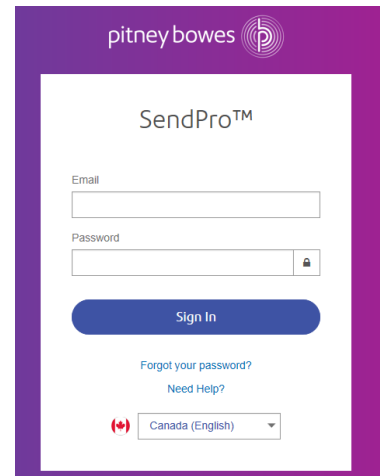
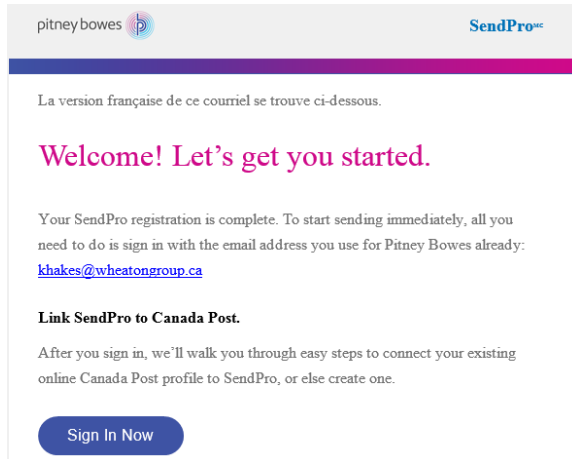
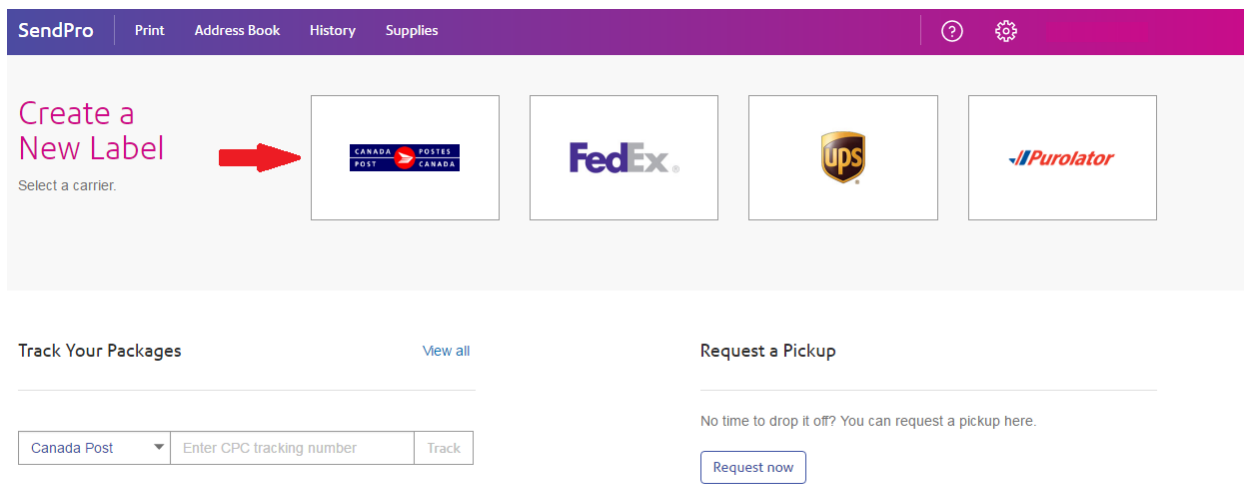


SendPro™ Instructions



If you are unable to locate your welcome email please go to the “Your Account” page and select the SendPro™ Application. If you have not previously logged on to your Pitney Bowes account please go to the SendPro™ link and use the “Forgot your password” function to reset your password.
<https://login.pitneybowes.com/sendpro>

Once in the application you will then be able to set up each Carrier by selecting the appropriate icon.




