PitneyShip Pro - Creating an ERR Shipping Label

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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Creating an ERR Shipping Label

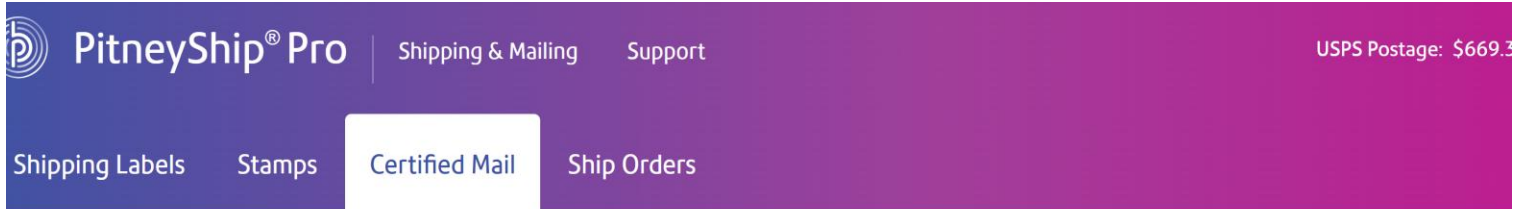1. From the Home screen, select the **Certified Mail** tab.
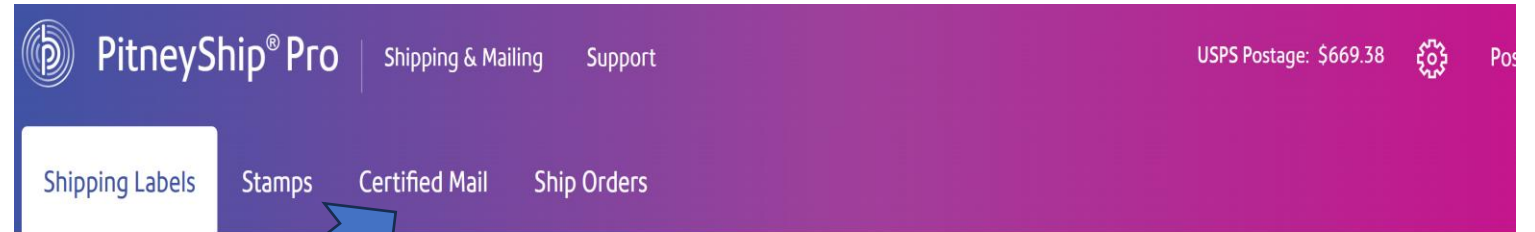
2. Select Electronic Return Receipt. You can also select Create an ERR from the Shipping & Mailing menu.

4. If you need to change the sender (from) address, select the From address in the upper left and select one of the following options:

To make a change to the currently selected address, select Edit sender address, make the necessary changes, and select Done.

To enter a new sender address, select Add new sender address, enter the address, and select Done.

To select a different sender address from your address book, select View all senders and select the desired address.

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To print an ERR label, select Create New ERR. To create an ERR ship request, select Create an ERR Ship Request.

ERR Options

Signature of Recipient:

Address of Recipient: 123 Main Street
Some City, ST 123456

⊕ Create New ERR

🏷 Create an ERR Ship Request

4. If you need to change the sender (from) address, select the From address in the upper left and select one of the following options:

To make a change to the currently selected address, select Edit sender address, make the necessary changes, and select Done.

To enter a new sender address, select Add new sender address, enter the address, and select Done.

To select a different sender address from your address book, select View all senders and select the desired address.

1. Enter the recipient address, or select the **address book** icon to select an address from the address book.

2. To email the tracking number when you print the label, select the **Email the tracking number** box and enter the email address.

Select the class, **First-Class Mail** or **Priority Mail**. For First-Class Mail, select **Letter**, **Flat**, or **Package**.

For Package, select the package type from the **My Packaging** and **Type** menus. Available options vary based on the previous selection.

