PostalAdvocate
MAIL MADE EASY

PitneyShip™ Pro Training Guide

Mail Equipment and Postage

Home and Small Office Mail

USPS® Permit Accounts

Outsourced Mail Services

Expedited Document and Parcel Shipping

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 PitneyShip Pro

- **Link to the Application –** https://shipping360.pitneybowes.com/ enter username and password.

- **Internal FiServ Group Support –** Link to submit a case is: https://postaladvocate.com/fiserv-user-resources-and-training-materials/

- Select the kind of support you need, enter the information on the right and then hit submit. A case will be created, you will get an email confirming the case number, and Postal Advocate will get back to you within 4 hours. Our customer service team is available M-F from 8:00 am – 5:00 pm EST.
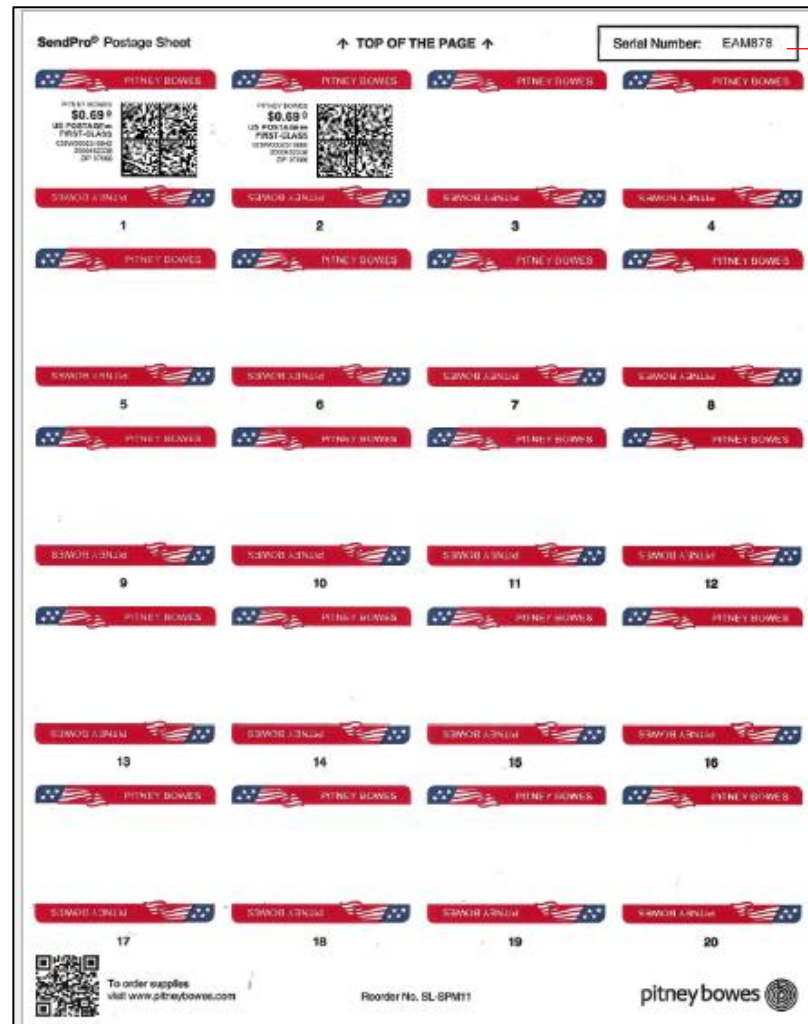
Case Submission

Initial Supplies

- Initial supplies includes a 5LB Scale and 2 packs of stamp sheets are on their way to you. A pack of stamps includes 6 sheets which has 20 stamps per sheet.

Serial Number

Ordering Additional Supplies

- Use the group email address- Officeservicesalpharetta@fiserv.com

- Include the # of packs of stamps you need, the requestor name, email and phone number and the full shipping address location and cost center.

- **Stamp Sheets** – #SL-SPM11 - 120 Stamps (6 sheets) $4.99 per pack. We recommend ordering enough to last you at least 1-2 months to save on shipping costs.

How to Align the Printer Correctly to Print Stamps

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

When a user is doing a test print, in the printer dialog box, click the **MORE SETTINGS** down arrow. In the **SCALE** section in image 2, select "**Default".** Put the test print page in and make sure the print lines up. Then hit **PRINT.**

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