The SendPro™ application will walk you through the Carrier set up process. When setting up Canada Post SendPro™ will provide the Canada Post customer number and Pitney Bowes supplier account number directly. If clients have an existing Canada Post profile they should select “Yes”. If you do not have a profile you can set this up directly from within the application.

Please see the following pages for instructions on on completing your Canada Post registration.

Let's connect your Canada Post account to SendPro.


To use your Canada Post account in SendPro you'll first need to add some information through Canada Post's website. Over the next few screens we'll walk you through this process. Once your Canada Post account is connected to SendPro you can use your special rates.

Do you have an online profile set up on Canada Post's website? 

Print these instruction for easy references 

Use these numbers to complete setup for

You have a Solutions for Small Business account with Canada Post.

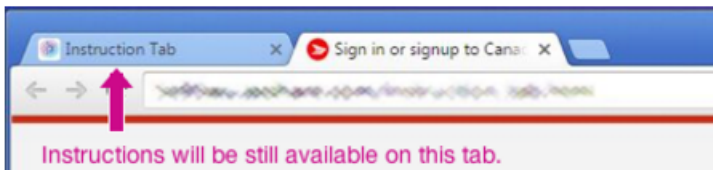
 Canada Post customer number **1234567**

Business postal code **L4W 5C7** (associated with your account)

Pitney Bowes Supplier account number **12345678**

Need help? Contact Canada Post support at 866-511-0546.

1 **Start setup.** Click the **Start Setup** button below. You'll see Canada Post's site open in a new browser tab



Keep the tab containing these instructions open so you can refer to them during setup.

Start Setup

Click this button to open Canada Post's sign in page.

Let's connect your Canada Post account to SendPro.


To use your Canada Post account in SendPro you'll first need to add some information through Canada Post's website. Over the next few screens we'll walk you through this process. Once your Canada Post account is connected to SendPro you can use your special rates.


Do you have an online profile set up on Canada Post's website? 

No, I need to set up a new profile 


Print these instruction for easy references

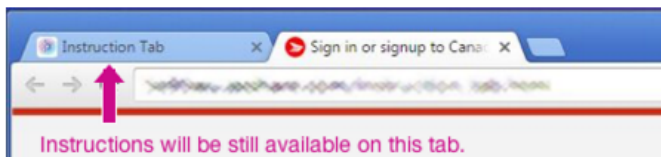
Use these numbers to complete setup for

You have an Enterprise Account with Canada Post.
 Canada Post contract number should be on your company records 

 Canada Post customer number 1234567
 Business postal code L4W 5C7 (associated with your account)
 Pitney Bowes Supplier account number 0012345678

Need help? Contact Canada Post support at 866-511-0546.

 **Start setup.** Click the **Start Setup** button below. You'll see Canada Post's site open in a new browser tab




Keep the tab containing these instructions open so you can refer to them during setup.

Select Solutions for Small Business or Enterprise based on instructions. Enterprise clients will also require their Canada Post agreement number (available from Canada Post).

Please use the Canada Post customer number provided. If you have an existing Canada Post customer number and this matches the number provided, chose "Sign In" on the Canada Post site. If this does not match, use the customer number provided by Pitney Bowes and select "Sign Up".

Select Sign Up




Create your Canada Post profile

For personal or business use

- Speed up shopping.
- View your order history.
- Track your service tickets.

[Sign up](#)



Sign in with your Canada Post or epost profile

Username:

Remember Me [?](#) [Forgot Username?](#)

Password:

[Forgot Password?](#)

[Sign in](#)

Solutions for Small Business™

Join when you create your profile. It's free and includes:

- Discounts on shipping, mailing and more.
- Access to time-saving tools and shipping applications.

epost™

Included free with your Canada Post profile. You get:

- Your bills, all in one place.
- Trusted by banks.

Create your Canada Post Profile and enter your Postal Code (provided)




Create your profile



- Profile information**
- Profile type
- Contact information
- Confirmation

Profile information

 Canada Post is committed to ensuring the privacy of your contact details.

All fields are required.

