

## Pitney Bowes My Account Registration

You will need to go through this process during your initial registration process and then again when you have a new account number that you want to manage online.

### Orders

To access information under 'Orders'

**United Kingdom Customers:**

You will need your customer 'Account Number' and 'Postcode'.

**Republic of Ireland**

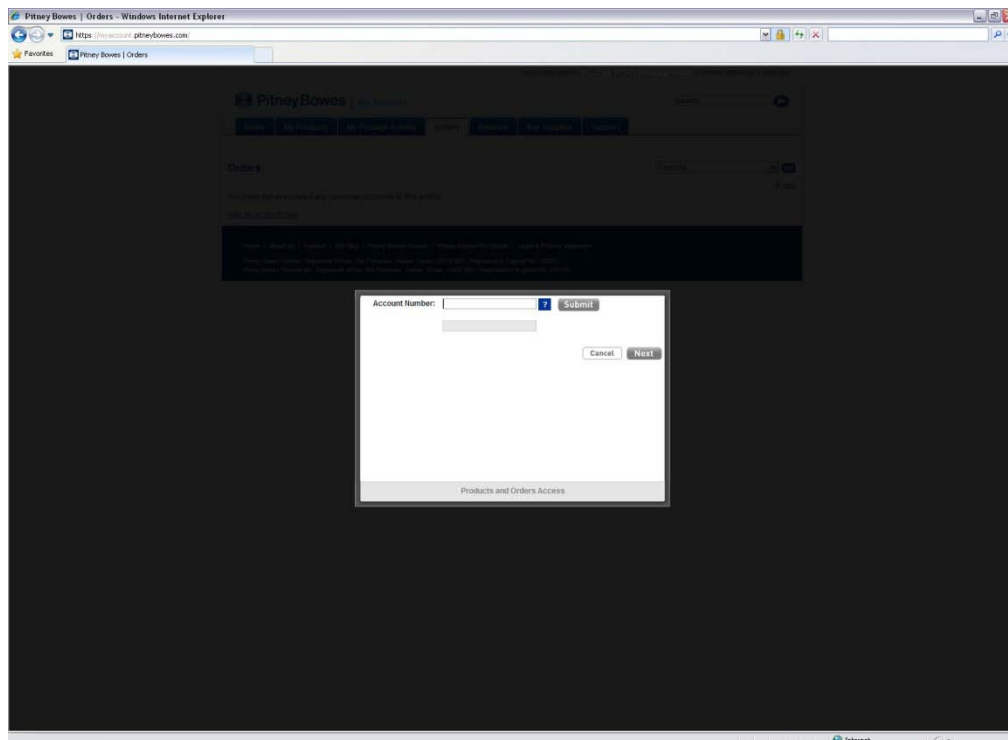
You will need your customer 'Account Number' and a Pitney Bowes 'Order Number' ('Order Number' should be less than 12 months old).

Access to this level will give you the following information:

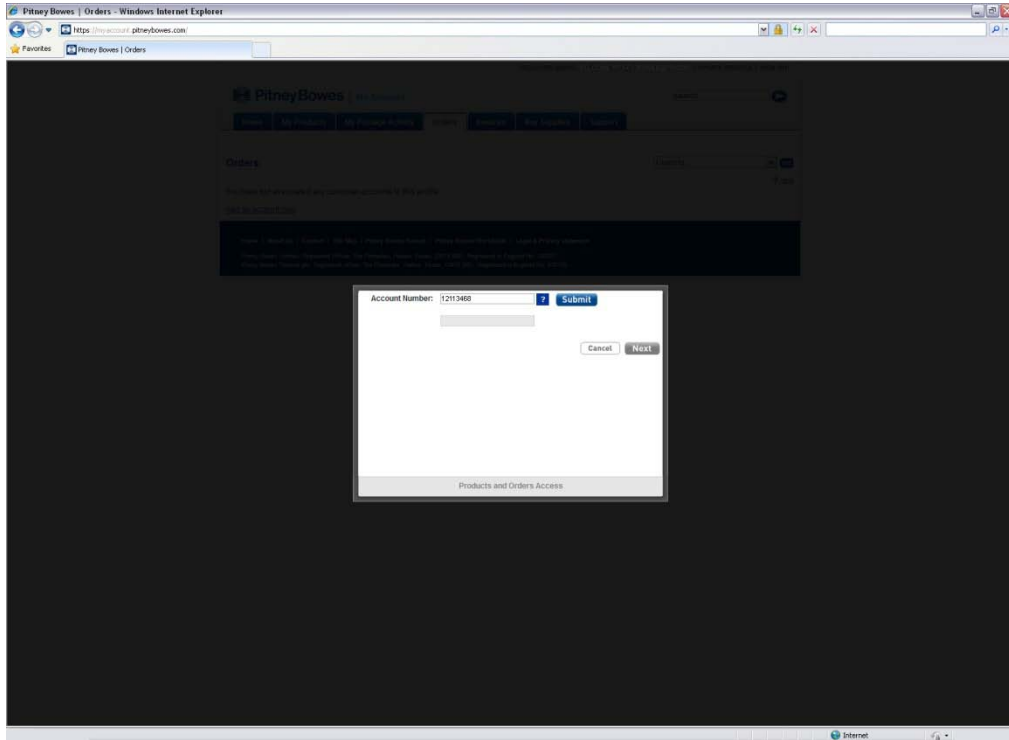
- View all your existing orders
- Track the progress of orders
- Print orders you have placed

