

PitneyShip Pro – UBS Support Guide

Link to the Application

[Goto/ShipPro](#) or <https://Shipping360.PitneyBowes.com/>

You will be prompted for your e-mail, please enter your UBS e-mail address.

If you're prompted for a password, or you have no selections when you log in, please contact the UBS Workplace Services team for support: SH-COURIERS@UBS.COM

Please disregard any pop-ups.

Add user or update location or cost center information

Contact SH-COURIERS@UBS.COM, Kim Ronzo (kim.ronzo@ubs.com), or Elder Castano (elder.castano@ubs.com)

Online Tutorials

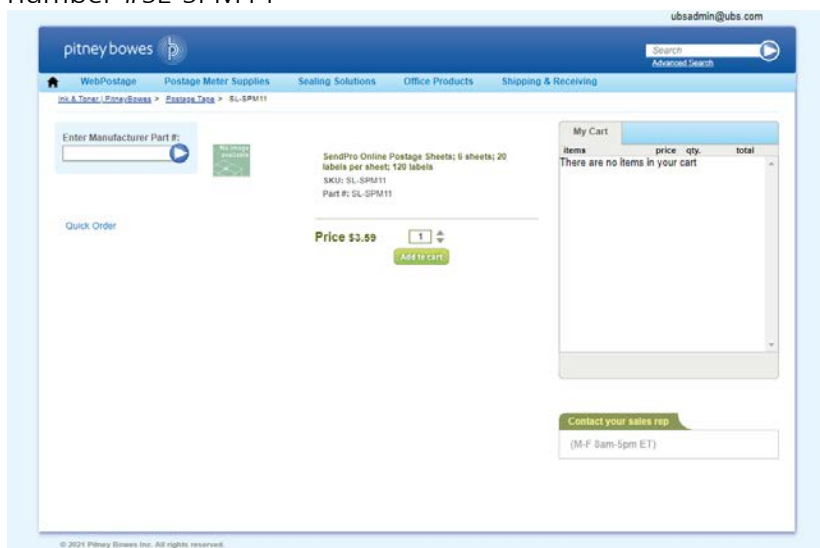
[Pitney Bowes](#) - <https://sendpro360.pitneybowes.com/support>
Helpful series of screenshots and web tutorials.

[Postal Advocate](#) <https://postaladvocate.com/ubs-user-resources-and-training-materials/>
FAQs, learning articles and training presentations

Ordering Supplies

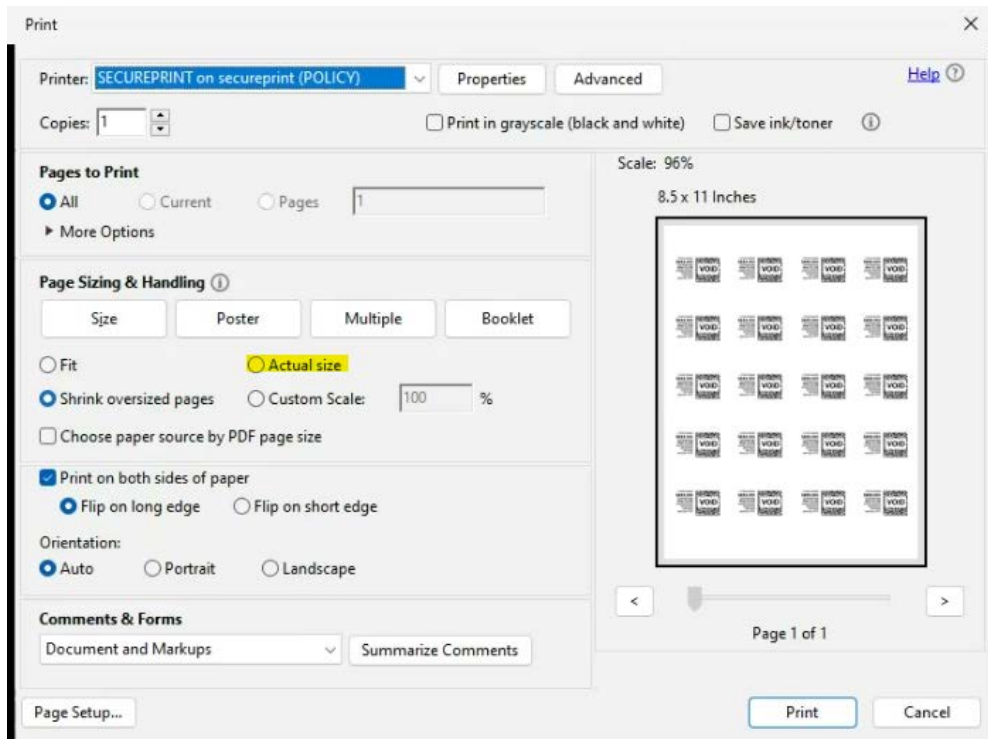
Postage Scale SH-COURIERS@UBS.COM Stamp Sheets - [Goto/myshop](#)

Select Real Estate & Logistics and then the Pitney Bowes Catalog, click buy from supplier. Search Item number #SL-SPM11



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


When a user is doing a test print, in the printer dialog box, go to **Page Sizing & Handling**. In that section, click on **“Actual Size”**. Put the test print page into the printer and click **PRINT**. Once you get your test sheet from the printer you will be able to tell if it is aligned correctly.




ShipPro Printing Dated Postage Reminder:

For any mailings requiring a dated postmark (i.e. tax mailings), please ensure that a date is selected when printing the stamps for that mailing.

Print Stamps: Sheet


STAMP SHEET SERIAL NUMBER 

EAM685 (20 available) 

1. Origin and Destination


MAIL FROM THIS ZIP CODE: 07086-6761


MAIL TO: United States

MAILING DATE ON STAMP : Mon Dec 16

This date appears with the printed postage. Your mail piece must be sent on the selected date.

2. Weight and Service

WEIGHT: 1 OZ  Get Weight

SERVICE 

\$0.69 Letter First-Class Mail®	\$0.56 Postcard First-Class Mail®	\$1.15 Non-Machinable Letter First-Class Mail®
\$1.50 Large Envelope First-Class Mail®	\$4.63 Large Envelope Media Mail®	\$--.-- Postage Correction Stamp Correction

Shipping a Package

If the "RATE" button is greyed out when you are shipping a package, please make sure all the red flagged required fields are completed. If not, it will not allow you to rate a package.