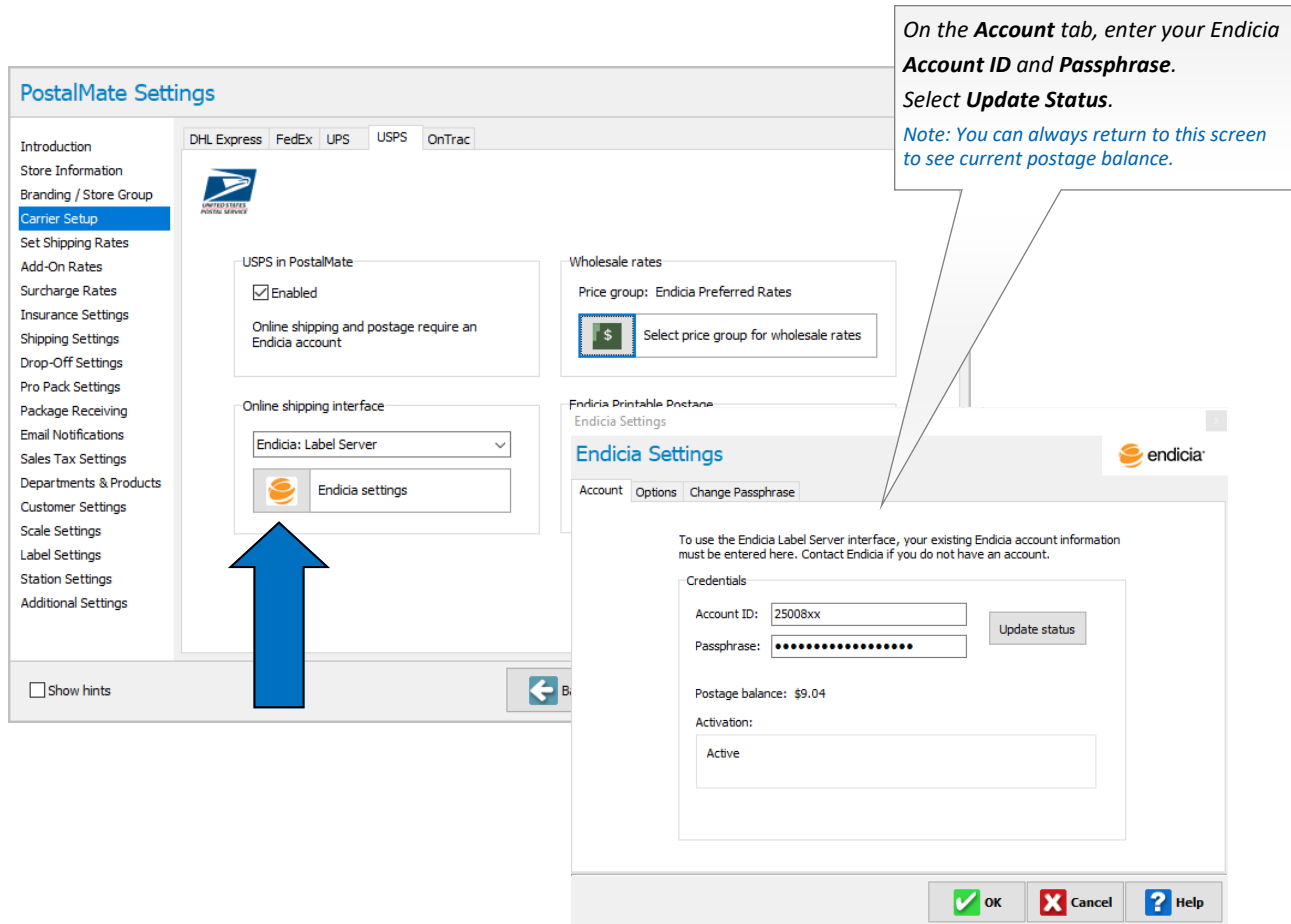


## Set up Endicia Label Server (ELS) In PostalMate:

*(USPS Setup settings only need to be completed on a Master or Standalone station.)*

1. Choose **Tools > PostalMate Settings > Carrier Setup > USPS**
2. Below online shipping interface, select **Endicia: Label Server**
3. Choose the **Endicia settings** button.