1. Enter the package dimensions and weight if required for the package type.

If you use cost accounts, either click in the **Cost Account** field and start typing and select the appropriate cost center.

Sending Options

ERR	E-Certified

First-Class Mail	Priority Mail

Letter	Flat	Package	Cubic Soft Pack

Sending Options
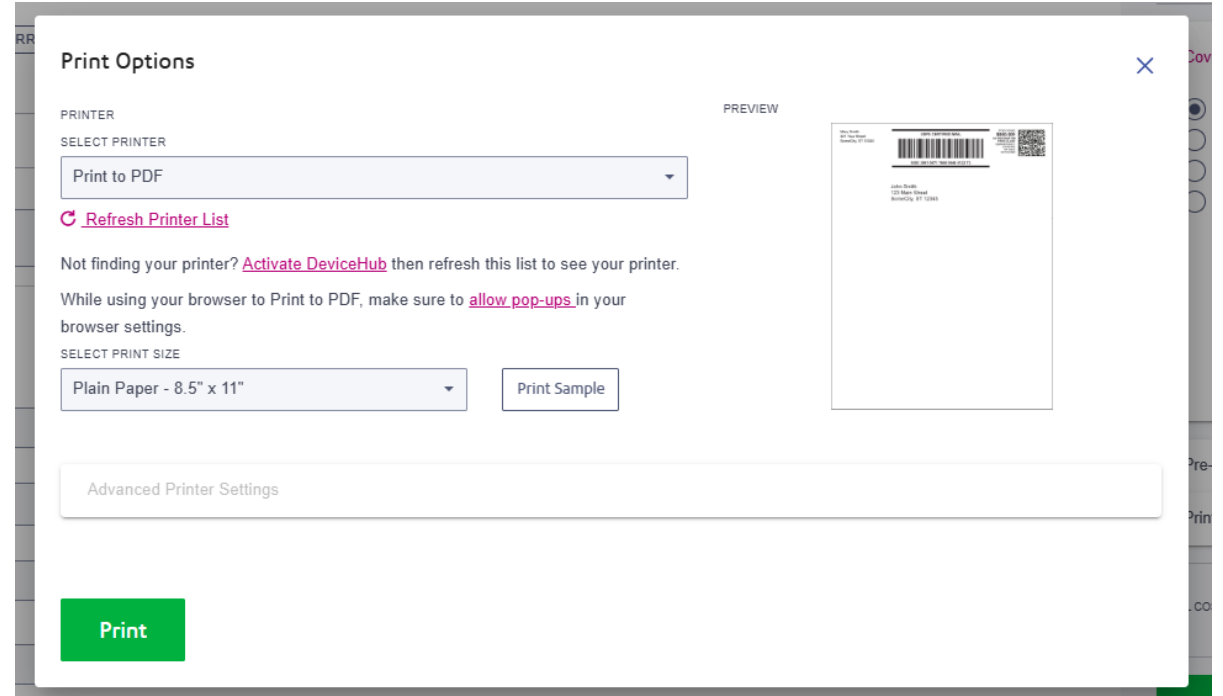
ERR	E-Certified

First-Class Mail	Priority Mail

Letter	Flat	Package	Cubic Soft Pack

Print the label

Priority Mail or First-Class Package (over 13 Oz)

1. Select Print Shipping Label.

2. Select the printer: Print to PDF

3. Select print size

4. Select Print.

First-Class Mail Letter or Flat

The way you print the label depends upon how you want to print the barcode.