### To access information under 'Orders'

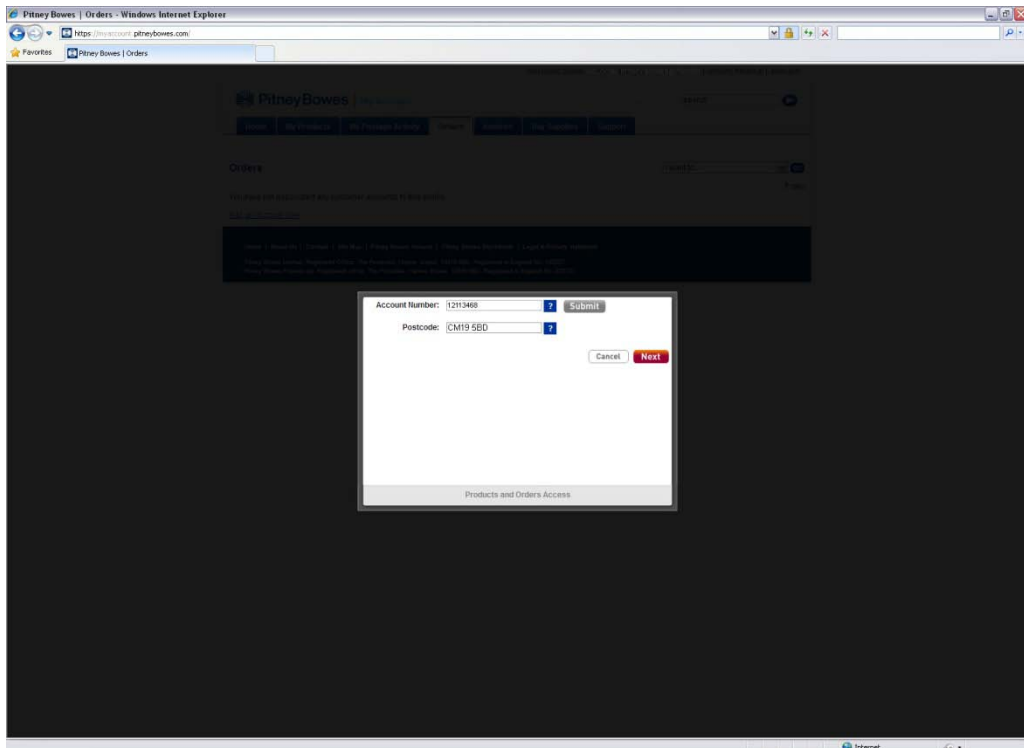
1. If you have not already been presented with the screen below click on the 'Add an account' link.



