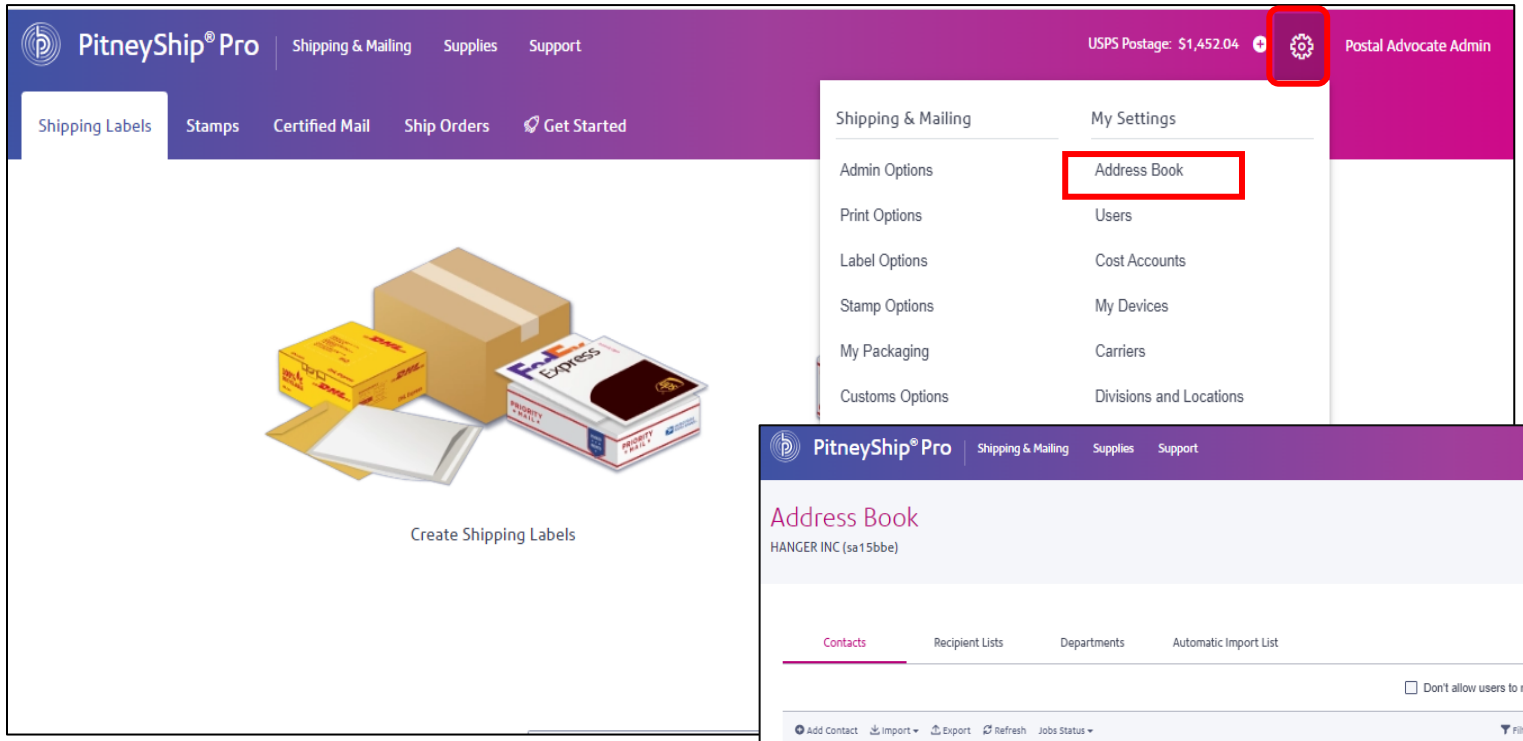
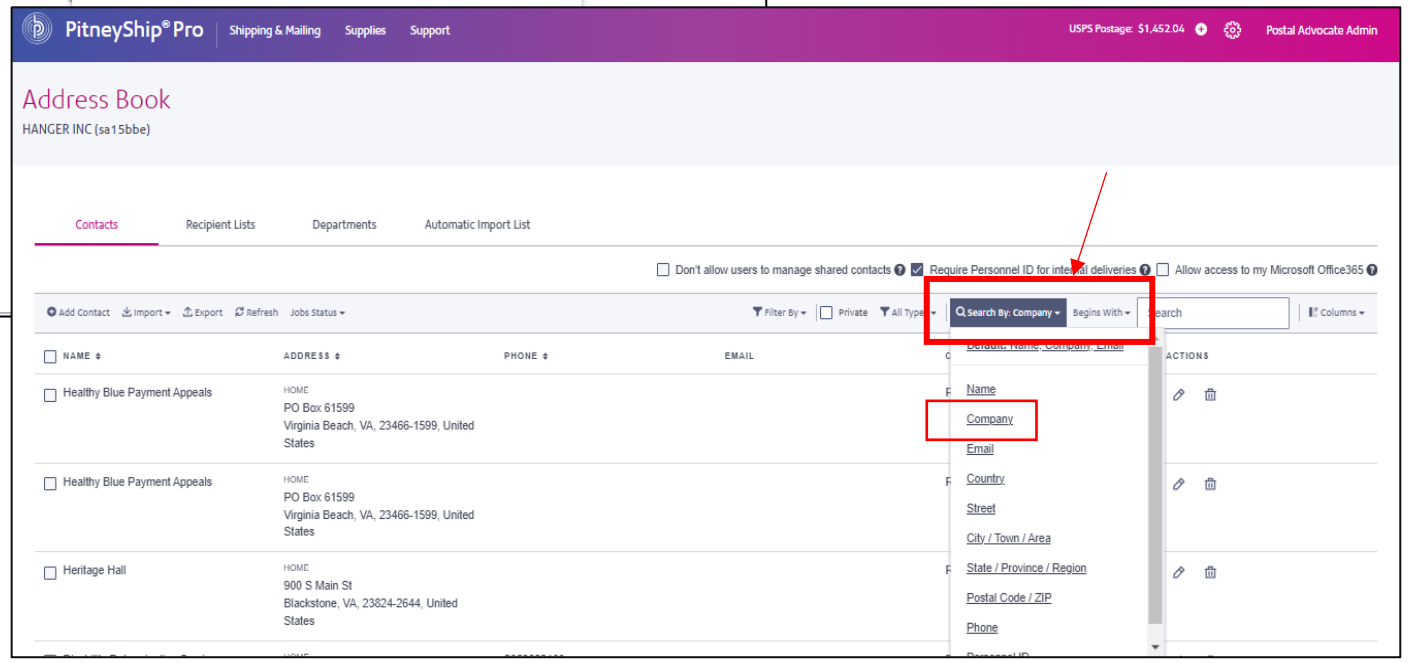
How To Search Address Book When Creating A Shipping Label



