

PitneyShip™ Pro Training



**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 – [PitneyShip Pro](#). You will enter your Username and Password

Internal Vector Support – Link to submit a case is: <https://www.postaladvocate.net/index.php?/landingpage/vectorsecurity>

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 8 hours. Our customer service team is available M-F from 8:00 am – 5:00 pm EST.

Case Submission page

Internal Vector Support – Link to submit a case is:

<https://www.postaladvocate.net/index.php?/landingpage/vectorsecurity>

enterprise Advocate
MULTI-LOCATION SYSTEM

American Campus Communities Postal Advocate Shipping & Mail Case 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

ACC

Request Submitted By *

First Name

Last Name

Other Field

Other Field

Requestor Email Address *

Requestor Email Address

Requestor Phone Number *

Requestor Phone Number

Requestor Title *

Requestor Title

Property Number *

Property Number

Location Address

Location Address

Location City

Location City

Location State

Location State

Location ZipCode

Location ZipCode

Vendor

Please Select Vendor

Vendor Account Number

Vendor Account Number

Equipment Serial #

Equipment Serial #

Submit

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Initial Supplies

- You should have been sent instructions to order stamp sheets and a scale to get you started.

DYMO Digital Postal Scale 5 Lbs. (M5)

Item #: 897131 | Model #: 1772056

4.4 ★★★★★ 147 Reviews | 3 Questions

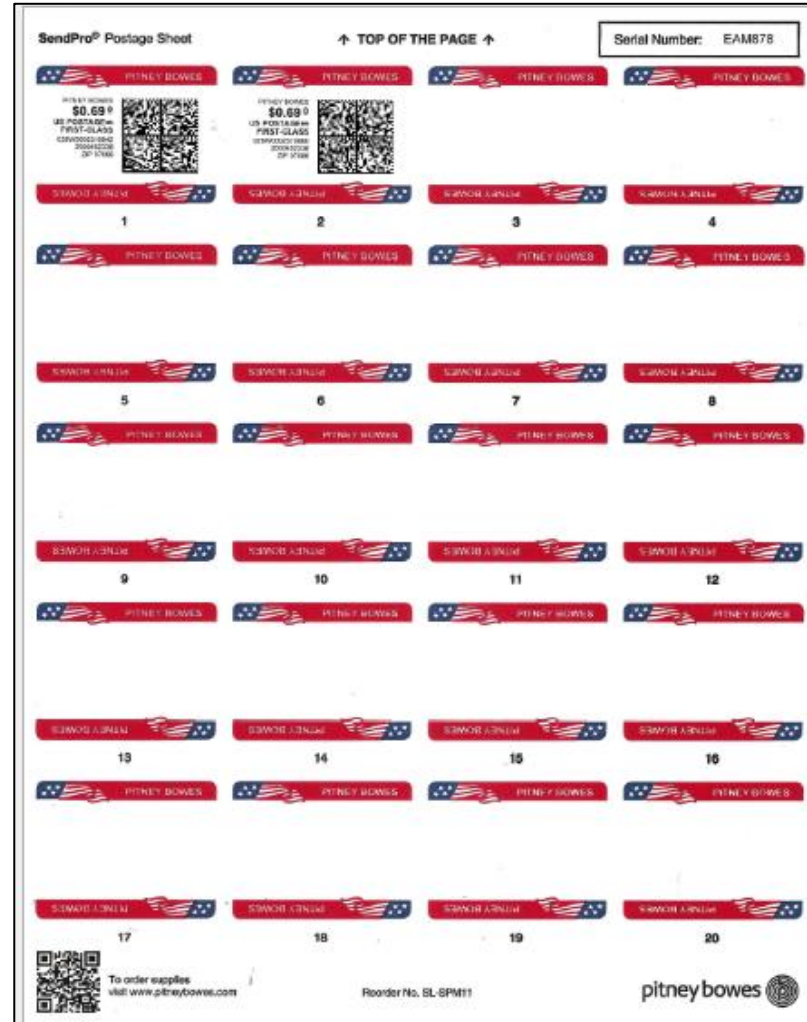
\$35.79

Delivered tomorrow
Next-Day delivery
Order within 8 hrs 5 mins



Quantity
1

Add to cart



Serial Number

Ordering Your Scale

- Go to Staples Advantage Item # 897131 -Description – DYMO Digital Postal Scale 5LBs (M5).
- Once your order has been placed, you should receive a confirmation of your order from orders@staplesadvantage.com.



