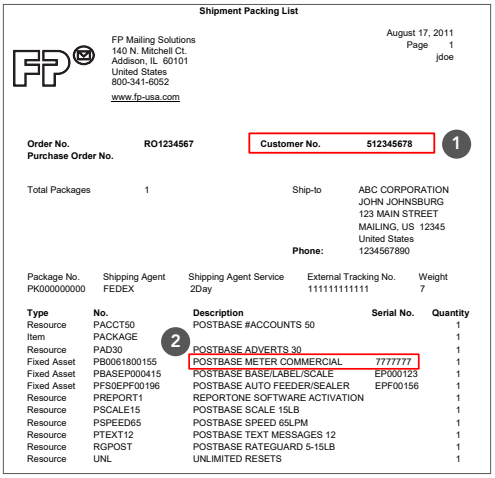
PostBase Quick Installation Guide - Portal Setup

Setting Up Your online Customer Portal & Funding Your Postage Account (on a computer)

1 Register for the online MyFP Customer Portal

⚠ - You must to set up your online Customer Portal account before continuing.

1. Visit the MyFP Customer Portal: www.myfp-portal.com (We recommend using a desktop computer for this section).
2. Underneath the login button, select "Click Here to Register" to create an account.
3. Enter your "Customer ID/ No." (#1 on Packing List).
4. Choose "PSN" Postal/ Meter Serial Number (#2 on Packing List). This is an all numeric number on your packing list. Click on "Continue".
5. Complete the Registration.
   - First Name
   - Last Name
   - Email Address
   - Create Password
   - Accept Terms & Conditions
   - If you want to receive marketing materials
6. You will receive an email with an activation link to complete your registration.



Shipment Packing List

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

August 17, 2011
Page 1
jdoe

Order No. RO1234567
Purchase Order No.

Customer No. 512345678 (1)

Total Packages 1

Ship-to ABC CORPORATION
JOHN JOHNSBURG
123 MAIN STREET
MAILING, US 12345
United States
Phone: 1234567890

Package No.	Shipping Agent	Shipping Agent Service	External Tracking No.	Weight
PK000000000	FEDEX	2Day	111111111111	7

Type	No.	Description	Serial No.	Quantity
Resource	PACCT50	POSTBASE #ACCOUNTS 50		1
Item	PACKAGE			1
Resource	PAD30	POSTBASE ADVERTS 30		1
Fixed Asset	PB0061800155	POSTBASE METER COMMERCIAL	7777777	1
Fixed Asset	PBASEP000415	POSTBASE BASE/LABEL/SCALE	EP0001123	1
Fixed Asset	PFS0EPF00196	POSTBASE AUTO FEEDER/SEALER	EPF00156	1
Resource	PREPORT1	REPORTONE SOFTWARE ACTIVATION		1
Resource	PSCALE15	POSTBASE SCALE 15LB		1
Resource	PSPEED65	POSTBASE SPEED 65LPM		1
Resource	PTEXT12	POSTBASE TEXT MESSAGES 12		1
Resource	RGPOST	POSTBASE RATEGUARD 5-15LB		1
Resource	UNL	UNLIMITED RESETS		1

(2)

2 Funding Your Postage Account

⚠ - You cannot fully install your machine until there are funds in your Online or Reset Debit Postage Account.

1. Decide how you would like to pay for postage. Do you want to set up eCheck/Credit Card, or pull directly from your bank account (Direct Debit)?
2. Decide if you would like to fund your postage via an Online Postage Account or Reset Debit Account.

Online Postage Account:

Funds are posted to your online account via the MyFP Customer Portal, users then download postage onto the machine from your online account.