**PostalMate Settings**

Introduction  
Store Information  
Branding / Store Group  
**Carrier Setup**  
Set Shipping Rates  
Add-On Rates  
Surcharge Rates  
Insurance Settings  
Shipping Settings  
Drop-Off Settings  
Pro Pack Settings  
Package Receiving  
Email Notifications  
Sales Tax Settings  
Departments & Products  
Customer Settings  
Scale Settings  
Label Settings  
Station Settings  
Additional Settings

DHL Express FedEx UPS **USPS** OnTrac

**USPS in PostalMate**

Enabled

Online shipping and postage require an Endicia account

**Wholesale rates**

Price group: Endicia Preferred Rates

Select price group for wholesale rates

**Online shipping interface**

Endicia: Label Server

Endicia settings

**Endicia Settings**

Account Options Change Passphrase

To use the Endicia Label Server interface, your existing Endicia account information must be entered here. Contact Endicia if you do not have an account.

**Credentials**

Account ID: 25008xx

Passphrase: .....

Update status

Postage balance: \$9.04

Activation:

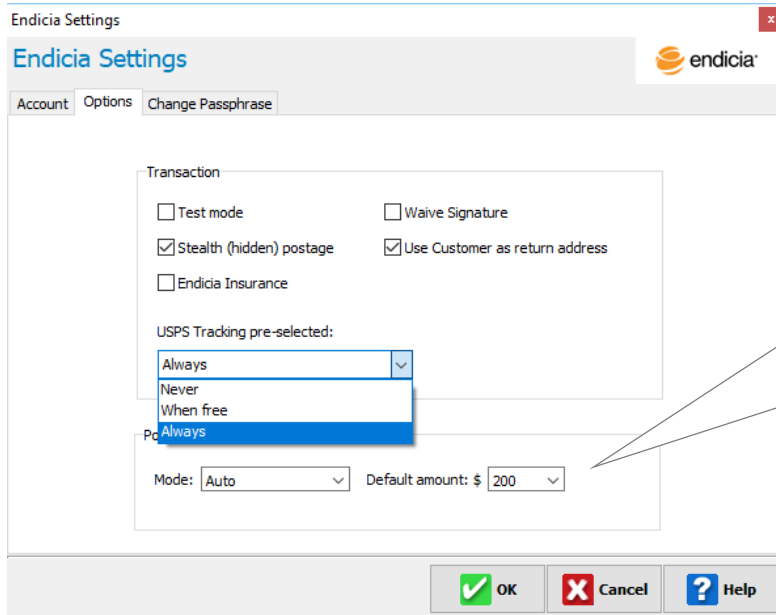
Active

OK Cancel Help

*On the **Account** tab, enter your Endicia **Account ID** and **Passphrase**. Select **Update Status**.*

*Note: You can always return to this screen to see current postage balance.*

4. Enter your Account ID and Passphrase on the **Account** tab. Select **Update Status**.
5. Choose the **Options** tab.
  - Select transaction options desired. (Remember to un-check **Test mode** when you are ready to use real postage.)
  - Select **USPS Tracking pre-selected** preference.
  - Select your defaults for **Postage Buying** options .



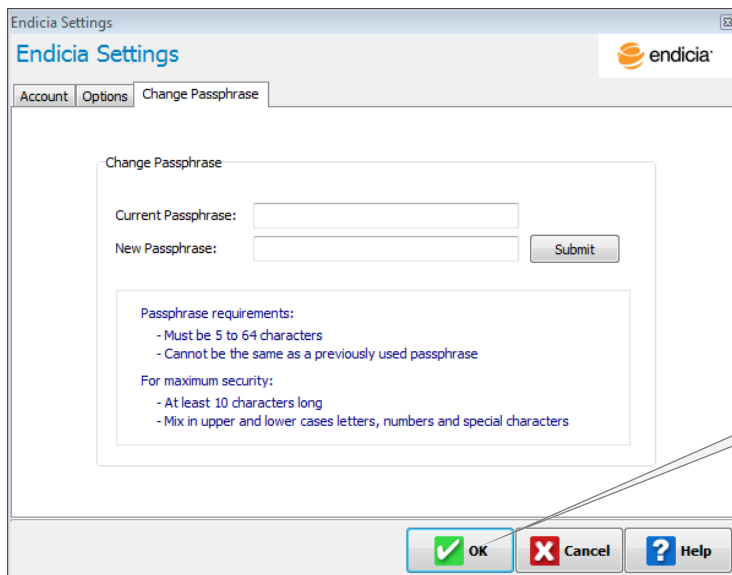
*Postage buy modes:*

**Manual Only** = You will be required to manually add postage when postage balance is low.

**Prompt** = You'll be prompted to purchase postage during a transaction, when postage balance is low.

**Auto** = Postage will be purchased automatically during a transaction, when postage balance is low.

6. **Change Passphrase** tab: Use this option **only** when you need to update your Endicia login passphrase.