Dymo Digital Postal Scale, 5 lb. Capacity (1772056)


Item #: 897131 | Model #: 1772056

4.43 ★★★★★ [201 Reviews](#)

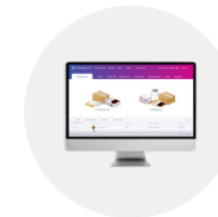
Ordering Additional Supplies

- Please go to the following: https://www.pitneybowes.us/signin/logon.go?request_locale=en_US#/account/login
- Go to Register now (see highlighted below for reference) and register with your location's account number.
(If you already have a pb.com login, please sign in using your credentials)

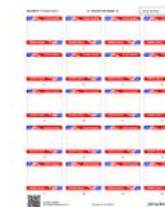
- Once registered, click on Supplies Shop in the right corner

Supplies Shop:  **Shop Now**

- Under “Shop for Supplies by Meter & Software” Go to the PitneyShip Pro icon:



PitneyShip Pro™



Item #SL-SPM11

Postage Sheets for Stamp
Printing (6 sheets; 120 labels)

- Find Supply Part **Item #SL-SPM11 - Cost \$4.99 for 120 Stamps (6 sheets)**. We recommend ordering enough to last a few months.

Sign In

Email or Username

Email is required.

Password

Please enter a password

☐ Remember me

[Forgot your password?](#)

[SIGN IN](#)

[Not a registered user?](#) [Preview what you will need for registration.](#)

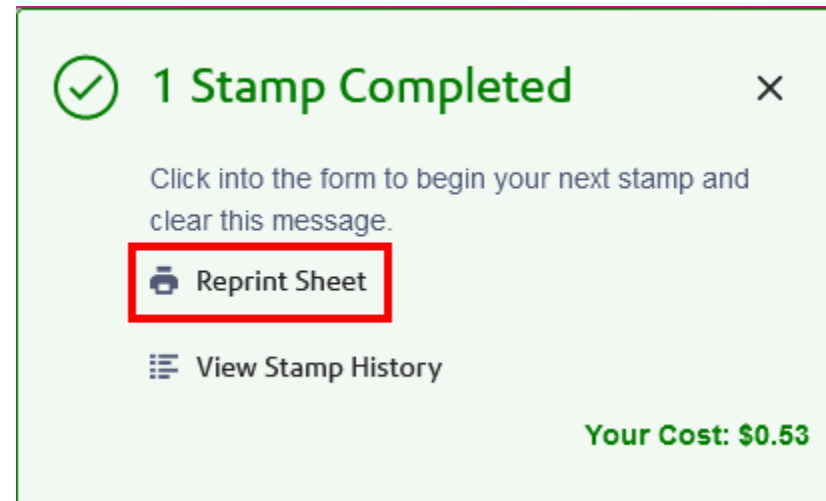
[Register now](#)

How to Re-Print Stamps

If there is an issue when printing a stamp sheet, you can reprint it one time, immediately after the first attempted printing. **Stamps printed on stamp rolls and envelopes cannot be reprinted.**

The features and options you see may vary depending upon your role. If you have any questions regarding your permissions, please contact your administrator.

