

Stewart Title Support Guide and FAQs – PitneyShip Pro

Link to the Application -

With this [link](#), enter your username and password.

If you do not remember your user ID or password, click on the Postal Advocate Support Landing Page below to submit a case.

Internal Stewart Title Support – [Postal Advocate Support Link](#)

Select the kind of support you need, enter the information on the right and then hit next. A case will be created, you will get an email confirming the case number, and Postal Advocate will reach back within 8 hours to help resolve the issue. (Note our business hours are 8am – 5pm EST – If a case is submitted near the end of business day, you will get a response the following day).

enterprise Advocate
MAIL TRACKING SYSTEM

Stewart Title & Mail Self-Serve Portal

PLEASE READ CAREFULLY AND FOLLOW THE PROMPTS TO AVOID DELAYS

This is an electronic form

- Once you hit submit, you will receive an email communication providing you with a Case # and details for being contacted by Postal Advocate.

***Mandatory fields**

What Kind of Support Do you Need *

Please Select

General Information To Get Started

Company Name

stewart

Request Submitted By *

First Name Last Name Other Field

Requestor Email Address *

Requestor Email Address Requestor Phone Number *

Requestor Title *

Requestor Title

Cost Center *

Cost Center

Location Address *

Location City *

Location State Location ZipCode

Location Address Location City Location State Location ZipCode

Vendor

Please Select Vendor

Vendor Account Number

Vendor Account Number

Equipment Serial #

Equipment Serial #

Submit

[Pitney Bowes Online Tutorials](#) - They have a very helpful series of screen shots and web tutorials.

Supplies:

Most offices should have someone already set up within their office to order supplies.

If you do not: Please complete the [Office Depot New User Form](#).

This will send a notification to Office Depot to set up your profile.

DYMO Digital Postal Scale 5Lbs. (M5)

Item #: 897131

Cost: \$27.19

☐ Compare



DYMO® M5 Digital Postal Scale

Item #780117

★★★★★ (221)

\$27.19 each

4 Available

Add to Cart

[Add To List](#)

Ordering Pitney Bowes Stamp Sheets – You will need your 10 digit account # (BPN).

Below is the link to order your stamps sheets:

Stamp Sheets - Supply Part Item #SL-SPM11 - Cost \$4.99 for 120 Stamps - Supply orders can be placed by emailing Supplies@pb.com or calling the number of 844-256-6444, select the option for placing an order; ensure when placing the order that the supply agent is advised that the order must charge your account number/BPN and the pay with the purchase power linked to your account.

Please include the following information when emailing the order.

BPN/Acct #

Purchase Power Acct #

Company Name

Shipping Address

Name of Person Ordering Supplies – Full Name, Email and Phone Number

Supply Part Item #SL-SPM11

Quantity of Stamp Sheets Needed

We recommend ordering enough to last you 1-2 months.

If you do not have your account number or purchase power account number, please submit a case using the following link: [Stewart Title Case Portal Page](#)

Certified Preprinted labels - Item #USPS890-PB – No Cost!

Item #USPS890-PB

USPS IMpb Compliant E-
Certified Barcode Labels (50
labels/pack)

For: SendPro® customers who signed up for Confirmation Services after Jan 1, 2016