*Click **OK** to Save your settings.*

- Select your wholesale price group: On the **USPS** tab, click the button below **Wholesale rates**. Select your rate group.

*Click here to select Endicia Preferred Rates.*

*Here is where you turn on Printable Postage. This requires a Dymo 400 or 450 label printer, and Dymo stamp stock #30915, to print "stamp" postage. See TechNote titled [Endicia Label Server Printable Postage](#) for more detailed information.*

## Review Shipping Rates

Go to **Set Shipping Rates** if you wish to review (or set) your shipping rates for USPS.

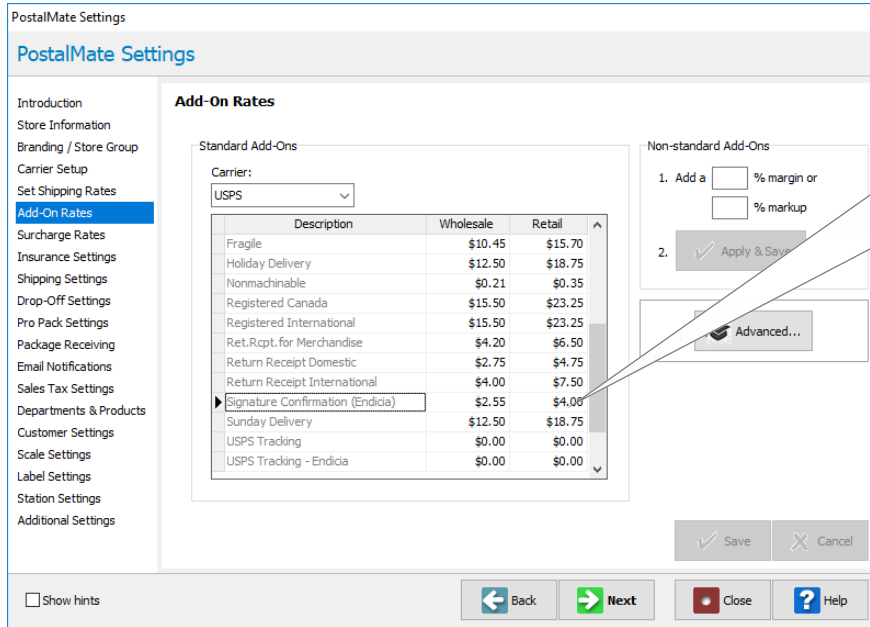
*Use Global rate-setting to quickly set retail rates for USPS.*

*Used the **Advanced rate setting** options for Fixed-rate, Weight-based, and Cubic-rate services as desired.*

## Review Shipping Rates continued...

Set retail rates for Endicia Add-ons (on Master workstation only).

Choose **Tools > PostalMate Settings** and select **Add-On Rates**.

