

# How to print a USPS® Trackable Label using the Shipping app on SendPro® P-Series

Are you sending a large envelope or package?

**YES**

Follow the steps below using Print Shipping Label.



**NO**

Use Run Mail for general purpose mail.



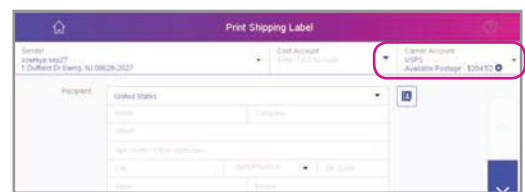
## 1. Tap Print Shipping Label

These printable 4x6 labels include a barcode for secure, free tracking of your envelope or package.



## 2. Add postage

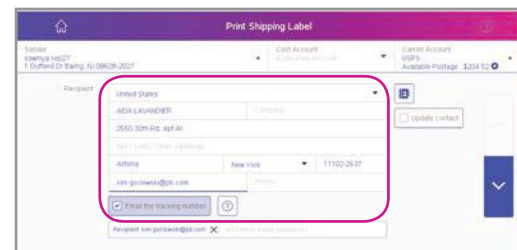
The Trackable Label application uses a separate online account for USPS. Tap on the Available Postage and follow the prompts to refill postage from your Purchase Power account.



## 3. Enter or select your recipient's address

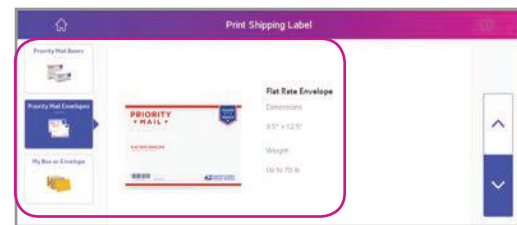
Every address that you enter can be saved.

You can also import a list of addresses by going to [sending.us.pitneybowes.com](https://sending.us.pitneybowes.com) on your computer.



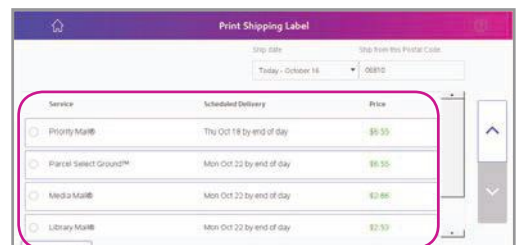
## 4. Select a package type

Select the package type for what you're sending. Follow the prompts to calculate the weight and rate.



## 5. Select a service

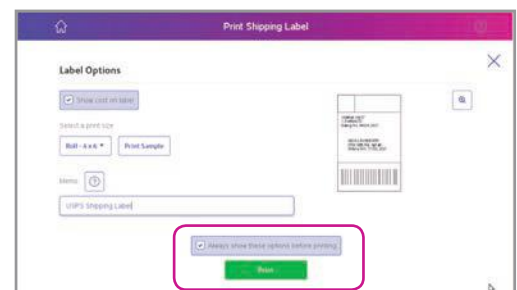
You can compare the cost and delivery speeds available. Select the service that meets your needs.



## 6. Print the USPS Trackable Label

Print to an attached label printer or compatible report printer.

For tracking, go to Home screen and tap History.



# How to print a USPS® Trackable Label using SendPro® Online

Are you sending a large envelope or package?

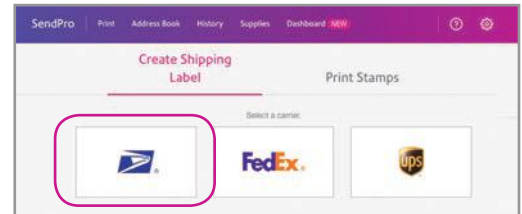
**YES**

Follow the steps below using Create Shipping Label.



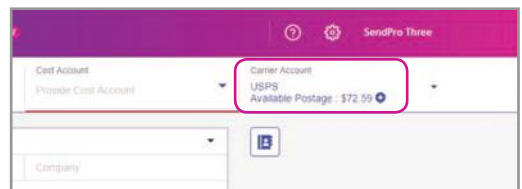
## 1. Sign in to your SendPro Online account at sending.us.pitneybowes.com or from Your Account

From the homepage, click the USPS logo. These printable 4x6 labels include a barcode for secure, free tracking of your envelope or package.



## 2. Add postage

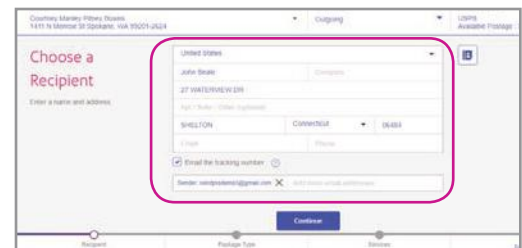
The Trackable Label application uses a separate online account for USPS. Tap on the Available Postage and follow the prompts to refill postage from your Purchase Power account.



