PostalAdvocate
MAIL MADE EASY

CVSHealth

PitneyShip™ Pro Training

Mail Equipment and Postage

Home and Small Office Mail

USPS® Permit Accounts

Outsourced Mail Services

Expedited Document and Parcel Shipping

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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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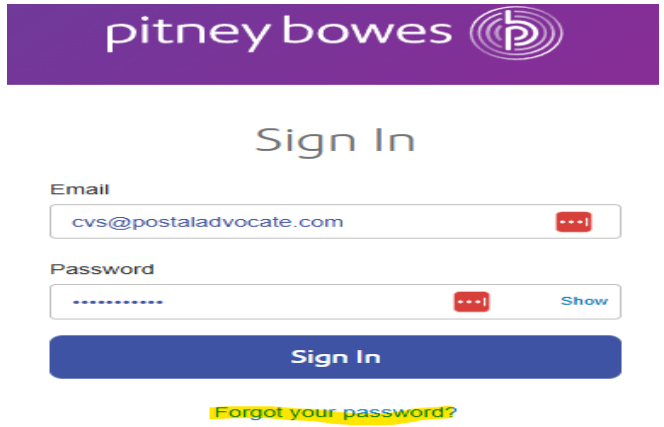
How to Log In to PB Ship Pro

- **Link to the Application -**

With this link, enter your email address and click forgot your password if it is your first time logging in.



- **Internal CVS Support –** link to submit a case is: **https://www.postaladvocate.net/index.php?/landingpage/CVS**
- 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.