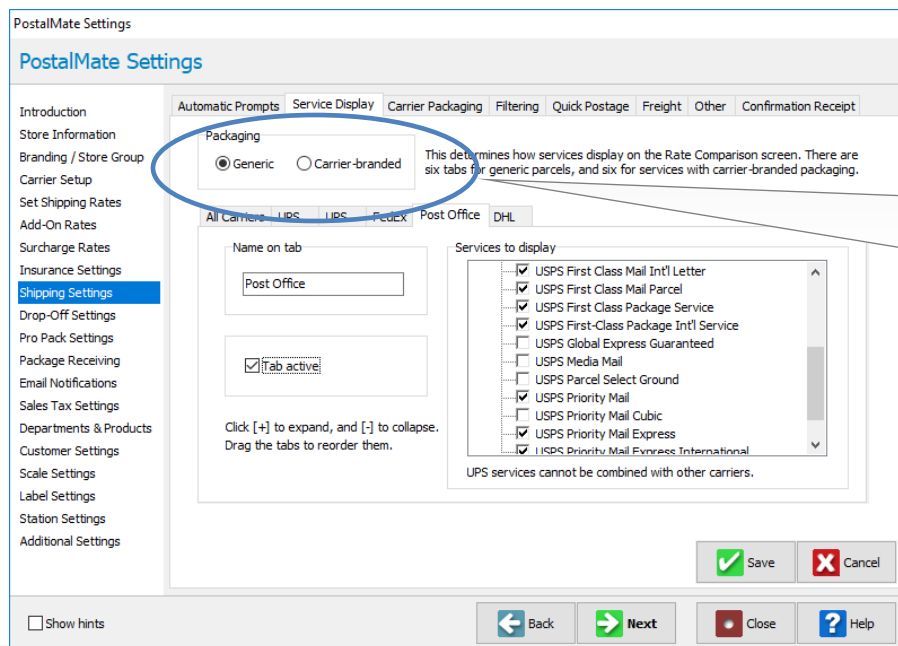


Select **USPS** below Carrier and enter desired retail rates for the following **USPS Add-On's**:

- **USPS Tracking—Endicia** (free when using Endicia)
- **Signature Confirmation (Endicia)**

## Service Display for USPS on Rate Comparison

In **PostalMate Settings**, choose **Shipping Settings** on the left pane. Select the **Service Display** tab. Choose which tab you wish for USPS services to show up on that tab you desire. You may wish for some services to display on a All-Carriers tab, and more to show up the Post Office tab. You may also “hide” some services on another tab.



For both **Generic** and **Carrier Branded**, choose the tab you wish for USPS services to display. Click the **>** in front of **United States Postal Service** and checkmark the **USPS services** you wish, then choose **Save**.

## Assign Printers

Printers need to be assigned on each PostalMate workstation.

- In **PostalMate Settings**, choose **Label Settings**.
- Scroll down to the bottom of the screen.
- Assign your 4x6 label printer to **USPS Shipper**
  - Select your existing Zebra or UPS printer driver. This will be needed to print some USPS labels such as USPS First Class Mail Certified letters.
  - In some cases a Seagull Zebra driver may be necessary. If First Class Mail Certified prints out as a postage size image on a 4x6 label, you will need this driver. The Seagull Zebra driver can be downloaded from <http://www.seagullscientific.com/asp/download-free-windows-printer-drivers-for-Zebra.aspx>
- Assign your 8.5 x 11 report printer next to **USPS Shipper w/ Customs**.

Description	Label Size	Printer Name	Qty
Ship Info	4 X 6	Not assigned	0
Packing	4 X 6	Not assigned	0
Auction Estimate	4 X 6	Not assigned	0
Multi-package ID	2 X 2.25	Not assigned	0
USPS	2 X 2.25	Not assigned	0
Customer Copy	2 X 2.25	Not assigned	0
Store Copy	2 X 2.25	Not assigned	0
SelfServe	4 X 6	Not assigned	0
Product Bar Code	0.75 X 1.2	Zebra ZP 450 CTP	1
LSO Shipper	4 X 6	Not assigned	0
USPS Shipper	4 X 6	Zebra ZP 450 CTP	1
USPS Shipper w/Custor	8.5 X 11	OKI MC873(PCL6)	1
Dry Ice	4 X 6	Zebra ZP 450 CTP	1
UPS Shipper	4 X 6	Zebra ZP 450 CTP	2
UPS Pickup	4 X 6	Zebra ZP 450 CTP	1

Assign your 8.5 x 11 report printer next to USPS Shipper w/ Customs

## Alternate Insurance for USPS

USPS insurance is **not** available with Endicia Preferred Rates. If you wish to insure USPS over the free insurance value, you will need to use an Alternate Insurer.

*Note: When shipping, it is important to not enter the amount of "free" insurance, as you will receive an error message back from the Endicia servers when finalizing the shipment.*

Click below get information on how to set up any of the following alternate insurance interfaces.

- ◆ [Endicia Parcel Insurance](#)
- ◆ [Shipsurance](#)
- ◆ [RS Insurance](#)

## Package Details

When shipping, live postage will be deducted from your Endicia account. Postage can be purchased at the time of the transaction automatically, by prompt, or manually, depending on how you set up your Postage Buying options (see page 2).

You have additional options to change the mailing date, buy postage or even turn off Endicia for a specific shipment as needed.