Email address


Username (Must be 1 to 32 characters and can contain letters, numbers and up to 1 period and 1 underscore)

Password

[Show password](#)

Complete Small Business or Enterprise Set Up (Use Customer Number provided by SendPro)



 Select a profile type to continue creating your profile.

Small Business

Enterprise

The Canada Post Solutions for Small Business™ program has been tailored to offer small businesses powerful ways to operate more productively and profitably.


Use your Solutions for Small Business profile to:

- Save up to 40% on international shipping and up to 28% on shipping in Canada.
- Access e-commerce solutions that help you sell online.
- Save up to 15% on select direct mail services.

Select and continue

I have a customer number

Enter Canada Post Credentials



Small Business
Enterprise

Create an online profile for an existing enterprise (commercial) account.

Use your enterprise profile to:

- Access our online services for e-commerce, shipping, logistics, marketing and more.
- View your account and billing details.


Customer number

Canada Post contract number

Business postal code

[Create an enterprise profile](#)

Enter Contact Information



Contact information

Job title

Title (optional)

Please select
▼

First name

Last name

Phone number type


Mobile
▼

Phone number

Format: 555-555-5555

Ext (optional)

[+ Add another number](#)

Contact business address Powered by  AddressComplete.

Start typing an address or postal code

[+ Change the address](#)

S9H0L5

Language preference

English

Français

Add the Supplier Account provided in SendPro™ instructions and confirm.



Method of Payment

Please select your default method of payment. The method you select will be used for authorized transactions by Canada Post on behalf of Pitney Bowes

You can change or update it at any time when you sign in to Canada Post.

Select your default method of payment

Your Supplier Accounts

Customer Number

Agreement Number

Please select your parcel agreement.

Supplier name
Pitney Bowes

Supplier Account number

If you select this supplier account it will also become your default method of payment.

You can change or update it later when you sign in to My Canada Post account in your profile settings.

