

Quick Steps to Succeed with ConfirmDelivery



ConfirmDelivery™ is a feature-laden web-based solution that simplifies and enhances every step of the Certified Mail process. Once your account is set up, it is easy to create, mail, track and report on your critical mail pieces. Use the following steps to start saving with ConfirmDelivery today!

1 Register

Register at www.ConfirmDelivery.com

- Simply register by providing contact information and creating user accounts. You may customize departments, access rights, user names and passwords.

2 Order

Order Transactions & Supplies

- Place an order for transactions. (We recommend a three-month supply based upon your estimated usage.)
- Your account will display credits corresponding to the quantity of your order.
- You'll automatically receive supplies for sending ConfirmDelivery mail at no additional expense.

3 Create

Create Your Mail With ConfirmDelivery

- With supplies on hand, your registered users can process and track Accountable Mail through ConfirmDelivery selecting:
 - Delivery Confirmation™
 - Signature Confirmation™
 - Certified Mail™ with Return Receipt (Electronic)™
 - Certified Mail without Return Receipt (Electronic)
- Users can produce address labels and complete mailings at their desks.

4 Postage

Meter Your Mail

- To ensure proper USPS® handling, apply the appropriate postage to each envelope.
- Remember that First-Class Mail® postage rates vary based on weight and service level (Delivery Confirmation, Signature Confirmation, Certified Mail).

Or Apply Postage Electronically

- Seamlessly apply postage through ConfirmDelivery's Electronic Verification System (eVS). Save time, steps and expense when you finish the process at your desk with eVS.

5 Track

Track Your Mail

Track by any of the following criteria:

- Name or Company Name
- Street Address or P.O. Box
- City
- State
- Zip Code™
- Internal Reference Number
- Delivered
- In Transit
- Undeliverable
- Not Yet Scanned

6 Reports

Mail Reports

ConfirmDelivery provides mail status and delivery reports that may be printed directly from the website:

- Service Reports
- Delivered Reports
- In Transit Reports
- Undeliverable Reports

AutoSignature™ service will automatically email your most recent Return Receipts (Electronic) on a daily basis. They will include:

- Tracking Number
- Delivery Date and Time
- Recipient's Signature
- Recipient's Address
- Internal Reference Number
- Personal Memo

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