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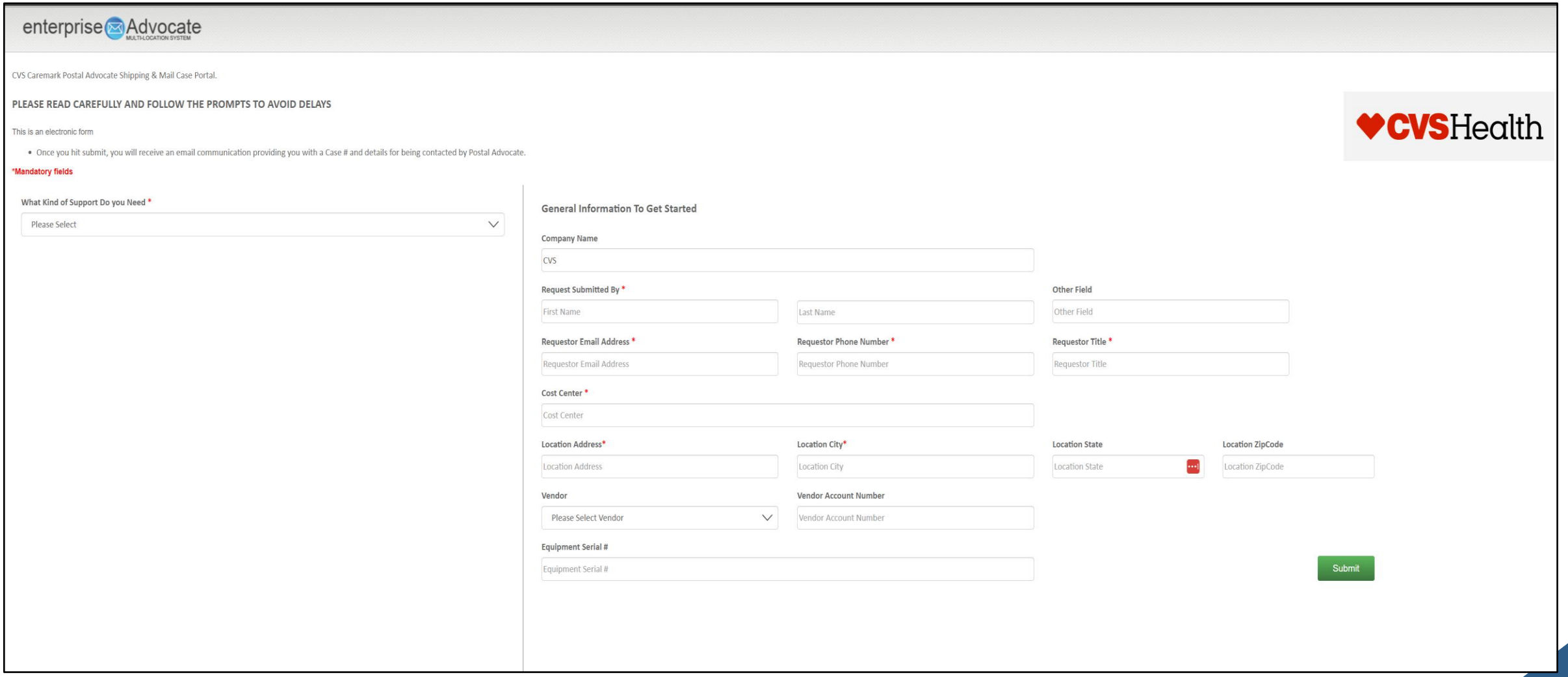
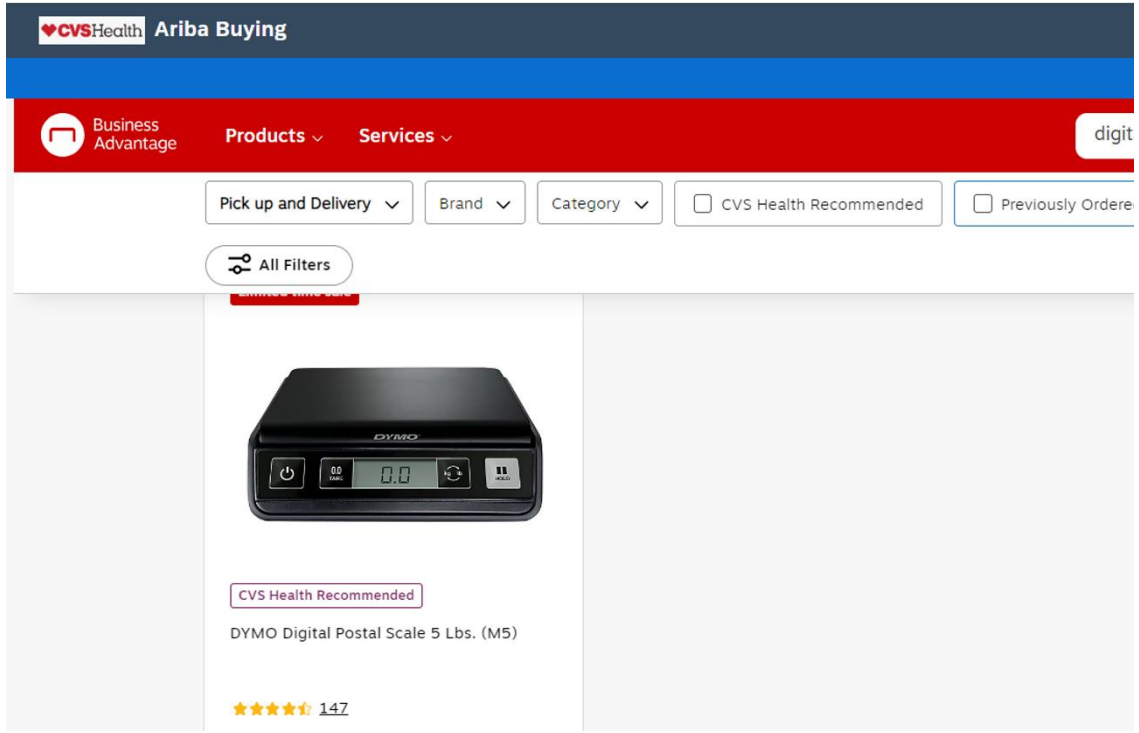
Case Submission



