

Print USPS Certified Mail® & Priority Mail Labels with Postage Online

Skip The Trip To The Post Office! Just follow these easy steps

Address and Print a Demo Test Label:

- 1 Open a web browser to www.CertifiedMailLabels.com
- 2 Click **Login – Signup** on the red navigation bar. Type the email address and password you used to sign up for the account . (Don't have an account yet? Click **Sign Up For Free**)
- 3 Click **Address Letters** to create a label. Fill out each step in the 1-2-3 process, then click the **Preview** button.
Note: You cannot Purchase or Print a real label until you've added money to your account.

IMPORTANT: To print a real label for mailing Add Money into your account:

- 4 Find **Management** on the red navigation bar. Click **Payment** from the blue drop-down menu. Click the **Add New Account** button.
- 5 Enter your payment information:
 - Choose your **Payment Method** and complete the 1-2 step process.
 - Click **Save** button.
 - Click the link to "**Add Money**" under Actions.
 - Type the amount you want to add and your CVV security code.
 - Click the **Run Transaction** button.You should see the updated balance reflected in the red navigation bar next to your name.
- 6 Click **Address Letters** on the red navigation bar and fill out each Step in the 1-2-3 process. (*Asterisk fields are required)
*: *Batch processing available*
- 7 Click the **Preview** button and look for any errors and note the cost of the label. You may want to "Print This Preview" to ensure that your printer is working properly before you try to print the real label.
If the preview label is correct and you are ready to create this label, close the preview window and click the **Purchase & Print** button.
Note: By clicking Purchase & Print, you are buying this label.
- 8 Click the **Print** button to print the label/address page from your local printer. *Note: The label prints on regular paper from your local printer.*
- 10 Fold the address page and insert with your documents into the window envelope. Make sure all bar codes are visible through the window.
- 11 Drop your Certified Mail® Envelope into any **USPS mail drop box** or **Post Office**. It may also be given to USPS letter carriers.

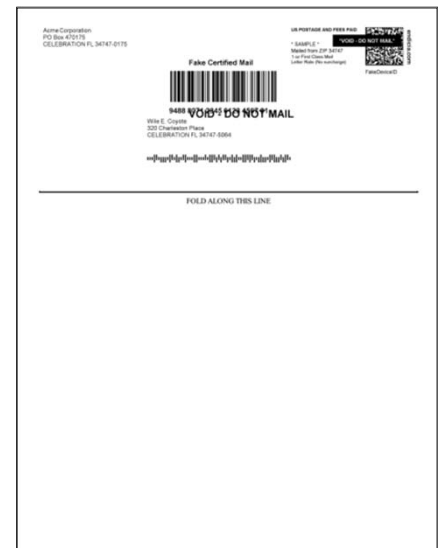
If you need help...

FAQs

Click the **Feedback & Support** button in the top right corner at: CertifiedMailLabels.com

If you can't find your answer online, don't hesitate to call:
800-406-1792

We're available:
Monday – Friday
9 AM – 8 PM EST



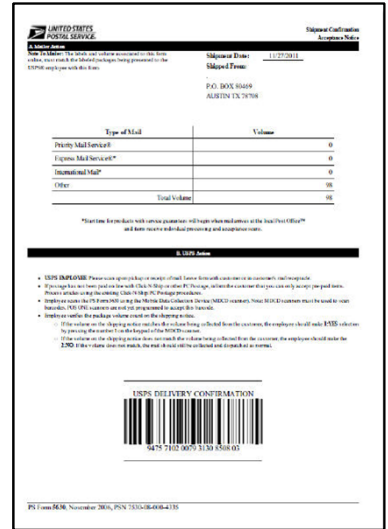
Shipment Confirmation Acceptance Notice (SCAN Form)

optional

Create a **SCAN form** for proof of acceptance (PS-Form 5630). Find **Reports** on the red navigation bar, then click **SCAN Form** on the blue drop-down menu. Click on the drop-down arrow to choose the group/mail profile, then click the blue **Create SCAN Form** button. When the form is ready, click the **Download** button to print your SCAN Form.
Note: If you choose to create a SCAN Form, it must be done on the same day you generate your labels.

Bring the SCAN Form with you to the Post Office or place it with your letters/packages if you request carrier pickup. A USPS employee will scan the barcode on the SCAN Form and return it to you for your records.

The SCAN Form contains a master barcode that represents all the letters/packages in a mailing. When your mail is received by the Postal Service, this single scan enters all of your associated mail pieces into the USPS database as "**Accepted.**" Using a SCAN Form is optional.



Electronic Delivery Confirmation Report™

Our Electronic Delivery Confirmation - EDC™ is a report that provides **evidence of mailing and proof of USPS Certified Mail® letter delivery**. The report can be printed from an email link, or printed from inside your account for up to 10 years.

This report displays a **copy of the label** that was mailed, any label reference information that was associated with the label, and all **USPS-authored tracking scans** given to the letter.

www.CertifiedMailLabels.com makes reporting fast and easy with keyword search capability so you can quickly print delivery confirmation on demand 24/7. Print individual delivery reports as needed or download Excel files with report links for local storage/archive. We store a copy of all delivery reports off-site for **10 years**.

USPS CERTIFIED MAIL™

Certified Mail Envelopes, Inc.
3201 Charleston Place
CELEBRATION FL 34747-5064

US POSTAGE AND FEES PAID
FIRST CLASS
JUL 02 2014
Mailed from ZIP 34747
1 oz First Class Mail
Letter Rate (no surcharge)

07150077793

USPS CERTIFIED MAIL

9407 1102 0088 2238 5700 52

United States Postal Service
Vickie Dunn
SITE 1013
2003 N. LINDA AVE
TAMPA FL 33607-7100

Label Reference:
USPS Tracking Label Number: 9407110200882238570052

USPS Tracking History	Postal Facility	ZIP	Date	Time
ELECTRONIC SHIPPING INFO RECEIVED	KISSIMMEE,FL	34747	7/2/2014	9:11AM
ORIGIN ACCEPTANCE	KISSIMMEE,FL	34747	7/2/2014	7:02PM
DEPART USPS SORT FACILITY	ORLANDO,FL	32862	7/2/2014	9:04PM
PROCESSED THROUGH USPS SORT FACILITY	ORLANDO,FL	32862	7/2/2014	8:18PM
PROCESSED THROUGH USPS SORT FACILITY	TAMPA,FL	33630	7/2/2014	3:51PM
DEPART USPS SORT FACILITY	TAMPA,FL	33630	7/2/2014	9:41PM
PROCESSED THROUGH USPS SORT FACILITY	TAMPA,FL	33630	7/2/2014	5:15AM
BUSINESS CLOSED	TAMPA,FL	33607	7/3/2014	10:42AM
BUSINESS CLOSED	TAMPA,FL	33607	7/3/2014	2:07PM
DELIVERED	TAMPA,FL	33607	7/7/2014	12:20PM

Replace this.....

... with **THIS!**



\$6.47



\$4.52

YOU SAVE \$1.95 PER MAILING!

Prices based on cash payment