- Credit Card: Postage will charge the Credit Card you set up (limits and fees apply), to your online account. This option is instant. (Go to Step 3)
- eCheck: Postage will be submitted by eCheck to the bank you set up (limits and fees apply), to your online account. This option is instant. (Go to Step 3)
- Debit-on-Demand (Direct Debit): Postage will draw from the bank account you set up, to your online account. This option takes 1-2 business days to set up. (Go to Step 4)

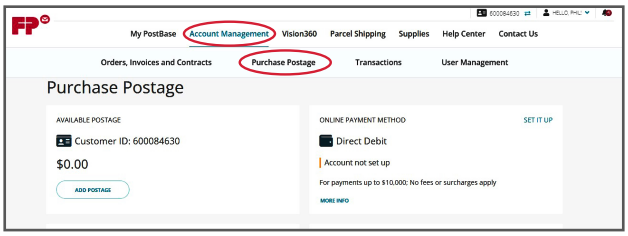
Reset Debit Account:

Allows (authorized) users to download funds directly on your postage meter without the need to fund your online postage account.

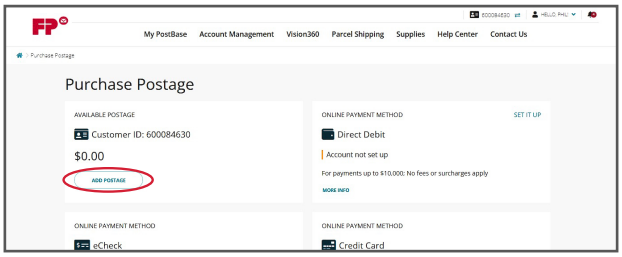
- Reset Debit (Direct Debit): Postage will draw directly from the bank account you set up to your machine. This option takes 1-2 business days to set up. (Go to Step 5)

3 Funding Your Online Postage Account via Credit Card/eCheck

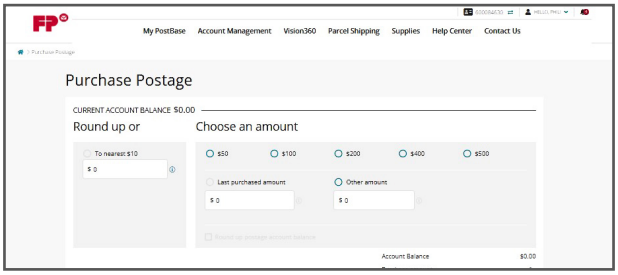
⚠ - These steps will need to be done from the MyFP Customer Portal every time you add funds to your Online Postage Account via Credit Card/eCheck.



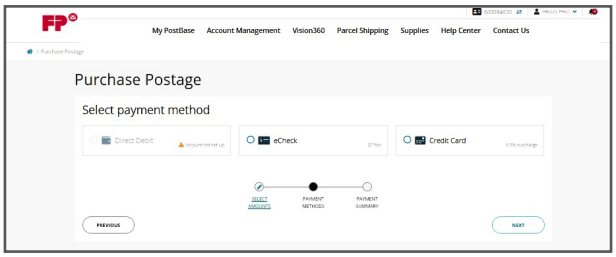
1. On the MyFP Customer Portal: www.myfp-portal.com hover over "Account Management" and choose "Purchase Postage".



2. In the Available Postage section, click the "Add Postage" button.



3. Choose amount in the radio buttons & click "Next".



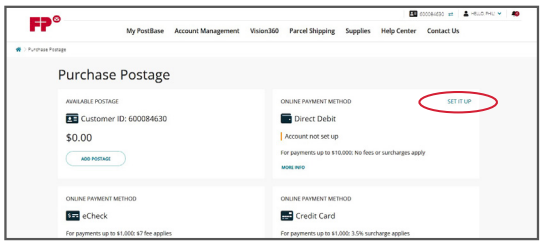
4. Select Payment Method: Choose eCheck or Credit Card, and add payment information.

⚠ - You can save Credit Card & eCheck payment method for future use.

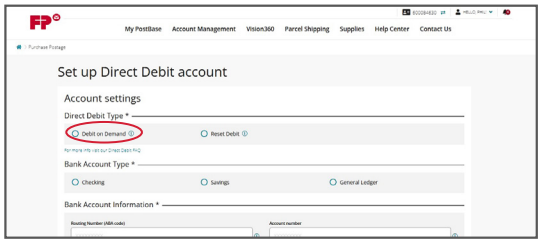
5. Summary page shows selected options. If correct, select "Confirm".

