GETTING STARTED

Enhanced Mailing & Shipping

- Log In
- Shipping Selection
- Checkout
Enhanced Mailing & Shipping (EMS)

- Browser-based solution for shipping and mailing from your desktop

- Rate/delivery shopping for optimal shipping

- Prints a “Request To Send” form (RTS) from the user’s desktop printer that accompanies your package throughout the shipping process
The EMS User Names and Passwords are created using the EMS Password Maintenance feature.

Only Administrator level users will have access to the EMS Configuration page.

The user may choose their user name from the drop-down list and enter their password.
TIP: If you are trying to send multiple certified pieces, simply check “batch of mail” and the box for certified mail (on slide 7).
ADDRESS SELECTION

- Addresses may be newly created or selected from EMS Address Book
- Addresses can be suppressed based on the needs of the agency
CARRIERS SELECTION

**Select Carrier**

TIP: Make sure you use a certified envelope when sending certified mail.
BEST WAY CALENDAR

- Best Way Calendar appears when selected
- The user may click on the desired service to select it.
ACCOUNT SELECTION

Account Information Must Include: Business Unit, Department Code

Enter Agency Account Information
Agency Users can add notes or special instructions to the RTS.

Notes will be printed on the RTS form & will also appear on the EMS screen when scanned.

Enter Notes or Special Requirements

Check the “Clear Form After Submission” box to clear the form after printing.
SHIPPING NOTES

- The user may choose to not check the “Clear Form After Submission” check box which will retain the User’s selections for the next item to be processed.

- The Submit button will print out the RTS form on the user’s printer and send the electronic request to the EMS database.

- Attach the Request To Send (RTS) form to your to the letter, package, or batch of mail and place in your outgoing mail box.
SHIPPING NOTES

- Mailroom Operation scans barcode upon receipt
- All original selections populate the EMS screen including:
  - Ship To address
  - Selected Carrier and Service
  - Selected Account for chargeback
  - Shipping notes
QUESTIONS?

You can contact:

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