Ordering Supplies

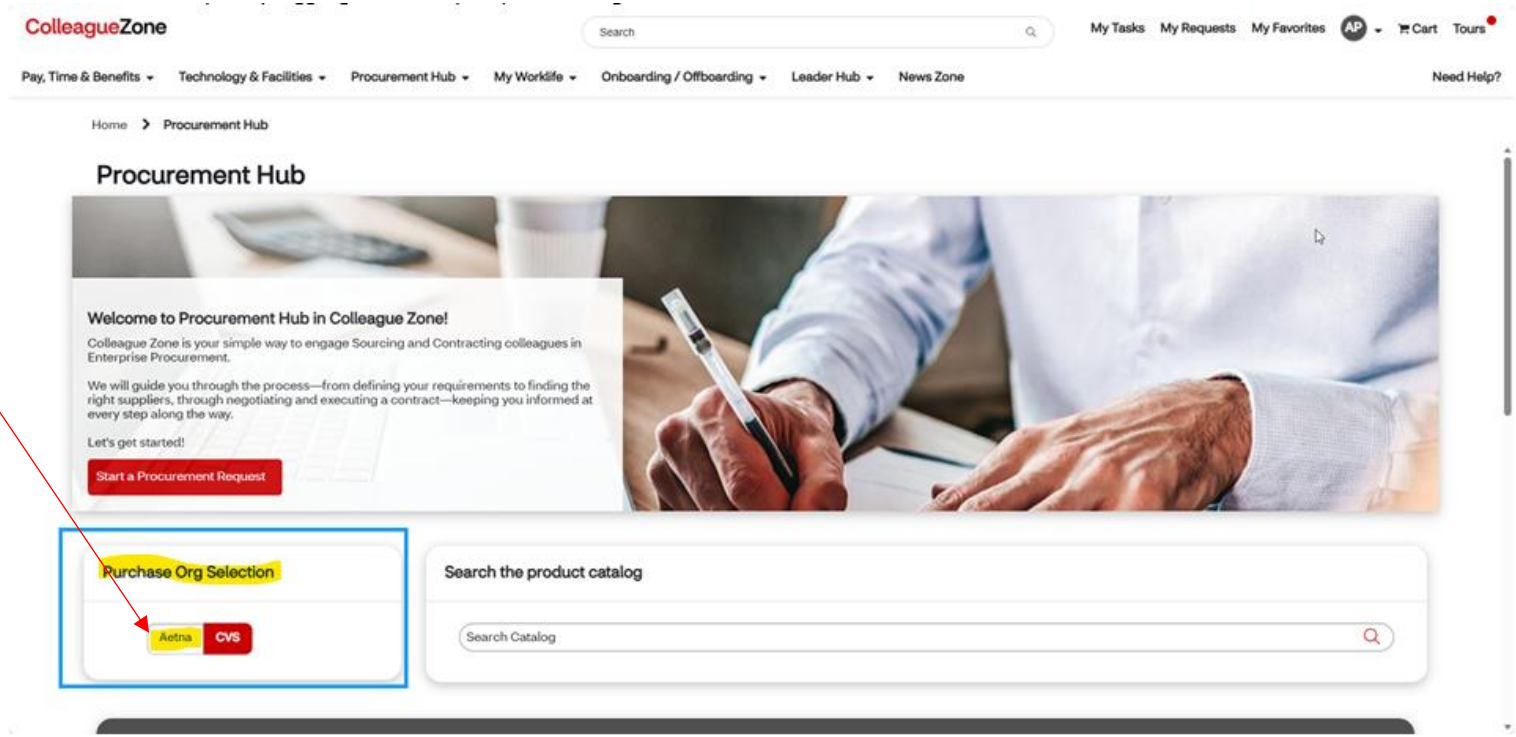
How to Order Your Scale for PitneyShip Pro

From Heartbeat go to Apps and Tools, select ProcurementHub, Office Supplies, continue to start a Procurement Request, Buy from Supplier (Staples).



Ordering Supplies

- **Stamp Sheet Supplies**
- From Procurement Hub,
- Toggle Purchase Org Selection to Aetna
- Order through Ariba – Search Pitney Bowes



