

Signing Up for MyOneFP.com



FP Mailing Solutions • fp-usa.com

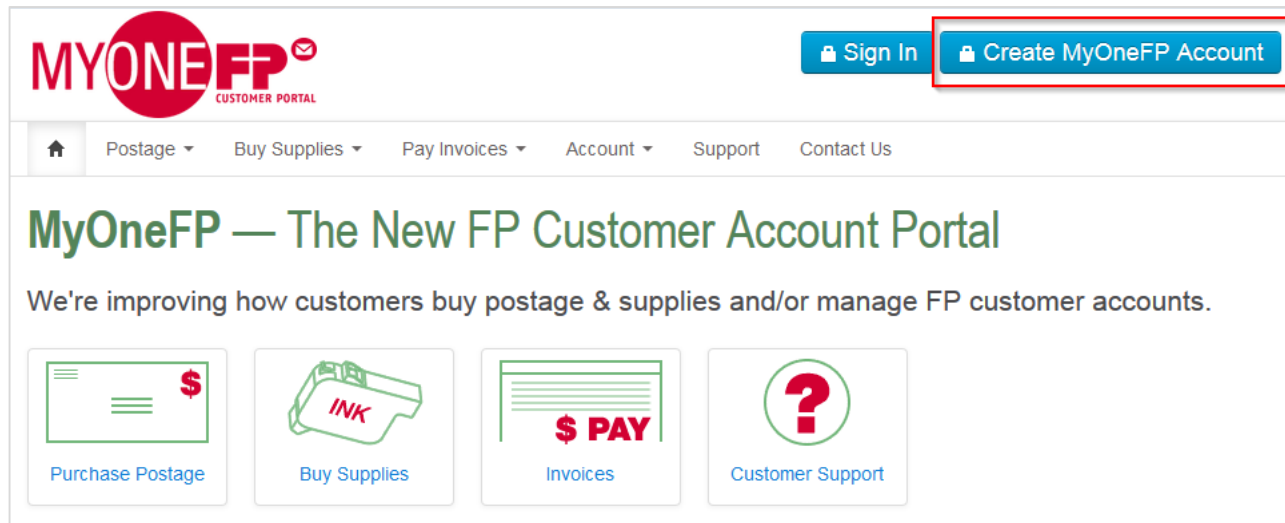
On June 1, 2015 we changed our customer portal to a new platform that requires customers to create new portal accounts.

There are four steps:

1. Go to Create MyOneFP Account page.
2. Enter your customer number, email address, and desired password.
3. Enter your meter serial number and billing zip code (or other identifying info).
4. Verify your email address by clicking a link in a verification email message.

STEP 1

Go to the [Create MyOneFP Account](#) page.



STEP 2

Enter your customer number, email address, and desired password.

Step 1 of 2: Enter your customer information

* Customer Number

* Email

* Password

* Confirm Password

Customer Number

Also called “Customer ID” or “Account Number”. (See figure to the right for help.)

Email Address

This is typically the email address you most often use for business communication. (Multiple individuals from your business can access your FP customer account by signing up on MyOneFP with different email addresses.)

Password

The password must be at least six characters long.

Find Your Customer ID/Account Number

Your Customer Number is 9 digits long, beginning with 4, 5 or 6.

4000xxxxx 5000xxxxx 6000xxxxx

Your Customer Number is printed on three different paper documents FP mails to you. If you can't locate one of these documents, please contact Customer Service for help.

R/PIN (WELCOME) LETTER



FP Mailing Solutions
140 N. Mitchell Ct.
Addison, IL 60101
United States
800-341-6052
www.fp-usa.com

COMPANY NAME
123 STREET ADDRESS
MAYFIELD, IL 60101
PAT LASTNAME

R/PIN (Welcome) Letter

FP Account Number: 60000000 ← **Customer ID Number**

Dear PAT LASTNAME

Meter Serial Number

Thank you for recently joining the FP Family - We're glad to have you! This is a confidential mailing to notify you of your new FP PostBase Mailing System's unique #Temporary Personal Identification Number (RPIN) and CBP Passphrase. These numbers are important as you will need them to access certain features & functions of your FP PostBase Mailing System in the future.

Your RPIN is: 999999
Your Meter S/N is: M-99999999A-01A 61899999
Your CBP Passphrase is: NOT PURCHASED

Please retain this letter and store in a secure area for future reference. To protect your privacy and prevent unauthorized use, only share this information with authorized & trusted individuals.

PACKING SLIP



Shipment Packing List February 24, 2015 Page 1

FP Mailing Solutions
140 N. Mitchell Ct.
Addison, IL 60101
United States
800-341-6052
www.fp-usa.com

Order No. RO1111111
Purchase Order No. RO1111111
Customer No. 60000000

Total Packages 1 Ship-to ANY COMPANY
BELL SMITH
1111 ANY STREET #111
ADDISON, IL 60101
UNITED STATES
600555555

Package No. PK1111111 Shipping Agent FEDEX Shipping Agent Service 2DAY External Tracking No. 9999999999999999 Weight 10.5

Type	No.	Description	Serial No.	Quantity
Resource	MYM32	MALCREDITMYM	MYMAL MAX METER	1
Fixed Asset				1

INVOICE



FP MAILING SOLUTIONS
140 N. Mitchell Ct., Suite 200
Addison, IL 60101-5629

Customer ID Number ← 6000xxxxx

ANY COMPANY
ACCOUNTING DEPT.
100 E ROAD, STE 200
ADDISON, IL 60101

INVOICE	
Invoice No.	RI1025xxxxx
Date	08/12/15
Account No.	6000xxxxx
Page No.	1
Due Date:	09/11/15
NET 30 DAYS	
Contract:	RO11xxxxx
PO #:	
100 E ROAD, STE 200 ADDISON, IL 60101	
Customer Service: (800) 341-6052	
Tax I.D. 38-1716563	

Add/update your email address at: fp-usa.com/login (FP Customer Account) to receive important announcements & updates about your FP postage meter.