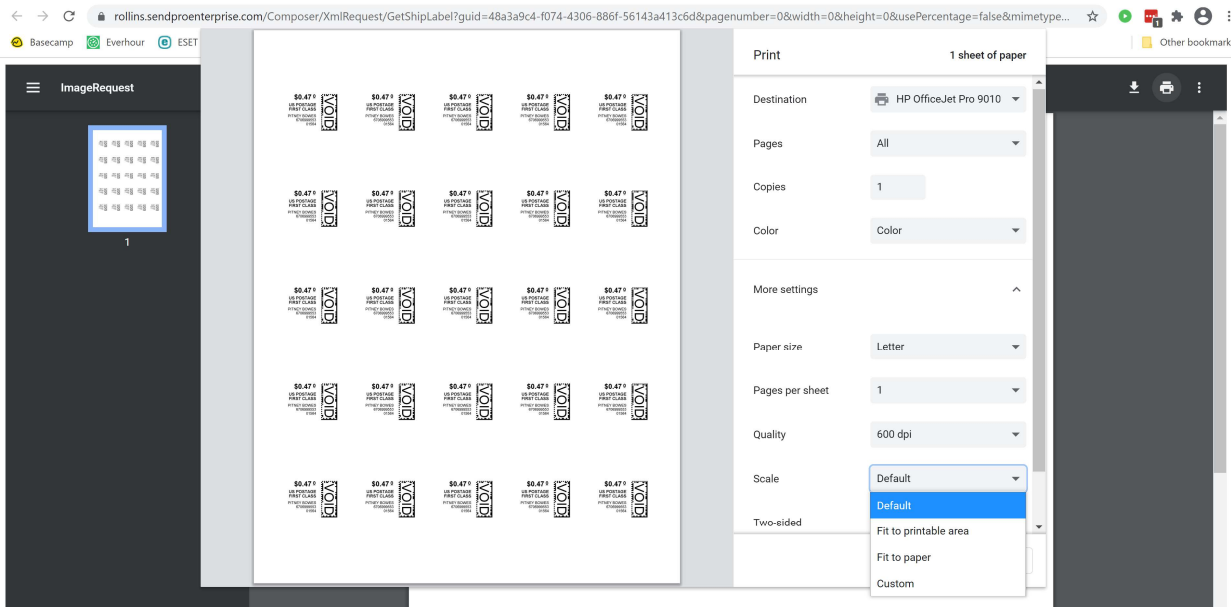
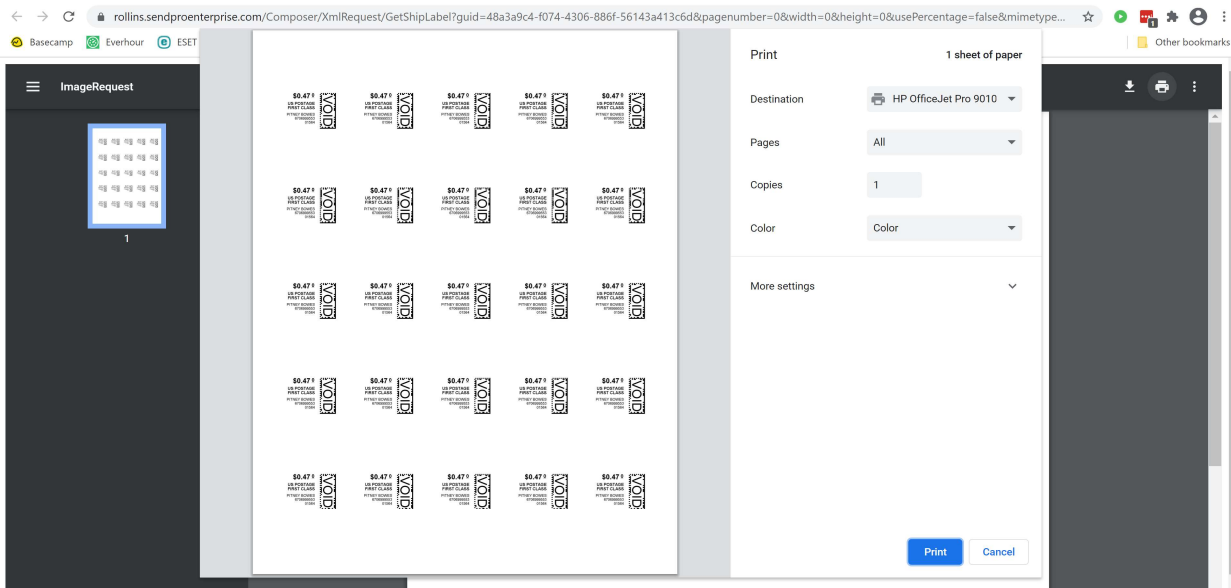
1 x \$0.00

ADD TO CART



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

When you are doing your 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**.



If you are having a difficult time controlling what print tray your printer feeds from, do the following:

Right click on START and then go to SETTINGS>PRINTERS AND SCANNERS> Select your printer> MANAGE>PRINTER PROPERTIES>DEVICE SETTINGS>OUTPUT SETTINGS> Choose the tray you put paper in.

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.