



ONLINE SOLUTION

Access from any
web browser

INTEGRATED SOLUTION



Access from:
Mailone
for PostBase Postage Meters

E-CERTIFIED MAIL FOR FP MAILING CUSTOMERS

Save Money every time you Print a Certified Mail Form

1. Reduce the time it takes to prepare your Certified Mailpieces by 60%.
2. Reduce the time it takes to track your Certified Mailpieces by 80%.
3. Reduce the time it takes to prepare PS Form 3877(Firmbook Report) by 90%.
4. Eliminate the need to pre-address your envelopes by using the Address Label provided on our Certified Mail forms.
5. Save \$1.25 in postage on each Certified Mailpiece you prepare using Electronic Return Receipt to obtain a Digital Signature.
6. Export to Excel to Analyze your Certified Mail usage and calculate postage for charge backs to specific customers or departments.
7. Requires no involvement from your IT staff since no software is loaded on your computer.



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Costs associated with the Web Certified Mail solution

1. The Web Certified Mail solution is completely free of charge and can be used by an unlimited number of users
2. Technical Support is also free.
3. The Certified Mail forms cost on average about \$.30 per mailpiece depending on the form and volume purchased.
4. This correlates into a net savings of \$1.05 or more in postage on each Certified Mailpiece you prepare using Electronic Return Receipt to obtain a Digital Signature.



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Initial Screen(Login or Register)



[Member Information](#) | [Logout](#)

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Login
Email
Password

[Forgot your password?](#)

Registration
Before using the Web Certified Service
please register below (this will establish
your first sender)

The Initial screen for the Web Certified Mail system allows existing users to **Login** to the system and new users to **Register** to use the system.

1. **Existing Users** should enter their **Email** address and **Password** in the box to the left and click **Login**.
2. **New Users** should click the **Register button** in the box to the right to register to use the system.



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Registration Screen



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To begin using the **Web Certified Mail** application, users must Register an account to setup their login for the system. There is no cost for using the system and technical support is also free of charge.

1. The **Email** and **Password** specified here will be used to login to the system in the future.
2. After completing this form, click the **Register** button at the bottom of the screen.
3. You will automatically be logged into the system and directed to the **Quick Print** screen to begin printing your Certified Mail forms.

Web Certified Customer Registration

Fill in the required fields below and click Register to begin using the Web Certified.
You will use the email address and password specified here to login to the system in the future.

Contact Info

First Name* Last Name*
Company Phone*
Email* Password*

Company Address (Return Address for Certified Mail Form)

Address* City*
State/Province* Not listed? Enter it here
Zip/Post Code* Country

☐ I have read the [PostMaster Software Service Agreement](#) and agree to its terms.



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Quick Print Screen

The **Quick Print** screen is used to quickly generate a single Certified Mailpiece.

1. Populate the **Recipient** address(selecting from your Address Book, Pasting from a Word document, or by entering the address).
2. Set **Postage Options**
3. Enter **Additional Information**(Optional)
4. Click **Print Form** to generate the Certified Mail form in your inkjet or laser printer.



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Selection & Printing Screen



Sender Address

Contact:

Company:

Address:

Address 2:

City:

State:

Zip Code:

Batch Information

Batch Number:

Postage Options

Weight:

Package Type:

Return Receipt: ☐

Electronic Return Receipt: ☒

Restricted Delivery: ☐

Optional Label:

[Retrieve Certified Mail Article History](#)
[Emergency Reprint](#)

[Edit Senders and Postage Defaults](#) [Print Forms](#)

Group:

Sort By:

[Manage Groups](#)

[Enter New Address](#)

[Select All](#) [Clear All](#)

Search for: [Find](#) [Find Next](#)

Contact	Company	Address	Addressee Code	Include	Manage
Joe Smith		123 Test St., Boca Raton, FL, 33433-8232		☐	EDIT DELETE ADD TO GROUP
Sally Baker	ABC Company	123 Test St., Boca Raton, FL, 33433		☐	EDIT DELETE ADD TO GROUP
First Company	Second Company Name	110 Jones Ave., New York, NY, 10012		☐	EDIT DELETE ADD TO GROUP

The **Selection & Printing** screen is used to quickly generate large volumes of Certified Mail in a single Print Run(Batch).