Item	Start Date	End Date	Quantity	Meter Serial Number
OPTIMAIL 30 METER	08/12/15	11/11/15	42xxxxx	← Meter Serial Number
OPTIMAIL 30 BASE/SCALE	08/12/15	11/11/15	109xxxxx	
UNLIMITED RESETS	08/12/15	11/11/15		
RATEGUARD - OPTI...	08/12/15	11/11/15		
...

STEP 3

Different depending on your customer type

Individual FP Account (most customers)

Most customers have individual FP accounts and will see the screen below.

Step 2 of 2: Enter authentication information below

* Serial Number [Find Serial Number](#) 🔍

* Zip Code of Meter Location

Serial Number

Finding the correct meter serial number is the most common error during signup. Use one of the four methods on the **next page** to find your meter's serial number.

Zip Code of Meter Location

The zip code of your meter location may be different than your billing zip code.

Master Billing Account

If your FP account is set up with Master Billing, enter the Invoice Number and Total Amount from a single rental invoice.

Step 2 of 2: Enter authentication information below

* Invoice Number

* Invoice Amount

Master Postage Account

If your FP account is set up with Master Billing, enter the Invoice Number and Total Amount from a single rental invoice.

Step 2 of 2: Enter authentication information below

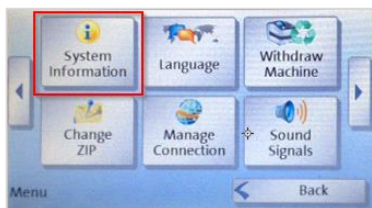
* Sub-Account Number

* Sub-Account Zip

STEP 3 – SERIAL NUMBER HELP

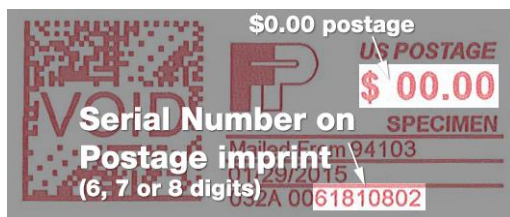
4 Ways to Find Your Serial Number

Method 1—Touch Screen Menu (PostBase & PostBase Mini)



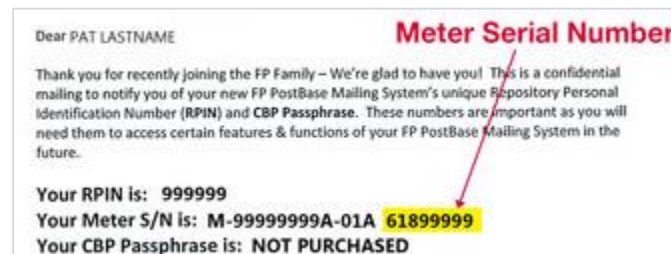
1. Press the **Menu** button
2. Press the **System Information** button
3. Scroll down to **Postal Serial Number** (starts with 618____)

Method 2—Print \$0.00 Postage (all meters)



Manually print \$0.00 postage on an envelope or label. The serial number appears below the date line as shown.

Method 3—R/PIN Welcome Letter (all meters)



Find your meter Serial Number in the welcome letter sent to all new customers.

Method 4—Label on Bottom of Meter (all meters)

Please use this method as a **last resort**.

Labels are *not* a reliable method of finding your meter's serial number. The numbers may be incomplete or refer to a different meter component than the official meter serial number we need for account signup.

STEP 4

Verify your email address by clicking a link in a verification email message.

You should receive a message like the one to the right within five minutes of completing Step 3 above.

As a final step, click the “Verify” link in the message to authenticate you.

Almost done! Verify Your FP Mailing Account. 999999301 .

No Reply [noreply@fp-usa.com]

Sent: Monday, June 29, 2015 12:23 PM

To: fplenef+1@gmail.com

You're just one step away from completing your MyOneFP Customer Portal signup. Please click the link below to verify your email address.

[Verify Email Address](#)

If you can't click the link above, copy the following URL, paste it into your web browser address box, and hit Enter.
<http://myonefp.com/create-account/ev/?validationCode=d021da66-831e-e511-91e0-005056850009>

What if the verification message doesn't arrive?

In rare cases, MyOneFP verification emails do not make it into inboxes. This is usually due to email filtering by receiving email systems.

First, check any spam/junk email folders or systems your company uses to redirect suspicious email messages. For example, Outlook's Junk E-mail folder or McAfee message quarantine. You may also want to consult with your IT support team.

If you don't find the email, click the link below and fill out the page's two form fields to **re-send the verification** email message.

[RE-SEND VERIFICATION EMAIL](#)

If you still do not receive the email message, call FP Customer Service at **800-341-6052**.