**Review & Confirm** Total shipping cost includes all service charges A635

**USPS Priority Mail Flat Rate®**  
 Expected arrival: 2-4 days No Guarantee  
 Declared value: None

**Ship To:**

Joe Smith  
 7625 S HIDDEN VALLEY DR  
 BOISE, ID 83709-6845  
 USA

**Charges**

Shipping:	\$10.55
Declared value:	\$0.00
Add-Ons:	\$0.00
Labor:	\$0.00
Materials:	\$0.00
Sales Tax:	\$0.00
<b>Total:</b>	<b>\$10.55</b>

Save as

**Contents:**

P

US POSTAGE AND FEES PAID  
 PRIORITY MAIL  
 Feb 27 2018  
 Mailed from ZIP 92069  
 3 lb PM Zone 5  
CommercialBasePrice

endicia.com  
TEST ACCOUNT

---

PRIORITY MAIL 2-DAY

KELLY JOHN  
 804 N TWIN OAKS VALLEY RD STE 122  
 SAN MARCOS CA 92069 0023

Shipped using PostalMate®  
Pkg:229477

TEST ONLY  
DO NOT MAIL

SHIP TO:  
Joe Smith  
7625 S HIDDEN VALLEY DR  
BOISE ID 83709-6845

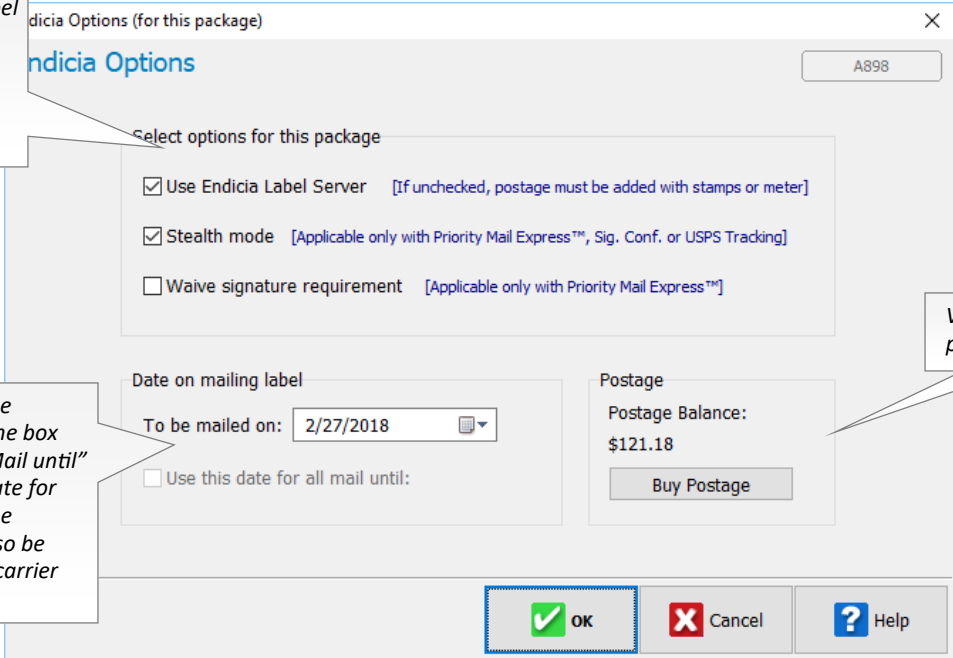
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USPS TRACKING #

0405 5102 0082 8102 4828 37

Choose the **Endicia Options** button for more options (see page 7).

## Package Details Continued...



*Turning off Endicia Label Server will show published rates for the "A" cost, and the shipment will be processed offline.*

*The mailing date can be changed here. Check the box "Use this date for all Mail until" if you want the mail date for the rest of the day to be advanced. (This can also be done by performing a carrier pickup for USPS.)*

*View and purchase postage options.*

The screenshot shows the "Endicia Options (for this package)" dialog box. It includes a title bar with "A898" and a close button. The main area is titled "Endicia Options" and contains a "Select options for this package" section with three checkboxes: "Use Endicia Label Server" (checked), "Stealth mode" (checked), and "Waive signature requirement" (unchecked). Below this is a "Date on mailing label" section with a "To be mailed on:" field set to "2/27/2018" and an unchecked "Use this date for all mail until:" checkbox. To the right is a "Postage" section showing a "Postage Balance: \$121.18" and a "Buy Postage" button. At the bottom are "OK", "Cancel", and "Help" buttons.

## Void USPS shipments in PostalMate

Refund requests are automatically sent to Endicia when voiding a shipment through PostalMate.

