

## How Do I create and print out a receipted mail label?

Go to the Home Page of the “SendSuite Desktop - Receipted Mail Package Tracking System” website and choose the “Create Label” tab. Then enter your information into the following fields:

- *To:* Select the department name from the drop down list where the package is being delivered to. Then to the right, select the department address from the drop-down list where the package is being delivered to. The Mail Stop/Route Details box is pre-populated which contains the details for the selected address.
- *Recipient Name List:* - Select the name of person who will receive the package from the drop-down list. (If you are sending the package to the department and not a specific person, select the “Mailroom” option at the top of the list and the word “Mailroom” will be pre-populated in the Recipient’s Name text box.) If the person you are sending the package to is not found in the list you can enter the name and email for the person into the Recipient’s Name and Recipient’s E-mail text boxes.
- *Recipient’s Name:* - Type in the name of the person who will receive the package. If the recipient’s info is listed in the Recipient Name List drop down, this field will be pre-populated.
- *Recipient’s E-mail:* - Type in the email of the person who will receive the package. If the recipient’s info is listed in the Recipient Name List drop down, this field will be pre-populated.
- *Remarks:* - Type additional comments for the package. A maximum of 100 characters can be selected. If you type more than 100 characters, the remaining characters will be truncated from the remarks section.
- *From:* - The department name is pre-populated when logging in. However, you must open the address list on the right and select a Sender address.
- *Sender Name:* - The Sender Name is pre-populated when logging in. This field can be edited.
- *Sender Email:* - The Sender Email is pre-populated when logging in. This field can be edited.
- *Mail Type:* - Select from the drop-down list whether: Small Envelope, Large Envelope, Box, Package, Locked Pouch, Unlocked Pouch, or Other.

The data fields listed below are “Required fields” and must be selected and populated or an error message will appear as “\* Required “, when attempting to “Submit” your label for printing:

- *To:* (Department and Address)
- *Recipient's Name*
- *From:* (Department and Address)
- *Sender Name:*
- *Mail Type:*

When finished click the “*Submit*” button to go to the “*Verification Screen*” which allows you to review the data that will appear on your finished label. Choose the “*Edit*” button to return to the form to make corrections if needed and re-submit.

Once satisfied with the contents of your label, choose the “*Print*” button. This will take you to a “*Print Preview*” of your final label which consists of (2) identical sections and will print out onto a standard letter size paper. (This is your last chance to edit your label by choosing the “*Close*” button to return to the “*Verification Screen*”).

To print out your label choose the “*Print*” button. This takes you to your offices “Print Options” screen where you choose your printer settings before selecting “*Print*”.

Once printed, cut out the (2) labels and attach the “*Package Copy*” securely to your package. The “*Department*” copy is a “back-up” for your files.

To return to create a new label, choose the “*Close*” button to return to the “*Verification Screen*” then choose “*Edit*”.

*Note: If you want to create multiple labels with the same information as the last one, you can select “Edit” on the “Verification Screen” and re-submit. This will generate a new tracking number for each label. Please remember that multiple packages going to the same recipient require separate labels for each package.*