1. Click on the address book icon
2. You can then search by name, company email etc.

How to Search Address Book Using Company Field

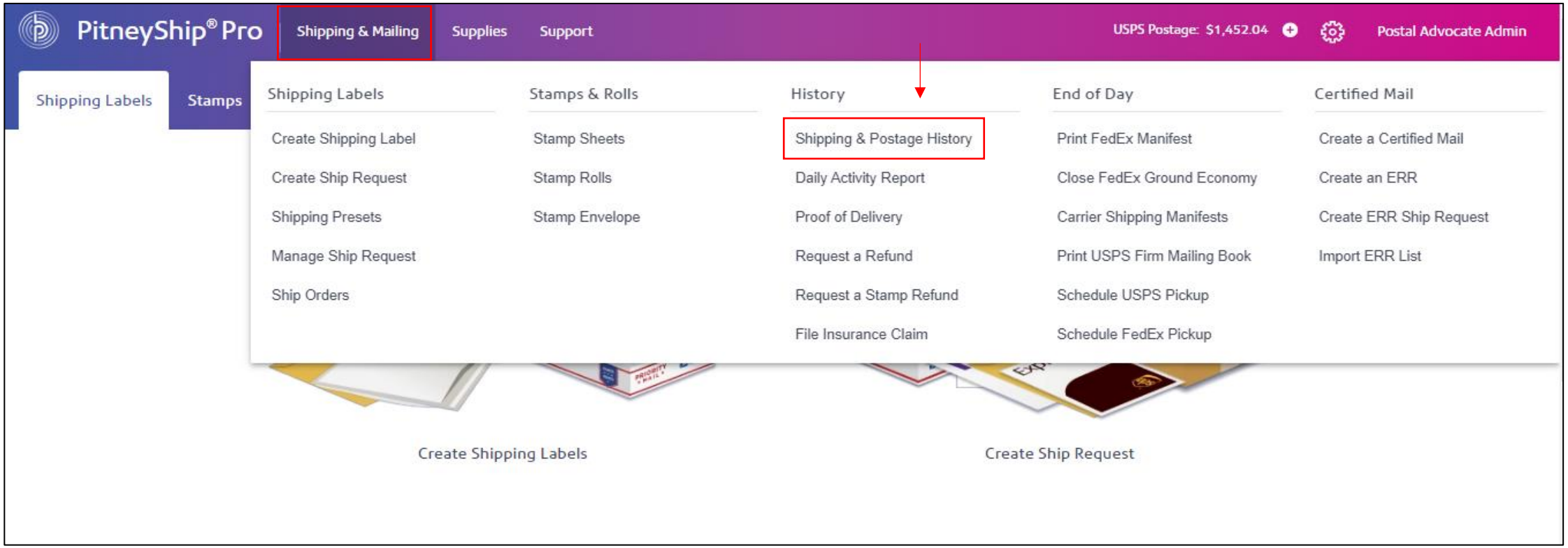




1. Click on settings.
2. Click on '**address book**'.
3. You can then search by company by clicking on **'Search by:'**

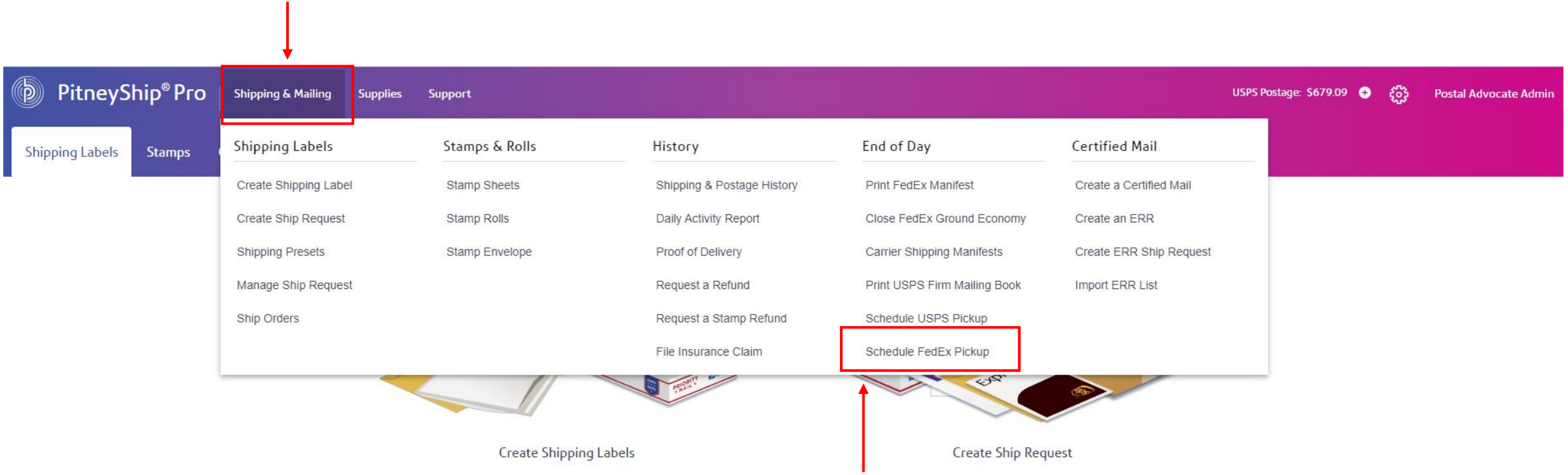
How to See Shipping & Postage History

- To see shipping history in PSP, go to ‘Shipping & Mailing’, ‘History’ and then ‘Shipping & Postage History.
- If you need to get the FedEx history prior to using Pitney Ship Pro, you will need to contact Karen Thomas.



How to Schedule a Pickup

- To schedule a pickup in PSP, go to ‘Shipping & Mailing’, ‘End of Day’ and then ‘Schedule a FedEx Pickup’



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