- Shipments must be voided prior to performing your end of day carrier pickup for USPS in PostalMate, or within 30 days of the original printing date.
- If a refund request is needed and the package is not eligible for a refund in PostalMate, you will need to log into your Endicia account at [www.endicia.com](http://www.endicia.com). From **My Account**, choose **Tools > Request a Postage Refund**.

## Endicia Postage Purchases Report

This report lists Endicia postage purchases made via PostalMate within a specified date range. (It will NOT include purchases made outside of PostalMate.) This report is in the ".csv" format.

### Printing the report

1. From the PostalMate main menu, go to **Reports > Shipping > Endicia Postage Purchases**.
2. Select a date range and click **OK**.

## Carrier Pickup & USPS Shipment Confirmation Acceptance Notice (SCAN) form

Performing a carrier pickup for USPS in PostalMate will allow you to advance your mailing date for any USPS packages that may go out today, and automatically generate a USPS SCAN form. This form can be scanned by a USPS employee at the time of pickup.

Carrier Pickup

### Pickup Schedule

**Is this your last USPS pickup today?**

<input checked="" type="radio"/> <b>Yes</b>	These are the last USPS packages going out today
<input type="radio"/> <b>No</b>	More USPS packages may go out today

Choosing yes will set the postmark for any subsequent mailings today to the next mailing day.

If this is your last USPS carrier pickup today, choose **Yes** and the postmark for any subsequent mailings today will be postmarked for the next mailing day.

Carrier Pickup

### Package Count: USPS

Recorded in PostalMate

Regular:	2
Drop-Offs:	0
Return	0
<b>Total:</b>	<b>2</b>

**Does this match the physical count?**

**Yes**

**No**

Click No to see a list of packages recorded in

If you don't want to include all packages on today's SCAN form, choose **No**.

Then, checkmark which packages should be included for the pickup. Multiple pickups are acceptable.

You may need to contact Endicia and have them set your account to "manual pickups" for today's shipments to be included on the next day's SCAN form.

Note: Endicia imposes an 8:50pm (Pacific) cutoff time for items to be placed on a SCAN form.

If a SCAN form is available to print with the days carrier pickup, choose **OK** when the print option displays, and the SCAN form will print to your default report printer.

**UNITED STATES POSTAL SERVICE** Shipment Confirmation Acceptance Notice

**A. Mailer Action**

Note To Mailer: The labels and volume associated to this form create. Mail must match the labeled packages being presented to the USPS® employee with this form.

Shipment Date: 2/27/2018

Shipped From: PC Synergy  
 Name: PC Synergy  
 Address: 804 N TWIN OAKS VALLEY  
 City: SAN MARCOS  
 State: CA ZIP+4® 92069

Type of Mail	Volume
Priority Mail Service®	3
Priority Mail Express Service®	0
International Mail®	0
Other	0
<b>Total Volume</b>	<b>3</b>

**TEST ONLY**

**DO NOT MAIL**

**B. USPS Action**

USPS EMPLOYEE: Please scan pickup receipt of mail to be scanned by the local Post Office™. Customer mail to replace.

USPS Tracking

94 757 102 007 93000558709

PS Form 3830, November 2008, PSN 7530-08-000-4335



## Endicia ELS Benefits

1. Additional software is not necessary to install to print USPS Stamps or Labels.
2. To print USPS stamps, a Dymo label printer is required.
4. Postage buying options for Endicia shipments. Set your defaults to **Manual Only, Prompt, or Auto buy** and set the default amount of how much you wish to buy.
5. Voiding USPS shipments in PostalMate will automatically send a Postage Refund request to Endicia. Remember the refunds are not automatic and may take up to two weeks to be applied to your Endicia account.
6. IMbp tracking numbers will not display as a tracking number in PostalMate on the Ship Info label, POS receipt or email notification.
7. Shipments that include add-on's such as USPS Tracking and signature confirmation will be available for tracking in PostalMate's **Find Package** screen.
8. USPS SCAN Form: The Shipment Confirmation Acceptance Notice form will automatically print when performing a carrier pickup for USPS in PostalMate.
9. Certified Mail can be processed through the **Ship a Package** screen and the label will included the certified information in the tracking number. No need to use certified stickers.

## Endicia ELS Restrictions

1. Endicia Label Server does not support Registered Mail (ELS may be turned off on the **Review & Confirm** screen and Registered Mail will be available to perform offline).