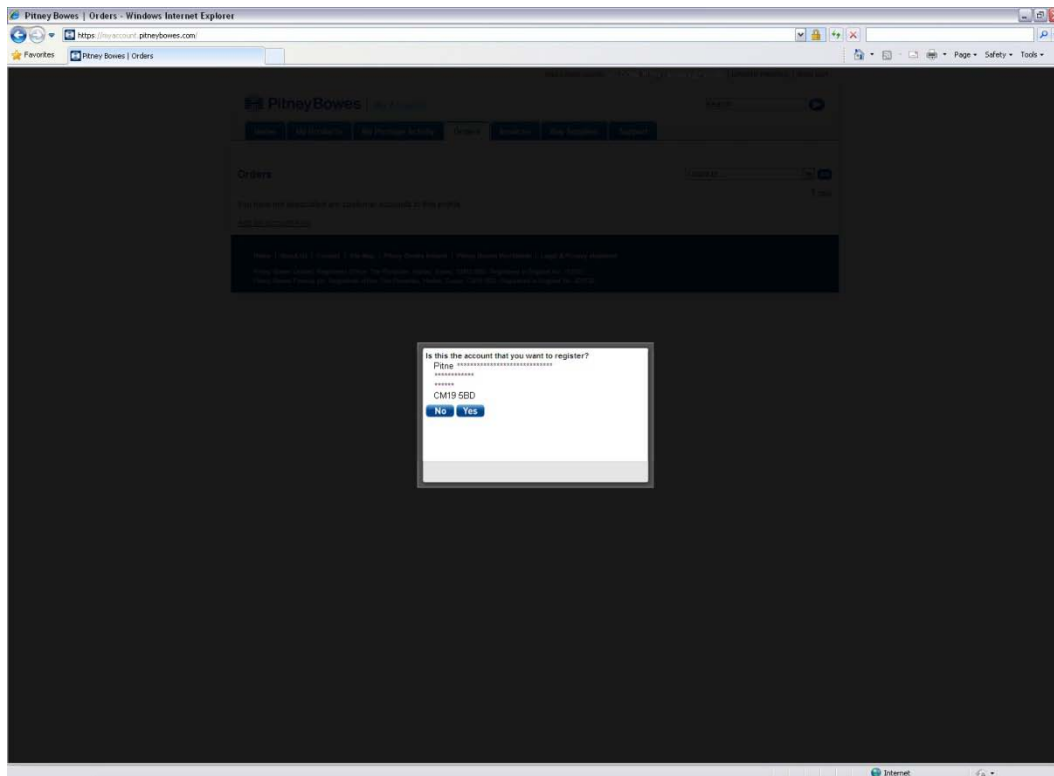
2. Enter your 'Account Number' and click the 'Submit' button.



3. Enter your 'Postcode' or 'Order Number' ('Order Number' should be less than 12 month old) and click the 'Next' button.

