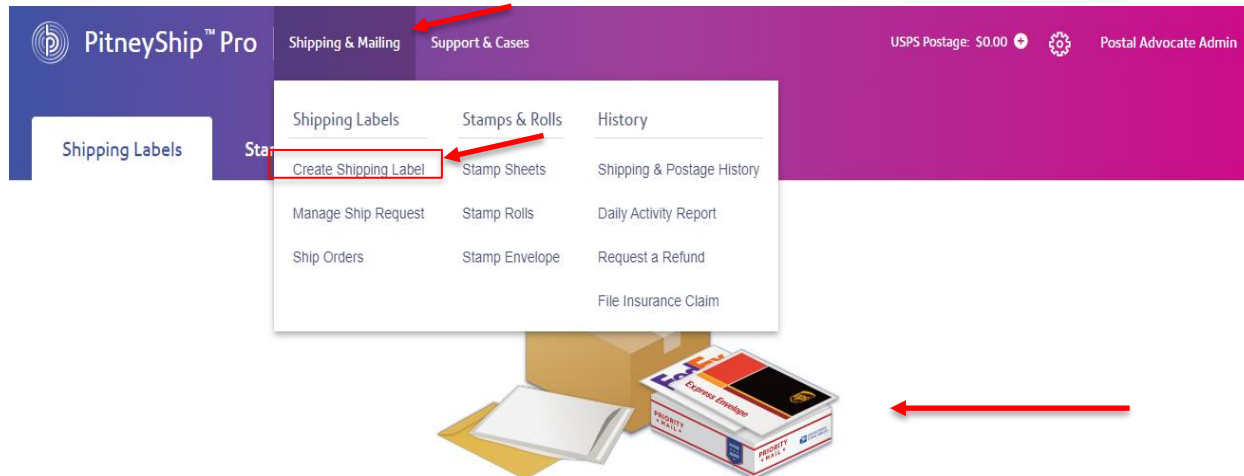


# How to Ship A Package (Create a Shipping Label)

On the Shipping Labels tab, select Create Shipping Labels, or from the Shipping Mailing menu, select Create Shipping Label.

A screenshot of the 'Create Shipping Labels' form in the PitneyShip Pro application. The form is titled 'Create Shipping Labels' and has a 'Shipping options' section with 'Create New', 'Use a Preset', and 'Find a Ship' buttons. Below this is the 'Shipment Addresses' section with 'FROM' and 'RECIPIENT' tabs. The 'FROM' tab is active, showing a 'Single' address type. A 'Verify Sender Address' modal is open, displaying the 'Original' address: '10910 DOMAIN DR, STE 300, AUSTIN, TX 78758-7807' and a 'Suggested Address': '10910 Domain Dr, Ste 300, Austin, TX 78758-7807'. The modal has three buttons: 'Use Mine', 'Edit', and 'Use Suggested Address'. The background form shows fields for 'NAME', 'COMPANY (OPTIONAL)', 'WEIGHT', and 'COUNTRY'. On the right side, there's a 'Shipment Summary' section with 'TO', 'PACKAGING', and 'My Packaging My Box' options. At the bottom right, there's a 'Print Shipping Label' button and 'Print Options' and 'Save as Preset' links. The footer includes the Pitney Bowes logo and copyright information.

- Use the address entered.
- Edit the address if shipping from a different address.
- Use suggested USPS address.

# How to Ship a Package (Create a Shipping Label)

**PitneyShip® Pro** | Shipping & Mailing | Support | USPS Postage: \$1,904.74 | Postal Advocate

## Create Shipping Labels

Shipping Options

Create New | Use a Preset | Find a Ship Request

### 1. Sender

SENDER ADDRESS

Postal Advocate - American Campus Communities (Home 1)  
12700 Hi Entry Blvd, Ste T-200, Austin, TX 78738-6307

### 2. Recipient

Single | Multiple

NAME: Postal Advocate | COMPANY (optional): Type to search

COUNTRY: United States

ADDRESS LINE 1: 945 Concord St

ADDRESS LINE 2 (optional):

ADDRESS LINE 3 (optional):

