



Transfer your Address Book/Contact List to SendPro[®].

In pbSmartPostage[™]

- 01. Click on Address Book from top menu
- 02. Select Export Contacts

Learn more Supplies ✓ Address Book ✓ Set upgraded to SendPro at no a rtPostage for 983 more day View Address Book Verify An Address ro now to print ship about this free upg Import Contacts Import Contacts ick Shipping

03. An **Excel/.CSV** file will be generated, please save that file to your computer.

	Plint *	History ~	Sup	plies Y	Addres
Manage	Cost Accou	unts			
The maximur	m number of cos	at accounts is 100	0.		
You can turn	off Cost Account	ts using the butto	ns below. O	nce they are tu	rned off, C
) want to us	e Cost Accounts	I don't want to us	e Cost Accou	nts	
	C C				

In SendPro

- 01. In top menu, click on Address Book
- SendPro Print Address Book History Supplies
- 02. Click on Plus Sign icon to add new addresses

SendPro Peer Adams look the	0	
Address Book		
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03. On the Add Contact Screen, select Import Multiple Addresses and press browse.



04. Select .CSV file from pbSmartPostage export and press Continue.

Add one address	Import multiple addresses
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terminal a contemporter	
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United States 3001 Summer Street Stamford, CT 06926-0700

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Transfer your Cost Accounts to SendPro[®].

In pbSmartPostage[™]

01. Click Settings on top menu bar and select Manage Cost Accounts.

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SendPro a	at no additional e e days. Click he	cost. Try SendPro no are to learn more abo	w to print ut this free	Choose Defaul Get Auto Posta Mangine Cost A	t Settings ge Refil	×
Print S	itamps	One Click S	Shipping	View Payment	Into Method	-

02. Select Export



04. An Excel/.CSV file will generate, please save this file to computer.

In SendPro

01. In top menu, click on the **gear symbol** on top right and Select **Cost Accounts**.

		0	٢
		Application Settings	Personal Settings
abel	Р	Shipping Carriers	Label Options
Select a carrier		Cost Acquints	Stamp Options Email Notifications

02. Check 'I want to use Cost Accounts', then hit the plus sign icon to Add New.

Cost Accounts		
The can analy? The yeat of each shipment	the is particular account, by here you have thank of how po	n sybhind bryns yw
I want to use Cost Accounts	our's want to use Cost Accounts	
Preguine mist account for all argument	Theighte cost account for adding postage	
Add New		
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03. Under Add New Cost Account, select Import Multiple Cost Accounts.

Add New Cost Acco	unt
Add Single Cast Account	Import Multiple Cost Accounts

04. Select pbSmart .csv file and hit Continue.