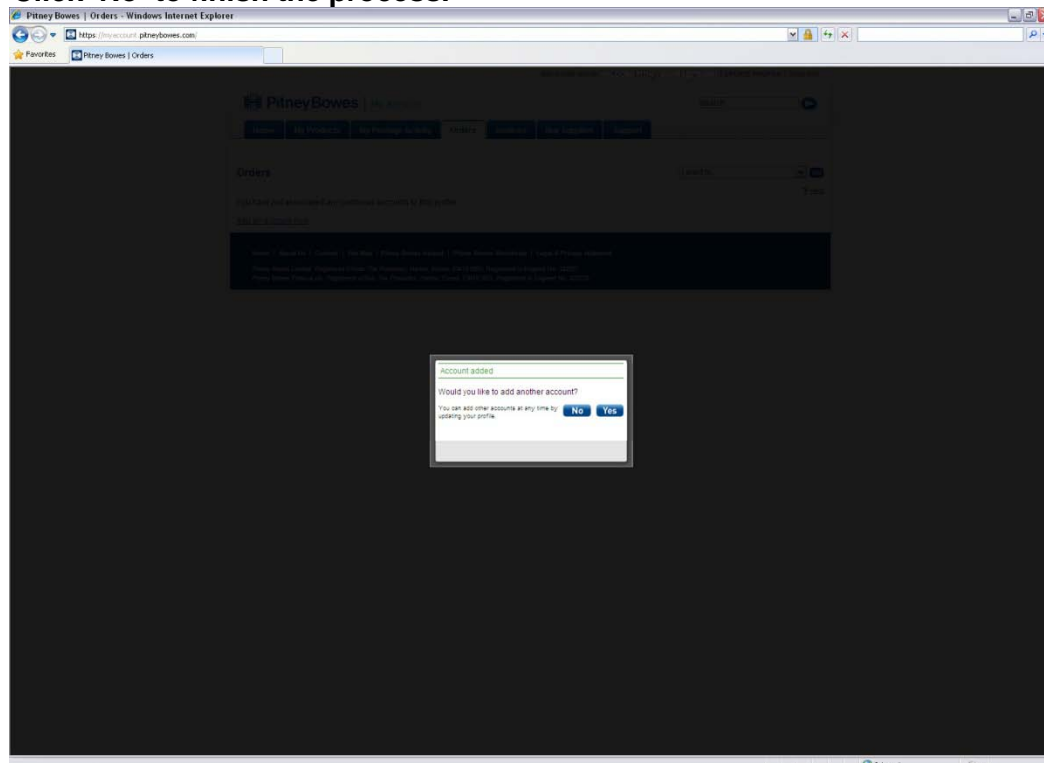


4. Click 'Yes' to confirm that the details presented are correct.  
Click 'No' to go back and make amendments.

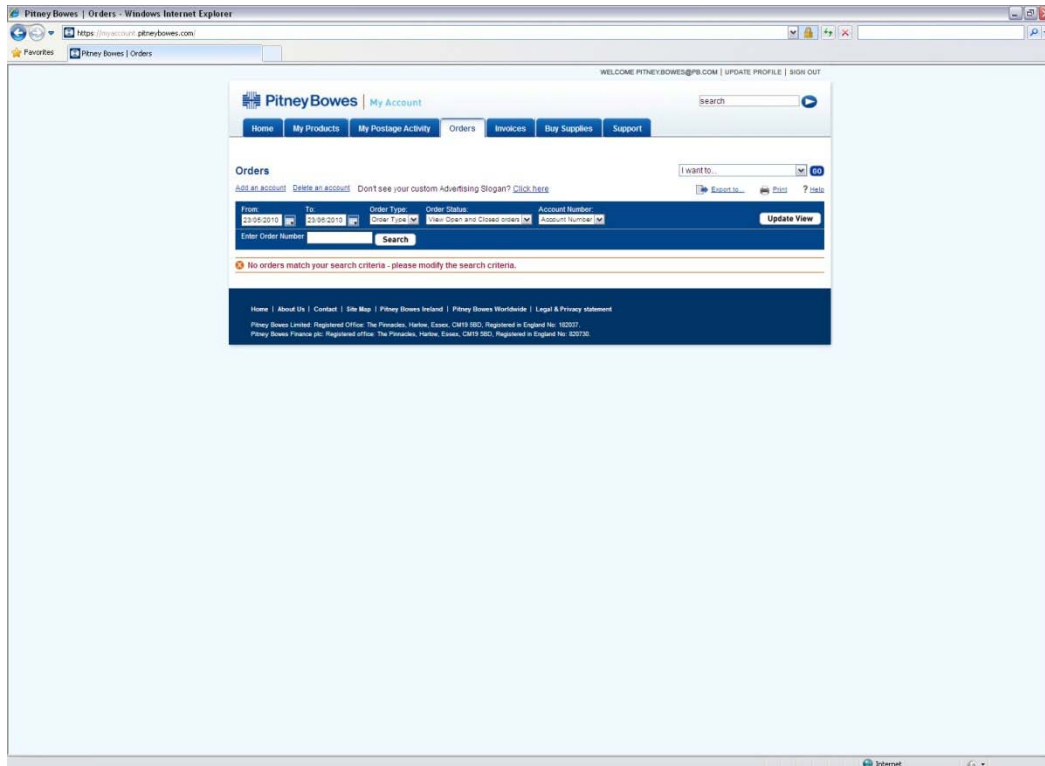


5. Click 'Yes' to add an additional account if you want to.  
You can add additional accounts later on.

Click 'No' to finish the process.



6. You can enter an 'Order Number' and click on the 'Search' button or you can enter a 'From' date and a 'To' date and click on the 'Update View' button to the right.



7. That's it your done. Now you can view information under 'Orders'.