ZIP CODE: 01701-4613 | CITY: Frammingham | STATE / PROVINCE: Massachusetts

EMAIL: customerservice@postaladvocate.com | PHONE: 800-677-0245

☐ Residential ☐ Save Address ☒ Address Verified

EMAIL THE TRACKING NUMBER

☒ Sender ☒ Recipient | Additional Emails

EMAIL WHEN THE SHIPMENT IS DELIVERED

☒ Sender ☒ Recipient | Additional Emails

### 3. Packaging

Single | Multi-Piece

FILTER BY: All Carriers | FedEx | USPS

PACKAGING TYPE: Q My Box

LENGTH: 8 | WIDTH: 8 | HEIGHT: 8

WEIGHT: 1 lbs

### 4. Rates and Services

Select Rates and Services

COST ACCOUNT: Enter Cost Account

MEMO/REFERENCE (optional)

More Reference Options

Fields with a printer icon will print on each shipping label

### 5. Shipment Summary

FROM: Postal Advocate, American Campus Communities, 12700 Hi Entry Blvd, Ste T-200, Austin, TX 78738-6307, US

TO: Postal Advocate, 945 Concord St, Frammingham, MA 01701-4613, US

Test Print | **Print Shipping Label**

Print Options | Email Label | Save as Preset

MY PACKAGING

- My Box
- My Envelope
- My Irregular Packaging
- Standard envelope 9.5" x 0.01" x 4.5"

USPS

# How to Ship a Package (Create a Shipping Label)

1. If you need to change the sender (from) address, select the From address in the upper left and select one of the following options:
  - a. To make a change to the currently selected address, select **Edit sender address**, make the necessary changes, and select **Done**.
  - b. To enter a new sender address, select **Add new sender address**, enter the address, and select **Done**.
  - c. To select a different sender address from your address book, select **View all senders** and select the desired address.
2. Enter the recipient address or select the **address book** icon to select an address from the address book.
3. Verify Address
4. To email the tracking number when you print the label, select the **Email the tracking number** box and enter the email address.
5. To use carrier-specific packaging, or to view rates from only one carrier, select the desired carrier from the **All-Carriers** menu.
6. Select your packaging from the **My Packaging** menu.
7. Enter the package dimensions and weight if required for the package type.
8. Select **Shop Rates and Services**.

# How to Ship a Package (Create a Shipping Label)

9. By default, services are sorted by Price. To sort by ship date, select **Ships on** from the **Sort By** menu.

10. To use the calendar view, select the calendar icon.

Check Rates and Services

9

10

CARRIER: All Carriers

SHIPS ON: 07-18-2025

SHIP FROM: 78738-6307

| CARRIER & SERVICE   | DELIVER BY   | PRICE                                    |
|---|--|--|
| <input type="radio"/> Library Mail®<br>Only for libraries, schools, museums and non-profits   | Fri 7/25<br><small>Estimated</small>                 | \$4.25                                   |
| <input type="radio"/> Media Mail®<br>For books, videotapes, DVDs, CDs and printed music   | Fri 7/25<br><small>Estimated</small>                 | \$4.47                                   |
| <input type="radio"/> USPS Ground Advantage™<br>Provide a simple, reliable and more affordable way to ship packages up to 70 lbs in 2-5 business days | Wed 7/23<br><small>Estimated</small>                 | \$8.19<br><small>Retail \$11.05</small>  |
| <input type="radio"/> FedEx Ground®<br>Most economical FedEx option for packages, delivering in 1-7 business days.                                    | Wed 7/23<br>by 11:59 PM<br><small>Guaranteed</small> | \$11.28<br><small>\$16.13</small>        |
| <input type="radio"/> Priority Mail®<br>Best value for any envelope or package, with delivery in 1-3 days.  | Mon 7/21<br><small>Estimated</small>                 | \$11.89<br><small>Retail \$14.45</small> |
| <input type="radio"/> FedEx Express Saver®<br>Guaranteed 3 business day delivery by afternoon to most areas.  | Wed 7/23<br>by 5:00 PM<br><small>Guaranteed</small>  | \$18.53<br><small>\$40.00</small>        |
| <input type="radio"/> FedEx 2Day®<br>Guaranteed 2 business day delivery by afternoon to most places.  | Tue 7/22<br>by 5:00 PM<br><small>Guaranteed</small>  | \$23.21<br><small>\$50.07</small>        |
| <input type="radio"/> FedEx 2Day® A.M.<br>Fastest FedEx 2day service, with guaranteed delivery in 2 business days by mid-morning to place places.     | Tue 7/22<br>by 10:30 AM<br><small>Guaranteed</small> | \$29.91<br><small>\$57.10</small>        |
| <input type="radio"/> FedEx Standard Overnight®<br>Guaranteed next-business-day delivery.   | Mon 7/21<br>by 5:00 PM<br><small>Guaranteed</small>  | \$32.22<br><small>\$404.50</small>       |








