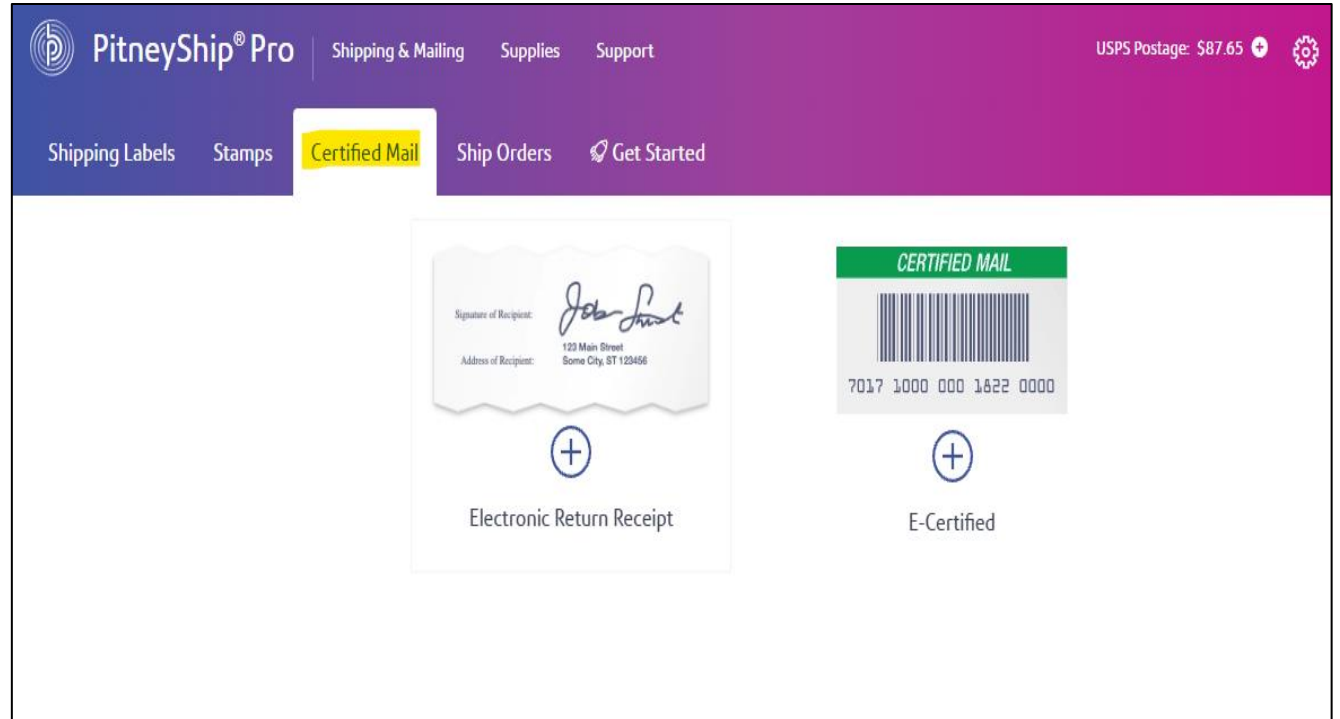


PitneyShip Pro – eRR/Certified Mail

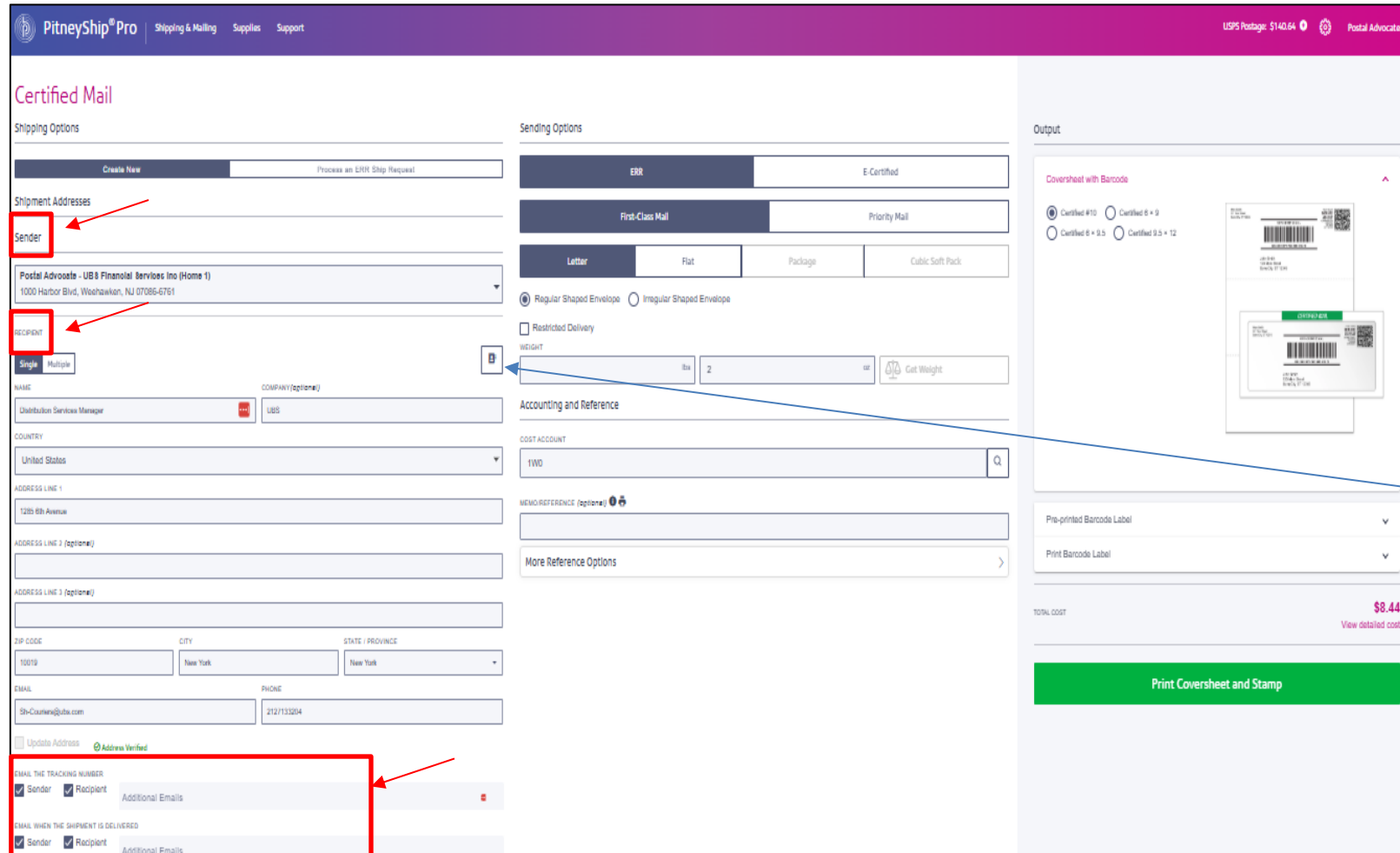
1. Click on “Certified Mail”
2. Select “Electronic Return Receipt or “E-Certified”