Complete Terms and Conditions

FRANÇAIS



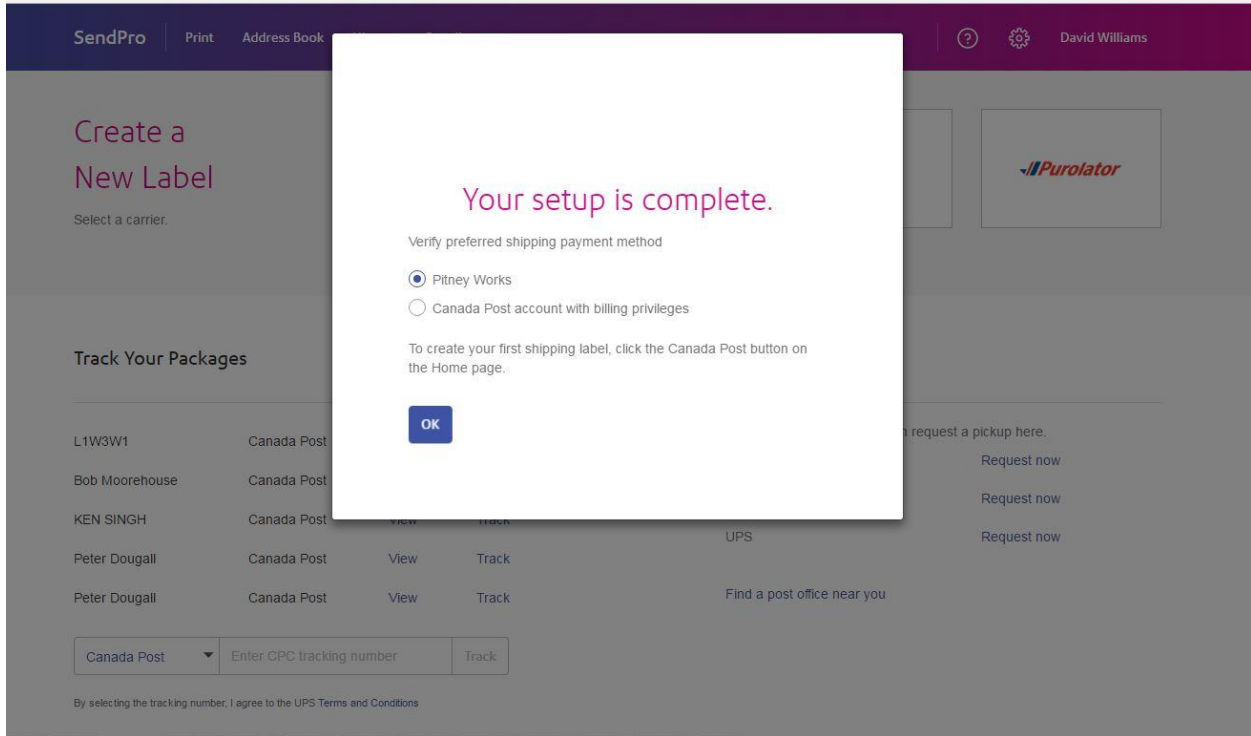
Terms and Conditions

By agreeing to the terms and conditions below:

- You are authorizing Canada Post to charge your selected method of payment for transactions conducted on your behalf by Pitney Bowes.
- You are granting Pitney Bowes access to information in your Canada Post account and online profile (excluding credit card or account numbers and payment data).

[View complete Terms and Conditions](#)

The Canada Post site will return you to SendPro™ when complete. You are ready to go.



The screenshot shows the SendPro web application. A modal dialog box is centered on the screen with the following content:

Your setup is complete.

Verify preferred shipping payment method

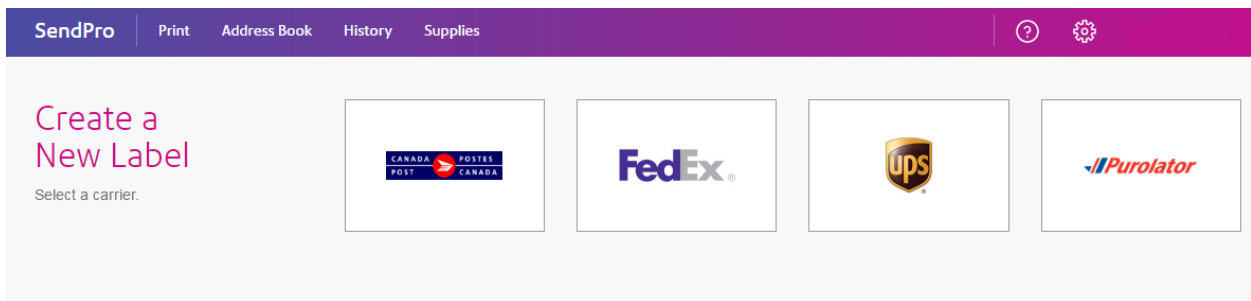
- Pitney Works
- Canada Post account with billing privileges

To create your first shipping label, click the Canada Post button on the Home page.

OK

The background interface includes a top navigation bar with 'SendPro', 'Print', 'Address Book', and a user profile 'David Williams'. The main content area is titled 'Create a New Label' and 'Track Your Packages'. The 'Track Your Packages' section contains a table of packages:

Tracking Number	Carrier	View	Track
L1W3W1	Canada Post		
Bob Moorehouse	Canada Post		
KEN SINGH	Canada Post	View	Track
Peter Dougall	Canada Post	View	Track
Peter Dougall	Canada Post	View	Track



This screenshot shows the 'Create a New Label' section. It features a header 'Create a New Label' and a sub-header 'Select a carrier.' Below this, there are four buttons for carrier selection:

- Canada Post (with logo)
- FedEx (with logo)
- UPS (with logo)
- Purolator (with logo)

Track Your Packages

[View all](#)

Canada Post

By selecting the tracking number, I agree to the UPS [Terms and Conditions](#)

Request a Pickup

No time to drop it off? You can request a pickup here.