Choose Service Cancel

# How to Ship a Package (Create a Shipping Label)

11. Once the service has been selected, choose any extra services you wish to add. Select Show more to see the available services

12. Once all services are chosen, select Choose Service

## Check Rates and Services

|   |  |                                       |                            |
|---|--|---------------------------------------|----------------------------|
| <input type="radio"/>   |  Library Mail® ⓘ<br>Only for libraries, schools, museums and non-profits   | Fri 7/25<br>Estimated                 | \$4.25                     |
| <input type="radio"/>   |  Media Mail® ⓘ<br>For books, videotapes, DVDs, CDs and printed music   | Fri 7/25<br>Estimated                 | \$4.47                     |
| <input type="radio"/>   |  USPS Ground Advantage™ ⓘ<br>Provide a simple, reliable and more affordable way to ship packages up to 70 lbs in 2-5 business days | Wed 7/23<br>Estimated                 | \$8.19<br>Retail: \$11.05  |
| <input checked="" type="radio"/>  |  FedEx Ground® ⓘ<br>Most economical FedEx option for packages, delivering in 1-7 business days.                                    | Wed 7/23<br>by 11:59 PM<br>Guaranteed | \$11.28<br>Retail: \$16.13 |
| <div>Extra Services</div> <div><input type="checkbox"/> FedEx print return label<br/>PRINT RETURN LABEL ONLY. This will only print 1 label. If you want a return label in addition to this label, do not select this option.</div> <div><input type="checkbox"/> Direct Signature Required<br/>Get proof of delivery with a signature ⓘ</div> <div><input type="checkbox"/> Declared Value<br/>Additional coverage for loss or damage while item is in FedEx custody ⓘ</div> <div>Show More ▾</div> |  |                                       |                            |
| <input type="radio"/>   |  Priority Mail® ⓘ<br>Best value for any envelope or package, with delivery in 1-3 days.  | Mon 7/21<br>Estimated                 | \$11.89<br>Retail: \$14.45 |
| <input type="radio"/>   |  FedEx Express Saver® ⓘ<br>Guaranteed 3 business day delivery by afternoon to most areas.  | Wed 7/23<br>by 5:00 PM<br>Guaranteed  | \$18.53<br>\$40.00         |
| <input type="radio"/>   |  FedEx 2Day® ⓘ<br>Guaranteed 2 business day delivery by afternoon to most places.  | Tue 7/22<br>by 5:00 PM                | \$23.21<br>\$50.07         |
| <div>Choose Service</div> <div>Cancel</div> <div>Total : \$11.28 ⓘ</div>  |  |                                       |                            |

# How to Ship a Package (Create a Shipping Label)

## 13. Enter Cost Account

14. (Optional) Enter Shipper Reference and Shipping Notes if needed. Shipping Notes can contain any notes about the shipment up to 256 characters. For additional reference fields, select **More accounting and reference options (optional)**.

**PitneyShip® Pro** | Shipping & Mailing | Support | USPS Postage: \$1,904.74 | Postal Advocate

### Create Shipping Labels

Shipping Options

Create New | Use a Preset | Find a Ship Request

1. Sender

SENDER ADDRESS

Postal Advocate - American Campus Communities (Home 1)  
12700 HI Cntry Blvd, Ste T-200, Austin, TX 78738-6307

2. Recipient

Single | Multiple

NAME: Postal Advocate | COMPANY (optional): Type to search

COUNTRY: United States

ADDRESS LINE 1: 945 Concord St

ADDRESS LINE 2 (optional):

ADDRESS LINE 3 (optional):