1. Select multiple Recipient addresses from your Address Book located at the bottom portion of the screen.
2. Set **Postage Options**
3. Enter **Additional Information**(Optional)
4. Click **Print Forms** to generate the Certified Mail forms in your inkjet or laser printer.



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Print Preview of the Certified Mail Form

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E-CERTIFIED MAIL FOR FP MAILING CUSTOMERS

71791000164110000046

0.42
2.70
1.00
0.00
4.12

Electronic Return Receipt Requested

Code: Case #: 123

71791000164110000046

Electronic Return Receipt Requested

Sally Baker
ABC Company
123 Test St.
Boca Raton, FL 33433

Mike Smith
ABC Company
123 Test Rd.
Lansing, MI 48906

The **Print Preview** of the **Certified Mail Form** displays as a PDF within the browser window.

1. Review the recipient address and postage amounts to confirm the information is correct.
2. Click the **Printer Icon** on the toolbar above the print preview.
3. When the Printer Dialog window appears, click OK to print the Certified Mail form to your Laser or Inkjet printer.
4. Click the **Back button** in the browser to begin preparing your next Certified Mailpiece.



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Tracking and Digital Signatures



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[QUICK PRINT](#)
[SELECTION & PRINTING](#)
[PRINT USPS FIRMBOOK REPORT](#)
[TRACKING & DIGITAL SIGNATURES](#)

Certified Mail Tracking and Digital Signature Retrieval

Enter information below regarding the Certified Mail piece you wish to locate. If a digital signature is available from the United States Postal Service, a View Signature link will be displayed under the Delivery Status information. Clicking on the hot link will open the digital signature as an Acrobat PDF within the browser window.

Search by Certified Mail Data

[View Records](#)

From Date: mm/dd/yyyy	To Date: mm/dd/yyyy		
Contact:	Company:		
Address:	Address 2:		
City:	State:		
Zip:	AddresseeCode:		
AddresseeCode2:	FileNumber:		
Certified Number:	Sender Contact:		

Certified Number	Sender	Recipient	Date Mailed	Delivery Status
71603962742160000026	Todd Hackett	Joe Smith, 123 Test St.	3/28/2009	Signature Pending
71603962742160000033	Todd Hackett	Sally Baker, 123 Test St.	3/28/2009	Signature Pending
71603962742160000040	Todd Hackett	First Company Name & , 110 Jones Ave.	3/28/2009	Signature Pending
71603962742160000057	Todd Hackett	Joe Smith, 123 Test St.	3/28/2009	Signature Pending

The **Tracking & Digital Signatures** screen is used to quickly track your Certified Mailpieces and obtain the digital signatures(for users of Electronic Return Receipt)

1. Enter information about the Certified Mailpiece you wish to **Track** or obtain the **Digital Signature** for.
2. Click the **View Records** button.
3. Locate the Certified Mail piece from the results displayed to obtain the **Delivery Results**.
4. Click the **View Signature** hot link to view the **Digital Signature**.



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Sample Electronic Return Receipt(Digital) Signature



Date Produced: 09/15/2006

LASER SUBSTRATES INC

The following is the delivery information for Certified item number 7106 6574 6790 0000 0033. Our records indicate that this item was delivered on 09/11/2006 at 12:42 p.m. in JUPITER, FL, 33458. The scanned image of the recipient information is provided below.

Signature of Recipient:

Thank you for selecting the Postal Service for your mailing needs. If you require additional assistance, please contact your local post office or Postal Service representative.

Sincerely,

United States Postal Service

The **Digital Signature** the **USPS** provides includes the following information.

1. The **Certified Mail Article Number**.
2. The **Date/Time** the Certified Mailpiece was delivered.
3. The **City, State, and Zip** that the mailpiece was delivered in.
4. The **Digital Signature** of the person who signed for the Certified Mailpiece.





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Edit Default Values

Sender Information [Add New Sender](#)

Company	Contact	Default Sender
ABC Company	Mike Smith	☒ Make Default Edit Sender Delete

Postage Options

Weight:
Package Type:
Return Receipt: ☐
Electronic Return Receipt: ☒
Restricted Delivery: ☐
Optional Label

Address Book View:
Address Book Sort By:
Form Type:
USPS Mailer ID:
Delivery Method:
Payment Method:
Record Grouping:
USPS FTP Login ID:
USPS FTP Password:
USPS Customer Key:

[Print Form 102](#) [Print Form 1357s](#) [Print Form 5051](#) [Print Form 5053](#) [Print Form 5054](#)

[Save](#)

The **Edit Default Values** screen allows the user to specify defaults in the system for the following settings.