NOTE: Electronic Return Receipt provides electronic signature, date and time of delivery. E-Certified provides Date and Time of delivery.



The screenshot displays the PitneyShip Pro web interface. The top navigation bar is purple and contains the PitneyShip Pro logo, links for Shipping & Mailing, Supplies, and Support, and a USPS Postage indicator showing \$87.65. Below this, a secondary navigation bar is dark blue with links for Shipping Labels, Stamps, Certified Mail (highlighted in yellow), Ship Orders, and Get Started. The main content area shows two options for Certified Mail: "Electronic Return Receipt" and "E-Certified". The "Electronic Return Receipt" option features a sample receipt with a signature, date, and address. The "E-Certified" option features a sample barcode and tracking number.

PitneyShip Pro – eRR/Certified Mail



Shipping Options

Create New | Process an ERR Ship Request

Shipment Addresses

Sender (dropdown menu)

Postal Advocate - UBS Financial Services Inc (Home 1)
1000 Harbor Blvd, Weehawken, NJ 07085-6761

RECIPIENT (dropdown menu)

Single | Multiple

NAME: Distribution Services Manager | COMPANY (optional): UBS

COUNTRY: United States

ADDRESS LINE 1: 1225 6th Avenue

ADDRESS LINE 2 (optional):

ADDRESS LINE 3 (optional):

ZIP CODE: 10019 | CITY: New York | STATE / PROVINCE: New York

EMAIL: S9-Couriers@ubs.com | PHONE: 2127133004

Update Address | Address Verified

SENDING OPTIONS

ERR | E Certified

First-Class Mail | Priority Mail

Letter | Flat | Package | Cubic Soft Pack

Regular Shaped Envelope | Irregular Shaped Envelope

Restricted Delivery

WEIGHT: 2 lbs

Accounting and Reference

COST ACCOUNT: YIND

MEMO REFERENCE (optional):

More Reference Options

Output

Coversheet with Barcode

Certified #10 | Certified 6 x 9
 Certified 6 x 9.5 | Certified 9.5 x 12

Pre-printed Barcode Label
Print Barcode Label

TOTAL COST: \$8.44
View detailed cost

Print Coversheet and Stamp

EMAIL THE TRACKING NUMBER

Sender | Recipient | Additional Emails

EMAIL WHEN THE SHIPMENT IS DELIVERED

Sender | Recipient | Additional Emails

3. **Sender** - will default to the address setup for your location.

You can change the sender address by clicking the drop down and selecting “Edit Sender Address”, you can also choose a sender address from the address book or enter a sender address to save in the address book.

4. **Recipient** – who you are shipping the certified to. You can enter manually or choose from the address book.



5. Make sure you verify the address if first time entering a new address.

6. You can choose to send the tracking info. and delivery of shipment to sender/recipient or both and you can add emails as well.



Shipping Options

ERR | E-Certified

First-Class Mail | Priority Mail

Letter | Flat | Package | Cubic Soft Pack

Regular Shaped Envelope | Irregular Shaped Envelope

Restricted Delivery

WEIGHT: 2 lbs

COST ACCOUNT: YND

More Reference Options

Output

Coversheet with Barcode

Certified #10 | Certified # 9

Certified 8 x 9.5 | Certified 9.5 x 12

Print Coversheet and Stamp

TOTAL COST: \$8.44

6. **Sending Options** – you can select ERR or E-Certified here as well as the type of certified mail you sending, if it’s a letter, flat, package etc.

7. Enter the weight.

8. Select your cost account that you are billing the charges to in the cost account field. You can search for the cost account by clicking on the search icon.



9. Memo references are optional.

10. You have 4 options of coversheet sizes you can print. Select the one you need.

11. Once you are ready, click on “print coversheet and stamp”, the system will print a coversheet with a barcode, tracking # and stamp with the certified postage.