- Canada Post [Request now](#)
- FedEx [Request now](#)
- UPS [Request now](#)

Shipping with SendPro™

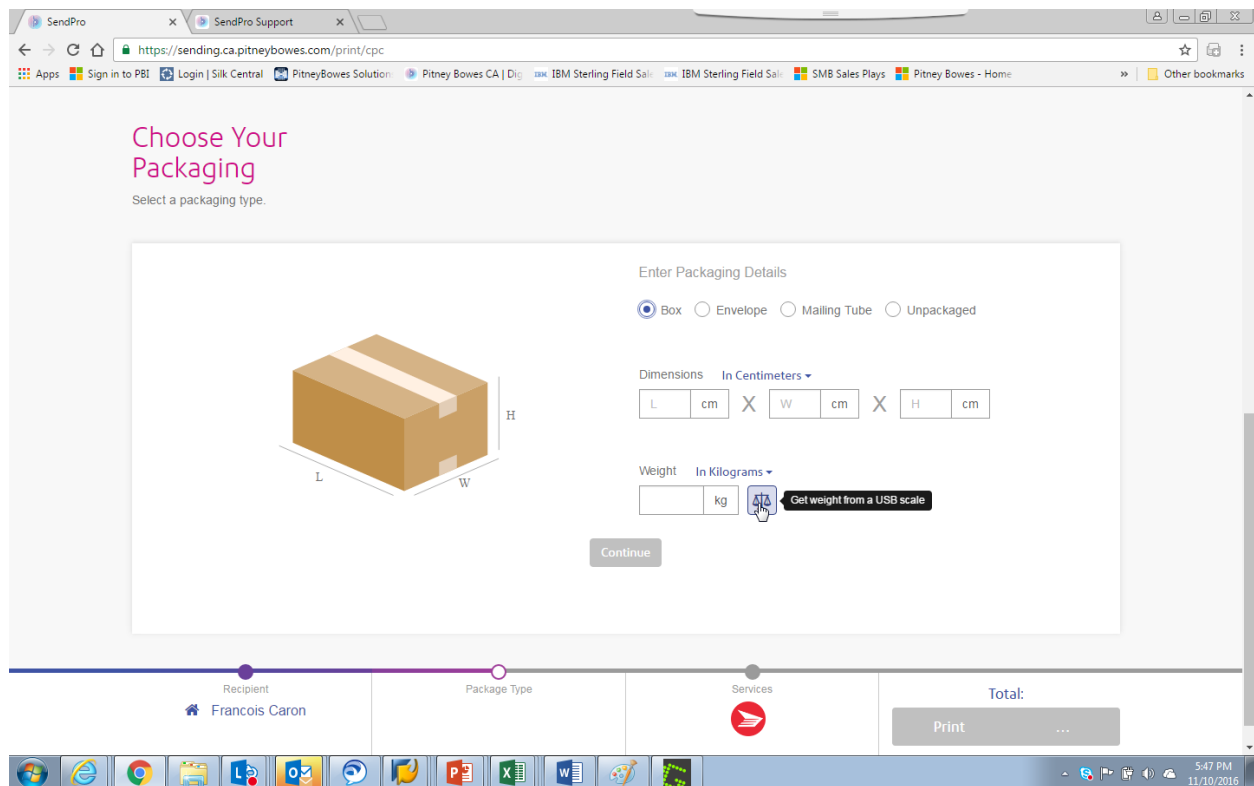
Once the set-up is complete and the Supplier Account has been added you will be brought back to the application. You can then select their Carrier and begin Sending. SendPro™ ships with all Carriers using 4 simple steps.

1. Select your recipient
2. Select your package type
3. Choose your service
4. Print your shipping label

Connecting your printer or external scale

SendPro™ supports existing 1E26 thermal label printers along with a number of SendKit options. If you are adding a scale or thermal label printer SendPro™ will prompt to download the appropriate driver for your PC or MAC computer. Please note that administration rights may be required to install the printer and scale drives. Contact your local I.T. support if required. Drivers are also available on the Pitney Bowes website at;

<http://www.pitneybowes.com/ca/en/support/sendproapp.html?getting-started>



SendPro™ is designed to provide an easy-to-use interface that allows clients to access the best rates from their Carrier and superior control over your shipping process.