Ordering Supplies

Stamp Sheet Supplies

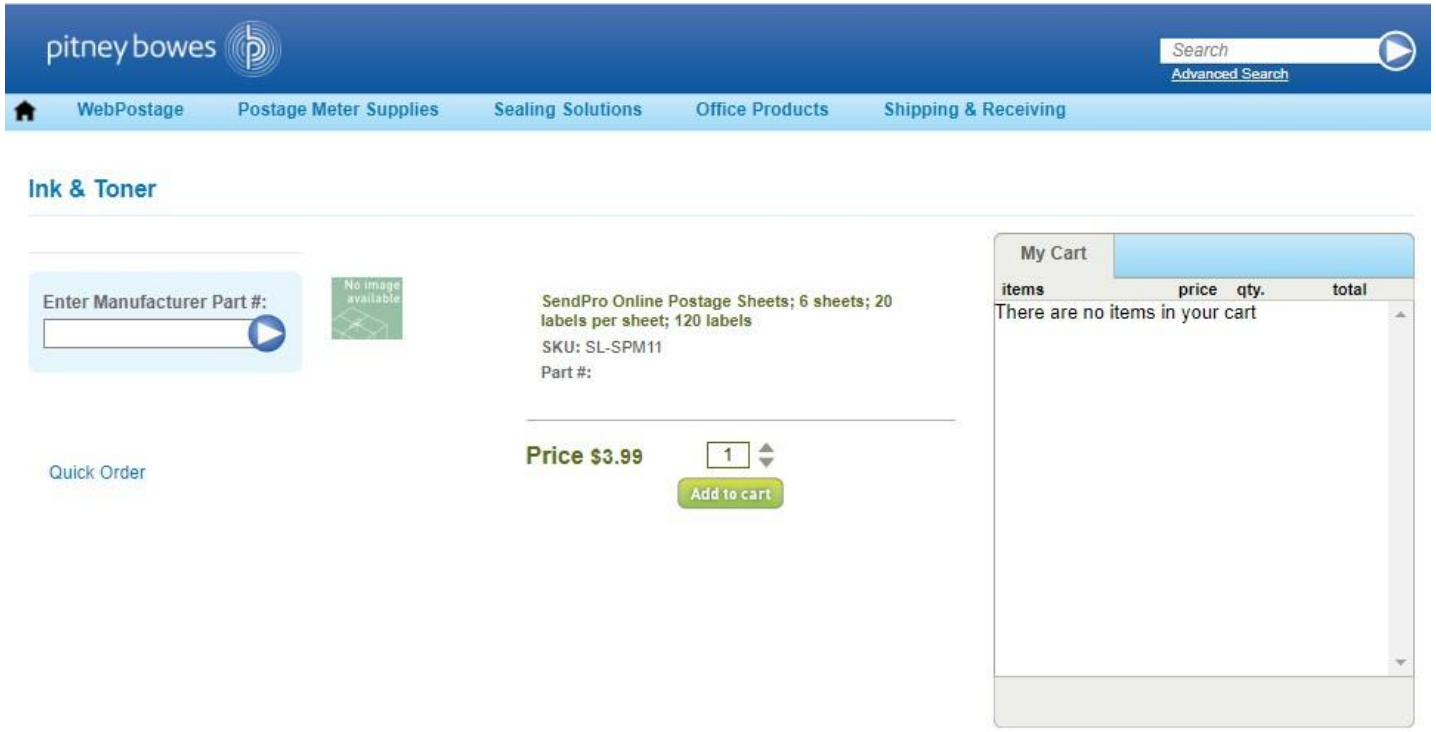
Pitney Bowes

Order through Ariba – Search Pitney Bowes

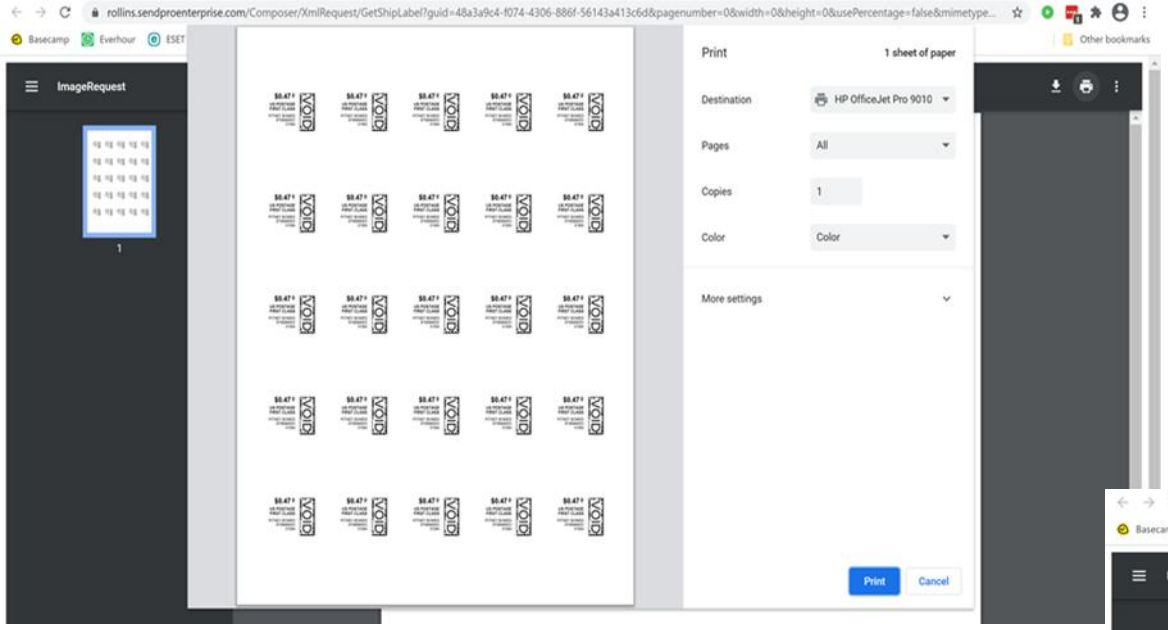
SendPro Online Postage Sheets; 6 sheets; 20 labels per sheet; 120 labels

Item #SL-SPM11

We suggest ordering enough to last a few months.