4 Funding Your Online Postage Account via Debit-on-Demand

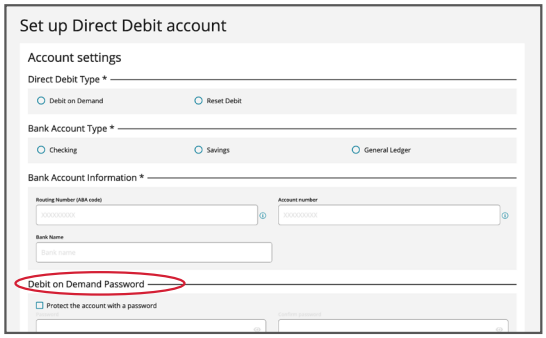
1. On the MyFP Customer Portal: www.myfp-portal.com hover over "Account Management" and choose "Purchase Postage".



2. In the Direct Debit section, click the"Set it Up" link. Select "Debit on Demand" & fill out your banking information.



3. A summary of what you selected will show. If multiple users are enabled for the account you may choose optional password protection for the Direct Debit banking information. Confirm your selections.



4. Check your login email for the authorization form, or download from the confirmation page. Fill it out, and send to the email listed on the form.

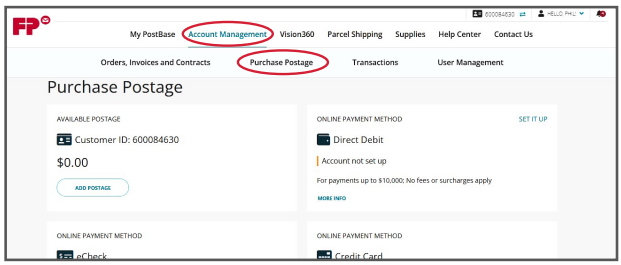
⚠ - This will take 1-2 business days to be approved. Please stop installation at this time. Return to the Customer Portal after 1-2 business days to confirm account activation, and resume once account is active.

5. Once approved: go to Step 3 , and follow the steps (Choosing Direct Debit in Step 3) to fund your Online Postage Account.

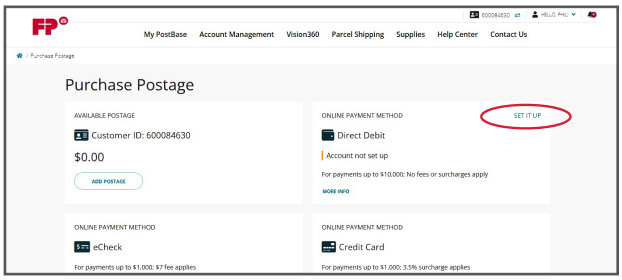
5 Funding Your Reset Debit Account

Once set up and approved, you do not have to go online to add funds to your postage meter, please go directly to your postage meter.

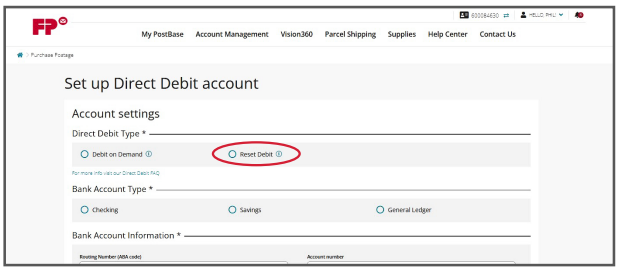
⚠ - If set up, Reset Debit will be your standard payment method until you go back into the Customer Portal and change your payment authorization to allow Online Postage Account funding.



1. On the MyFP Customer Portal: www.myfp-portal.com hover over "Account Management" and choose "Purchase Postage".



2. In the Direct Debit section, click the"Set it Up" link. Select "Reset Debit" & fill out your banking information.



3. Summary of what you selected will show & confirm your selections.

4. Check your login email for the authorization form, or download from the confirmation page. Fill it out, and send to the email listed on the form.

⚠ - This will take 1-2 business days to be approved. Please stop installation at this time. Return to the Customer Portal after 1-2 business days to confirm account activation, and resume once account is active.