



Defaults to assigned agency

Accounts

BMV - 1

Enter 0 to populate business unit;
select appropriate BU

Business Unit

Enter 7 to populate all account
codes; select appropriate code

System Mail Code

Enter optional reference

Reference Field

Reference Field

Enter number of mail pieces

Mailing Details

Number of pieces

0

Requested Mail Class

Requested Mail Class – First Class

Comments/Handling

Modify Services to add “Certified
Mail” and or “Return Receipt”

Extra Services

☐ Irregular Shape Envelope

☐ Insurance

Declared Value

☐ Registered Mail

☐ Restricted Delivery

☐ Registered COD

☐ COD

☒ Certified Mail

☒ Return Receipt

OK

CANCEL

Mailing Details

Number of pieces

1

Requested Mail Class

First Class Mail

MODIFY EXTRA SERVICES

Print (Download) RTS and attach to
mail piece

PRINT RTS