Cover Sheet with Barcode:

1. Select Coversheet with Barcode.

2. Select the size.

3. Select Print Coversheet and Stamp.

4. Select the printer and print size.

5. Select Advanced Printer Settings and select the appropriate options for your printer.

6. To print a test label, select Print Sample. (Recommended)

7. Select Print.

First-Class Mail Letter or Flat

Pre-Printed Barcode Label:

1. Select Pre-printed Barcode Label.

2. Scan or enter the barcode from the pre-printed label.

3. Select whether you wish to print a Postage Stamp or a Shipping Label.

4. Select Process and print postage.

5. If Postage Stamp was selected, choose Stamp sheet

6. Select the printer and print size.

7. Select Print.

*Printing Pre-printed Barcode Labels is not an option when printing multiple shipping labels at once.
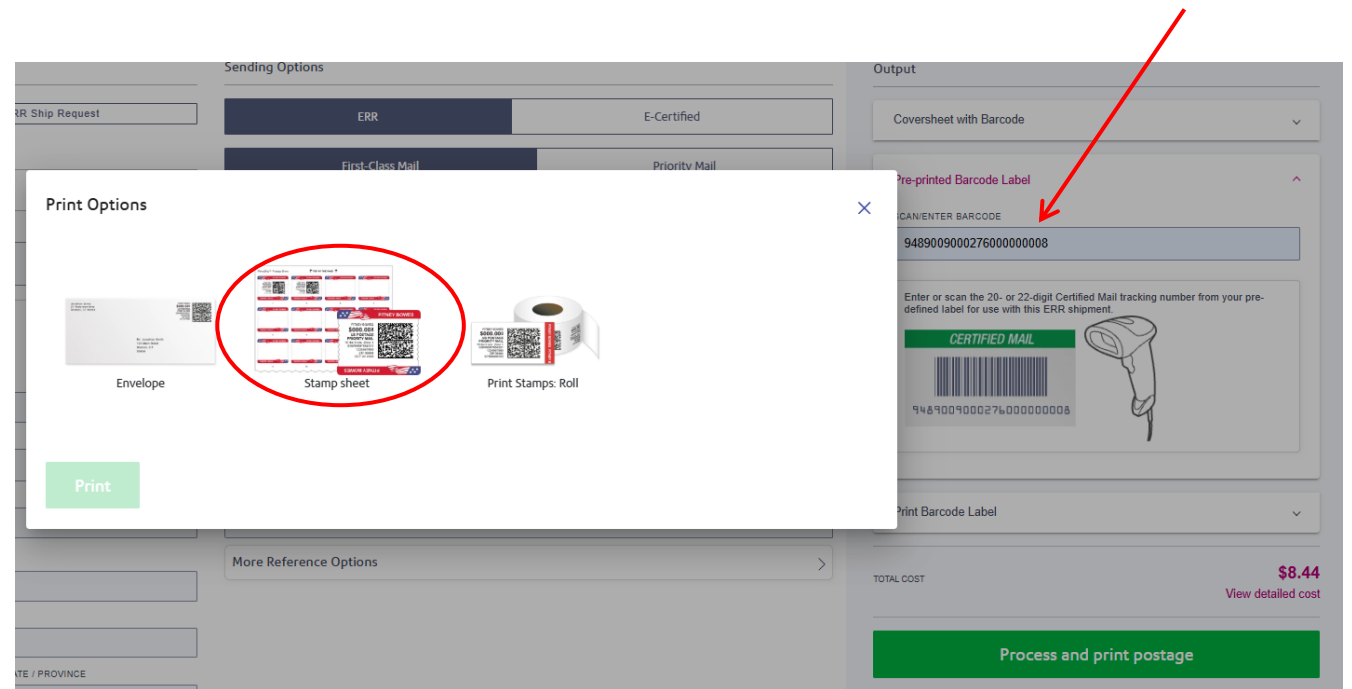
Creating Multiple Certified

- To import a Certified recipient list, click on the "Create new Recipient List" and export the template.

- Save to your desktop/computer folder

- Import the list

Sender Address

Admin Postal Advocate - GUILD MORTGAGE COMPANY (Home 1)
5887 Copley Dr, San Diego, CA 92111-7906

RECIPIENT

Single **Multiple**

ⓘ Some options won't be available when sending to multiple recipients.

Select a recipient list

Options

⊕ Create new Recipient List

⬆ Import Recipients