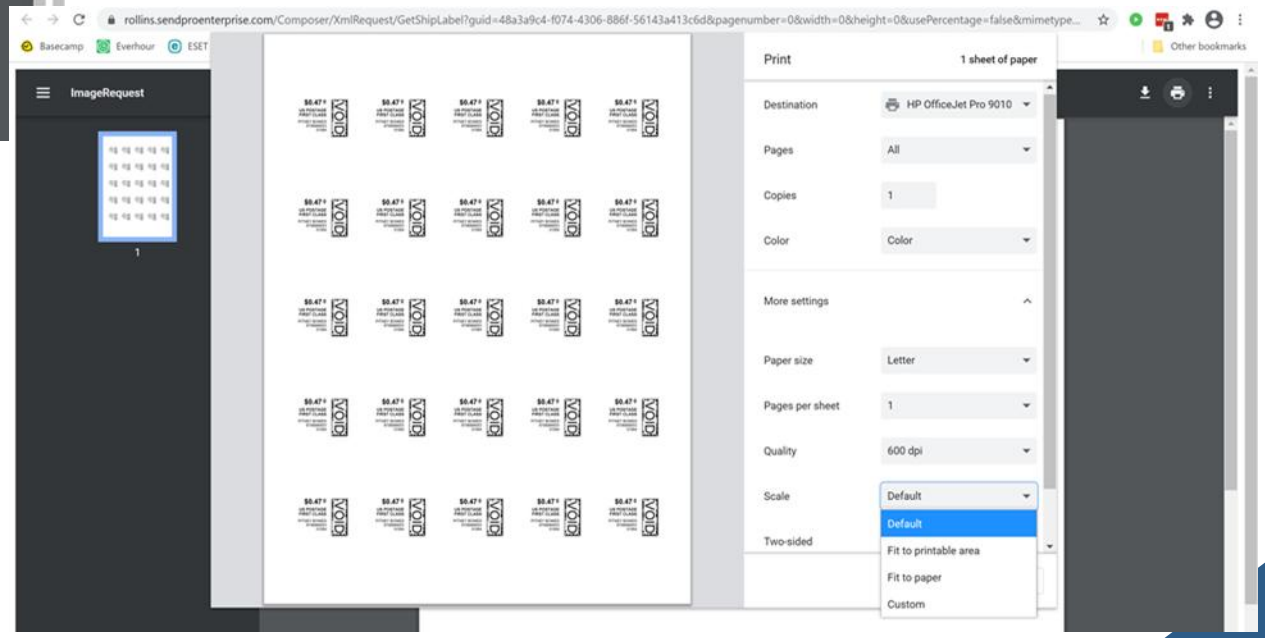


How to Align the Printer Correctly to Print Stamps



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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- **Link to the Application -** link

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