## 3. Enter or select your recipient's address

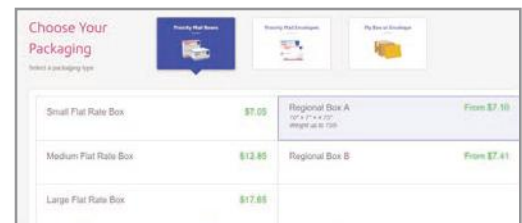
Every address that you enter can be saved.

You can also import a list of addresses by going to sending.us.pitneybowes.com on your computer.



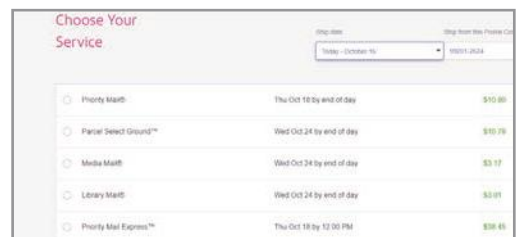
## 4. Select a package type

Select the package type for what you're sending. Follow the prompts to calculate the weight and rate.



## 5. Select a service

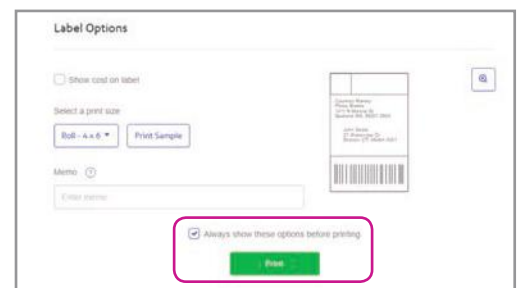
You can compare the cost and delivery speeds available. Select the service that meets your needs.



## 6. Print the USPS Trackable Label

Print to an attached label printer or compatible report printer.

For tracking, go to Home screen and tap History.



# USPS® Trackable Label FAQs

## How do I know when to use a Trackable Label?

Use a Trackable Label to get the best pricing and detailed delivery history for Priority Mail® and other USPS package services. Almost anything you send over 13 ounces qualifies. Trackable Labels provide virtually the same benefits and packaging options as using labels for carriers like UPS® and FedEx®, along with a similar process.

## Why should I print a Trackable Label instead of postage tape from my meter?

With a postage tape, you likely give up the ability to track what you're sending. You also won't get access to USPS rate discounts, which can save up to 39% per piece. (Discounts may vary based on choice of packaging, weight and ZIP Code™.) Finally, just like with UPS or FedEx, a Trackable Label helps ensure that your addresses and rates you pay for your chosen services are accurate. This eliminates guesswork that can cost you extra money or delay a delivery.

## Why do I have to put postage into an online account to print a Trackable Label?

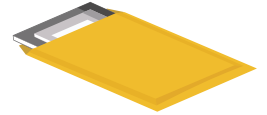
This is a new process we've introduced to help you use trackable items from either the P-Series device or any computer with internet access. From now on, you will shift money from your Purchase Power account to an online shipping account, so you can send Priority Mail and other trackable items from your computer as well as from your device. The choice is yours.

## Where can I go for more details on sending Priority Mail and other trackable items?

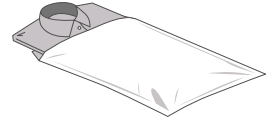
Visit [sending.us.pitneybowes.com](http://sending.us.pitneybowes.com) to sign in to your account from your computer. From there you can access support files and other information to help you make the most of your P-Series device and online shipping account.

## Mail eligible for Trackable Labels

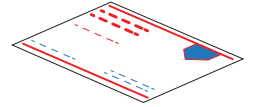
Thick envelopes



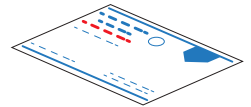
Poly mailers



USPS flat rate envelopes



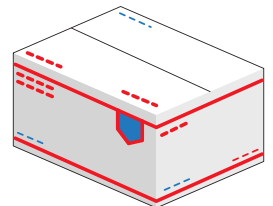
USPS non flat rate envelopes



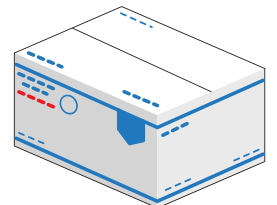
Boxes



USPS flat rate boxes



USPS non flat rate boxes



Tubes