1. Sender Information

- Add/Edit/Delete Sender
- Set Default Sender

2. Postage Options

- Weight, Package Type, Return Receipt vs. Electronic Return Receipt, Restricted Delivery

3. Optional Label

4. Address Book Sort By

5. Form Type



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Retrieve Certified Mail History

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Article History Retrieval

Enter a date range below and click on Retrieve Records. An email will be sent to the email address that is registered to your web account. A file containing your mail history (sorted by article number), within the date range and sender selected will be attached. Thank you for using www.fpcertifiedmail.com's exclusive Web Certified Service.

From Date:

To Date:

Sender:

The **Retrieve Certified Mail History** provides users the ability to specify a date range and export their Certified Mail usage to an Excel spreadsheet

1. Specify the **From and To Date**.
2. Specify **All Sender's** or the **specific Sender** who's activity you wish to analyze.
3. Click the **Retrieve Records button** to have the spreadsheet containing the information sent to your email address.
4. Use Excel to open the file attached to the email that you receive.



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E-CERTIFIED MAIL FOR FP MAILING CUSTOMERS

Return Receipt(Green Cards)

Blank Form

Printed Form



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E-CERTIFIED MAIL FOR FP MAILING CUSTOMERS

Electronic Return Receipt(Digital Signature)

Blank Form

Printed Form

4. SEPARATE INTO THIRDS

5. PEEL AWAY RECIPT AND ENVELOPE. AFFIX TO ENVELOPE.




**U.S. Postal Service
CERTIFIED MAIL - RECEIPT**
For delivery to addressee only and for delivery at addressee's risk

OFFICIAL USE

Postage \$ _____

Certified Fee _____

Return Receipt Fee (if requested) _____

Registered Delivery Fee (if requested) _____

Total Postage & Fees \$ _____

Send To _____

(Street, Apt. No.) _____
or PO Box No. _____
City, State, Zip+4 _____

PS Form 3800, August 2006 See Reverse for Instructions

OFFICIAL USE

Postage \$ _____

Certified Fee _____

Return Receipt Fee (if requested) _____

Registered Delivery Fee (if requested) _____

Total Postage & Fees \$ _____

Send To _____

(Street, Apt. No.) _____
or PO Box No. _____
City, State, Zip+4 _____

PS Form 3800, August 2006 See Reverse for Instructions

4. SEPARATE INTO THIRDS

5. PEEL AWAY RECIPT AND ENVELOPE. AFFIX TO ENVELOPE.




**U.S. Postal Service
CERTIFIED MAIL - RECEIPT**
For delivery to addressee only and for delivery at addressee's risk

OFFICIAL USE

Postage \$ _____

Certified Fee _____

Return Receipt Fee (if requested) _____

Registered Delivery Fee (if requested) _____

Total Postage & Fees \$ _____

Send To _____

(Street, Apt. No.) _____
or PO Box No. _____
City, State, Zip+4 _____

PS Form 3800, August 2006 See Reverse for Instructions

OFFICIAL USE

Postage \$ _____

Certified Fee _____

Return Receipt Fee (if requested) _____

Registered Delivery Fee (if requested) _____

Total Postage & Fees \$ _____

Send To _____

(Street, Apt. No.) _____
or PO Box No. _____
City, State, Zip+4 _____

PS Form 3800, August 2006 See Reverse for Instructions

[illegible]



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Integration into your In-House software

1. The Web Certified Mail solution can be integrated directly into any software using the Web Certified API.
2. Provides users with the ability to produce Certified Mail directly from within your In-House software.
3. Integration can typically be accomplished in less than 2 hours.
4. Technical support is free and available to assist with integration.



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How To Get Started

1. Go to <http://www.fpcertifiedmail.com> and click Register to create an account on the Web Certified Mail system.
2. Share the <http://www.fpcertifiedmail.com> website address and your login information with other users in your office who send Certified Mail.
3. Contact your local FP Branch or Dealer to purchase your Certified Mail forms.