

# Debit-On-Demand

Below is a walkthrough on the Debit-On-Demand instructions-from sign-up to postage purchasing.

Visit [www.MyOneFP.com](http://www.MyOneFP.com) and follow this simple process:

1. Login to your MyOneFP account using your 9 digit customer number, email address and password:

The screenshot shows the MyOneFP Customer Portal. At the top right is a blue 'Sign In' button. The navigation menu includes Home, Postage, Buy Supplies, Pay Invoices, Account, Support, and Contact Us. The main heading is 'Sign In / Sign Up'. A yellow warning box states: 'IMPORTANT: Logins used for the old portal or web shop do NOT work on MyOneFP. If you haven't yet, please [Create a New MyOneFP Account](#) to use this site.' Below this are two columns: 'SIGN IN' and 'REGISTER NEW ACCOUNT'. The 'SIGN IN' section has input fields for Customer Number (999999999), Email (jsmith@testcompany.com), and Password (masked with dots). There is a 'Remember me?' checkbox and a 'Sign in' button. Links for 'Forgot Your Password?' and 'Login Help' are also present. The 'REGISTER NEW ACCOUNT' section has a 'New to MyOneFP?' heading and a 'Create a MyOneFP Account' button.

2. Click on Purchase Postage:

The screenshot shows the MyOneFP Customer Account Portal. The navigation menu includes Home, Postage, Buy Supplies, Pay Invoices, Account, Support, Contact Us, and Dashboard. The main heading is 'MyOneFP — FP Customer Account Portal'. Below the heading is the text 'Buy postage & supplies and manage your FP customer account.' There are four main action buttons: 'Purchase Postage' (with a postage icon and a dollar sign), 'Buy Supplies' (with an INK cartridge icon), 'Invoices' (with a document icon and '\$ PAY'), and 'Customer Support' (with a question mark icon).

3. Under Available Payment Methods there is a section for Direct Debit. Click on the link titled Learn More About Direct Debit:

**MYONE FP**  
CUSTOMER PORTAL

Home / Purchase Postage

## Purchase Postage

**How Postage Purchase Works:**

1. We deposit your postage funds into your USPS postage account.
2. You download postage from your postage account to your postage meter.

**Current Postage Balance available for download: \$0.00**

### Available Payment Methods

- **Direct Debit** : You are not signed up for Direct Debit. It's the quickest, cheapest way to purchase postage. [Learn More About Direct Debit](#).
- **Credit Card** : You can purchase postage by credit card. Funds will be available immediately for download to your postage meter. Fees apply.
- **E-Check** : You can purchase postage by e-check (a.k.a. wire or ACH transfer). Funds will be available immediately for download to your postage meter. There is a \$7.00 fee per transaction.

4. Click on Debit-on-Demand under Select Direct Debit Type:

## 1. Select Direct Debit Type

- Reset Debit:** To have funds transferred a meter reset is all that needs to be done. There is no need to call in advance to transfer funds from the checking account to the postage account. This process may be performed for any amount, 7 days a week, 24 hours a day.
- Debit-on-Demand:** Your checking account is debited when a request is placed with FP Customer Care. Once you have received confirmation that your request has been processed, you will then be able to reset your meter.

5. Complete the following information:

## 2. Select Bank Account Type

- Checking
- Savings
- General Ledger

## 3. Enter Bank Account Information

For savings, credit union, money market and business accounts, please check with your financial institution to verify the correct numbers to use for electronics transfers.

\* Routing Number (ABA Code)

(exactly 9 digits) 

\* Account Number

(no dashes or spaces) 

\* Bank Name

Debit-on-Demand Password

Re-Enter Password

[Continue](#)

6. Direct Debit application will be completed. You also will receive an email confirmation:

# Thank you for applying to pay postage by Direct Debit

## Next Steps

To finalize your Direct Debit payment capability, you need to complete and return an authorization form.

1. A copy of the authorization form PDF is being emailed to you, but you can also download it here: [Direct Debit Authorization Form](#)
2. Upon receipt of your completed authorization, we will send a pre-note or a "test" debit in order to verify your account information.

This process usually takes **24 hours** to complete.

7. Once the account information has been verified and approved you will be able to log back into your MyOneFP and use Debit on Demand as a postage payment option:

## Available Payment Methods

- **Debit on Demand** : You can purchase postage by Debit-on-Demand, which transfers funds electronically from your bank account to your postage account.
- **Credit Card** : You can purchase postage by credit card. Funds will be available immediately for download to your postage meter. Fees apply.
- **E-Check** : You can purchase postage by e-check (a.k.a. wire or ACH transfer). Funds will be available immediately for download to your postage meter. There is a \$7.00 fee per transaction.

## SELECT PAYMENT TYPE

[Credit Card](#)

[E-Check](#)

[Debit on Demand](#)

8. The Postage Cart will allow you to select the amount of postage you wish to purchase. Select the amount and click Continue to proceed with the purchase:

## Postage Cart

### PURCHASE POSTAGE.

We store your purchased postage in your USPS account. You download postage to your meter in **\$10 increments**.

#### Fees

| PAYMENT METHOD  | FEE  |
|-----------------|--|
| Debit on Demand | Free   |
| E-Check (ACH)   | \$7.00   |
| Credit Card     | Shown as "+ \$0.00" below (Our fees have changed.) |

**Current Postage Balance available for download: \$0.00**

Select dollar amounts from each column below to create the desired postage total.

|  |  |  |
|--|--|--|
| <b>\$1000</b>  | <b>\$100</b>   | <b>\$10</b>  |
| <input checked="" type="radio"/> \$0.00<br><input type="radio"/> \$1000.00<br><input type="radio"/> \$2000.00<br><input type="radio"/> \$3000.00<br><input type="radio"/> \$4000.00<br><input type="radio"/> \$5000.00<br><input type="radio"/> \$6000.00<br><input type="radio"/> \$7000.00<br><input type="radio"/> \$8000.00<br><input type="radio"/> \$9000.00<br><input type="radio"/> \$10000.00 | <input checked="" type="radio"/> \$0.00<br><input type="radio"/> \$100.00<br><input type="radio"/> \$200.00<br><input type="radio"/> \$300.00<br><input type="radio"/> \$400.00<br><input type="radio"/> \$500.00<br><input type="radio"/> \$600.00<br><input type="radio"/> \$700.00<br><input type="radio"/> \$800.00<br><input type="radio"/> \$900.00<br><input type="radio"/> \$1000.00 | <input checked="" type="radio"/> \$0.00<br><input type="radio"/> \$10.00<br><input type="radio"/> \$20.00<br><input type="radio"/> \$30.00<br><input type="radio"/> \$40.00<br><input type="radio"/> \$50.00<br><input type="radio"/> \$60.00<br><input type="radio"/> \$70.00<br><input type="radio"/> \$80.00<br><input type="radio"/> \$90.00 |

« Go Back

Continue

9. Once the purchase is complete a confirmation page will appear. An email confirmation also will be sent:

## Postage Cart Receipt

---

Thank you for your purchase

TRANSACTION ID: 7439148817

Date: 8/14/2015 4:31:05 PM

Customer Number: 600058193

| ITEM                   | AMOUNT         |
|------------------------|----------------|
| Postage:               | \$10.00        |
| Fee:                   | \$0.80         |
| <b>Total Purchase:</b> | <b>\$10.80</b> |

Your postage is available for download now.  
Your account total available for download: **\$10.00**

---

You will receive an email confirmation of your purchase, you can also print this receipt for your records.

[Print](#)