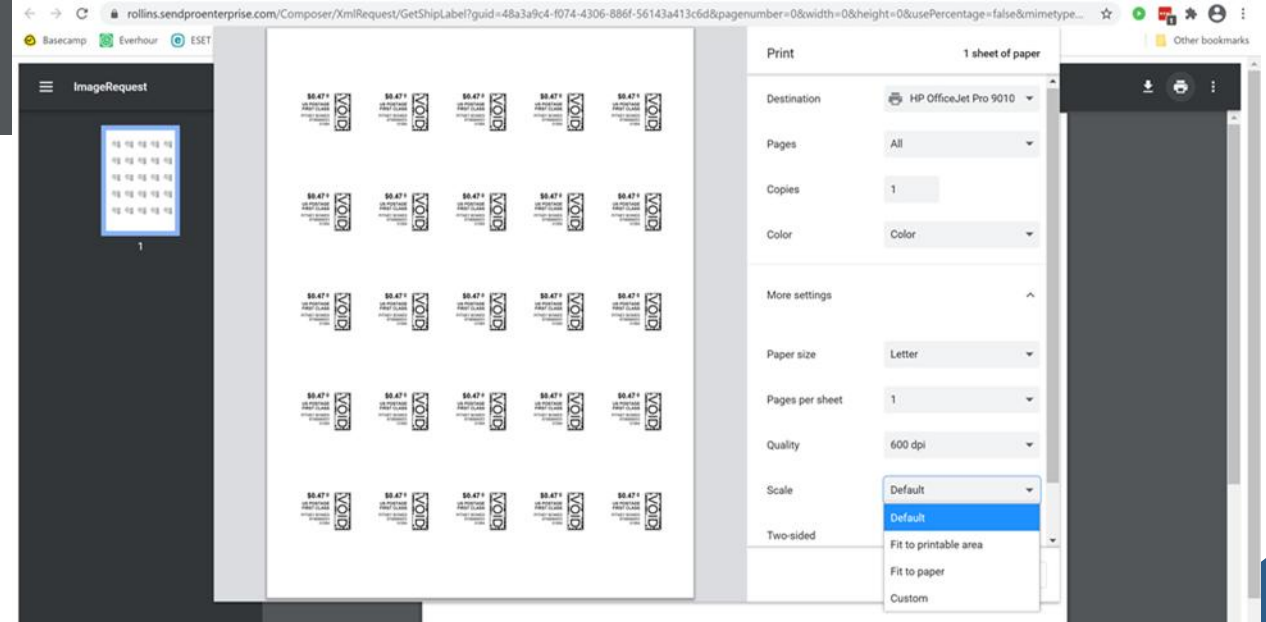
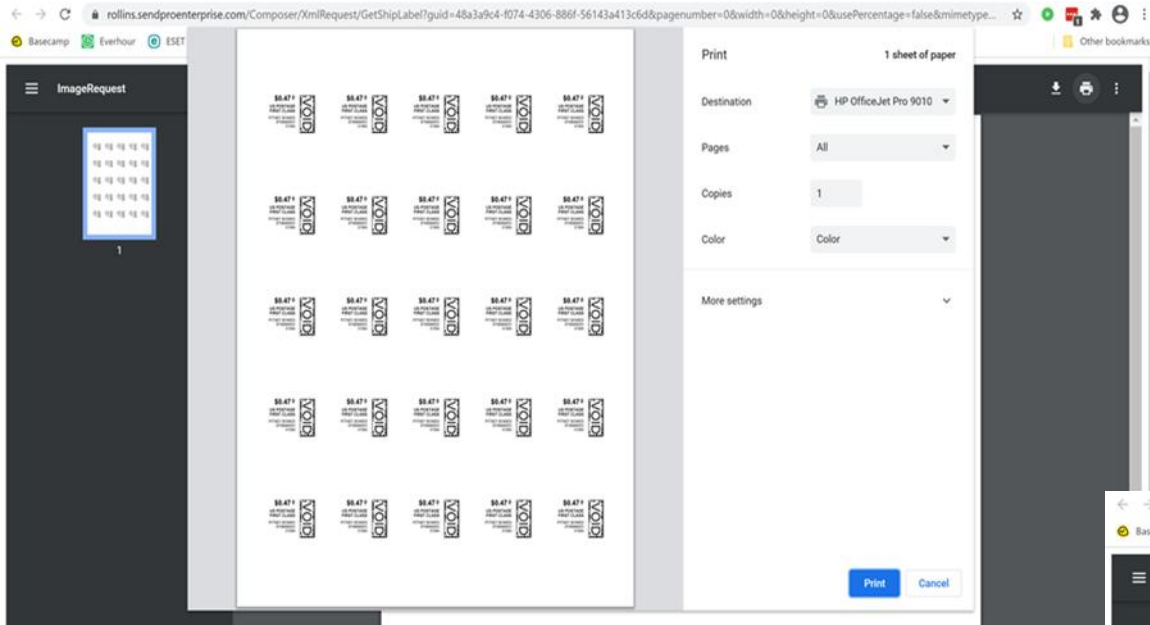
1. In the confirmation of the stamp sheet that you just printed, select **Reprint Sheet**.



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**.





ANY
QUESTIONS?