ZIP CODE: 01701-4613 | CITY: Framingham | STATE / PROVINCE: Massachusetts

EMAIL: customerservice@postaladvocate.com | PHONE: 888-977-6245

☐ Residential ☐ Save Address ☒ Address Verified

EMAIL THE TRACKING NUMBER

☒ Sender ☒ Recipient ☐ Additional Emails

EMAIL WHEN THE SHIPMENT IS DELIVERED

☐ Sender ☐ Recipient ☐ Additional Emails

3. Packaging

Single | Multi-Piece

FILTER BY: UNIVERSITY CLUB ON FREY | FedEx

PACKAGING TYPE: Q My Box

LENGTH: 8 in | WIDTH: 8 in | HEIGHT: 8 in | Get Dimensions

WEIGHT: 1 lbs | 0 oz | Get Weight

4. Rates and Services

FedEx | FedEx Ground®

Edit Rates and Services

5. Accounting and Reference

BILL TO: Edit Bill To

SHIPPING COST

Sender

COST ACCOUNT: Enter Cost Account

MEMO/REFERENCE (optional) 1 6

More Reference Options

Fields with a printer icon will print on each shipping label

Shipment Summary

FROM: Postal Advocate, American Campus Communities, 12700 HI Cntry Blvd, Ste T-200, Austin, TX 78738-6307, US

Ship from this Zip Code: 78738-6307

TO: Postal Advocate, 945 Concord St, Framingham, MA 01701-4613, US

PACKAGING: My Box, 6 in x 6 in x 6 in, 1 lbs

RATES AND SERVICES: FedEx Ground®

TOTAL COST: \$11.28 | View detailed cost | Retail \$19.44

Test Print | Print Shipping Label

Print Options | Email Label | Save as Preset

# How to Ship a Package (Create a Shipping Label)

**PitneyShip® Pro** | Shipping & Mailing | Support | USPS Postage: \$1,904.74 | Postal Advocate

## Create Shipping Labels

Shipping Options

Create New | Use a Preset | Find a Ship Request

### 1. Sender

SENDER ADDRESS

Postal Advocate - American Campus Communities (Home 1)  
12700 HI Cntry Blvd, Ste T-200, Austin, TX 78738-6307

### 2. Recipient

Single | Multiple

NAME: Postal Advocate | COMPANY (optional): Type to search

COUNTRY: United States

ADDRESS LINE 1: 945 Concord St

ADDRESS LINE 2 (optional):

ADDRESS LINE 3 (optional):

ZIP CODE: 01701-4613 | CITY: Framingham | STATE / PROVINCE: Massachusetts

EMAIL: customerservice@postaladvocate.com | PHONE: 888-977-6245

☐ Residential ☐ Save Address ☒ Address Verified

EMAIL THE TRACKING NUMBER

☒ Sender ☒ Recipient | Additional Emails

EMAIL WHEN THE SHIPMENT IS DELIVERED

☒ Sender ☒ Recipient | Additional Emails

### 3. Packaging

Single | Multi-Piece

FILTER BY: UNIVERSITY CLUB ON FREY | FedEx

PACKAGING TYPE: My Box

LENGTH: 6 in | WIDTH: 6 in | HEIGHT: 6 in | Get Dimensions

WEIGHT: 1 lbs | 0 oz | Get Weight

### 4. Rates and Services

FedEx | FedEx Ground®

Edit Rates and Services

### 5. Accounting and Reference

BILL TO: Edit Bill To

SHIPPING COST: Sender

COST ACCOUNT: Enter Cost Account

MEMO/REFERENCE (optional):

More Reference Options

Fields with a printer icon will print on each shipping label

### Shipment Summary

FROM: Postal Advocate  
American Campus Communities  
12700 HI Cntry Blvd, Ste T-200  
Austin, TX 78738-6307, US

Ship from this Zip Code : 78738-6307

TO: Postal Advocate  
945 Concord St  
Framingham, MA 01701-4613, US

PACKAGING: My Box  
6 in x 6 in x 6 in  
1 lbs

RATES AND SERVICES: FedEx Ground®

TOTAL COST: \$11.28  
View detailed cost  
Retail \$49.44

Test Print | **Print Shipping Label** | Print Options | Email Label | Save as Preset

**15**

15. To use the default printer settings, select **Print Shipping Label**. To select different printer settings, select **Print Options**. Select the printer and print size. To print a summary receipt with the labels, select **Print Summary Receipt**. To add a note about the shipment, enter it in the **Memo** field. You can enter up to 35 characters. This memo appears on the label and in your history file. To print a test label, select **Print Sample**. Select **Print**.