

## Step by step E-certify guide for certified mail in mailroom

This process will have to be done **AFTER** you select "certified" in the mail preference under the postage machine S.M.A.R.T system.

(This essentially replaces those green slips that would have to be filled out anyways when sending certified mail return receipt.)

**Please note: Certified mail will NOT work for international mail**

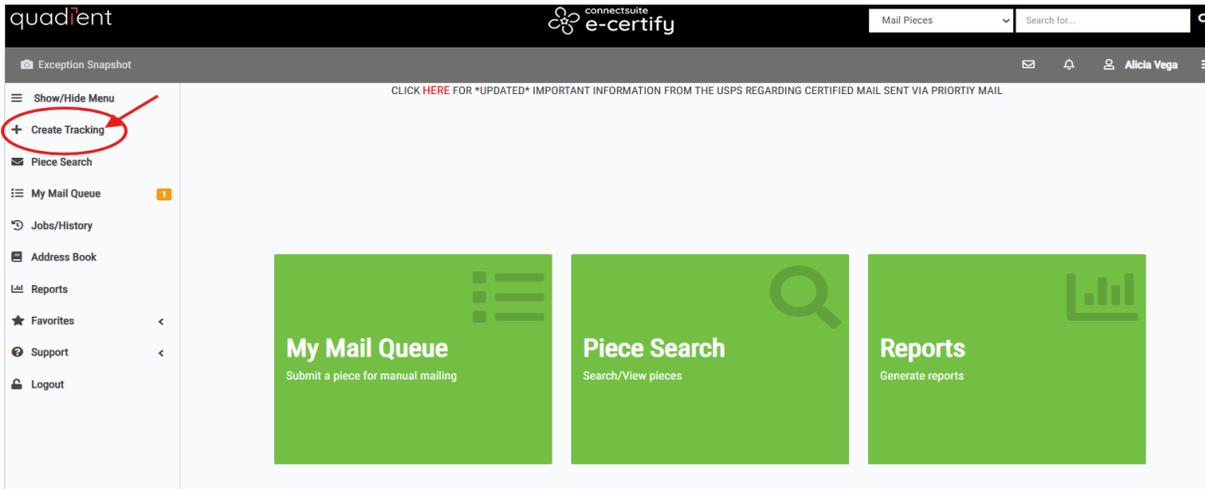
To begin: click on this icon on the bottom task bar of the screen. Looks like this.



Next: a sign in screen will appear with Alicia Vega credentials; **DO NOT** change anything. Just click **SIGN IN** (it may just automatically sign in without having to click on it)

A screenshot of the ConnectSuite e-certify sign-in page. At the top left is the logo, which consists of a green four-leaf clover icon with a star in the center, followed by the text "connectsuite" in a smaller font and "e-certify" in a larger font. Below the logo is the text "Sign in to start your session". There are two input fields: the first contains the email address "avega@archatl.com" and has an envelope icon on the right; the second contains a series of dots and has a lock icon on the right. Below the password field is a green "Sign in" button, which is circled in red. At the bottom left, there is a link that says "I forgot my password".

**Next: Click on "Create Tracking" as shown in screenshot below.**



**Afterwards, go through the steps. Select your mailing profile/ type of envelope.**

[CLICK HERE FOR \\*UPDATED\\* IMPORTANT INFORMATION FROM THE USPS REGARDING CERTIFIED MAIL SENT VIA PRIORTIY MAIL](#)

Select A Mailing Profile ?

1. Large Envelope - Flat Rate - 4 x 2.5 Label ... ▾

Add Recipient Address ?

Address Book Lookup

Name/Address Block: (8 lines Max)

Validate Address

Add or Update My Address Book

Share address with all users

Calculate Postage ?

**Next: Add the recipient address and select "validate address"**

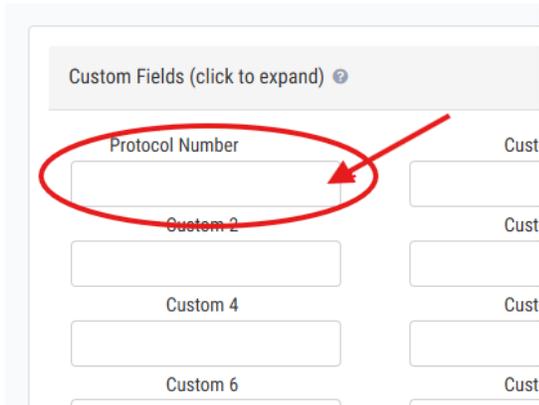
The screenshot shows a form titled "Add Recipient Address" with a help icon. It features a green "Address Book Lookup" button, a text area for "Name/Address Block: (8 lines Max)", a green "Validate Address" button, and two checkboxes: "Add or Update My Address Book" and "Share address with all users".

**Next: Calculate postage. Select envelope type and calculation method.**

**Under calculation method, you can select postage and add the amount of postage that the postage machine was run through for. If you select weight, you'd add the weight amount. The bottom tab will change according to the selection.**

The first screenshot shows the "Calculate Postage" form with "Envelope Type" set to "Flat" and "Calculation Method" set to "Page Count". The second screenshot shows the same form with "Envelope Type" set to "Flat" and "Calculation Method" set to "Postage". In the second screenshot, a red arrow points to the "Postage" field, which is circled in red and contains the value "000.00".

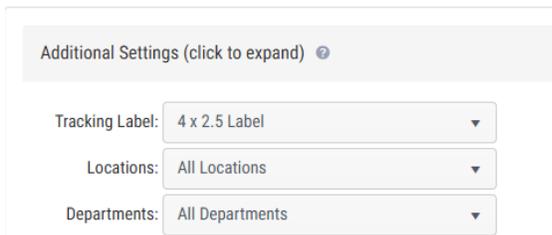
**Next: Under protocol Number add the recipient's name.**



Custom Fields (click to expand) ⓘ

Protocol Number	Cust
<input type="text"/>	<input type="text"/>
Custom 2	Cust
<input type="text"/>	<input type="text"/>
Custom 4	Cust
<input type="text"/>	<input type="text"/>
Custom 6	Cust
<input type="text"/>	<input type="text"/>

**Next section, just leave as is. No need to change anything.**



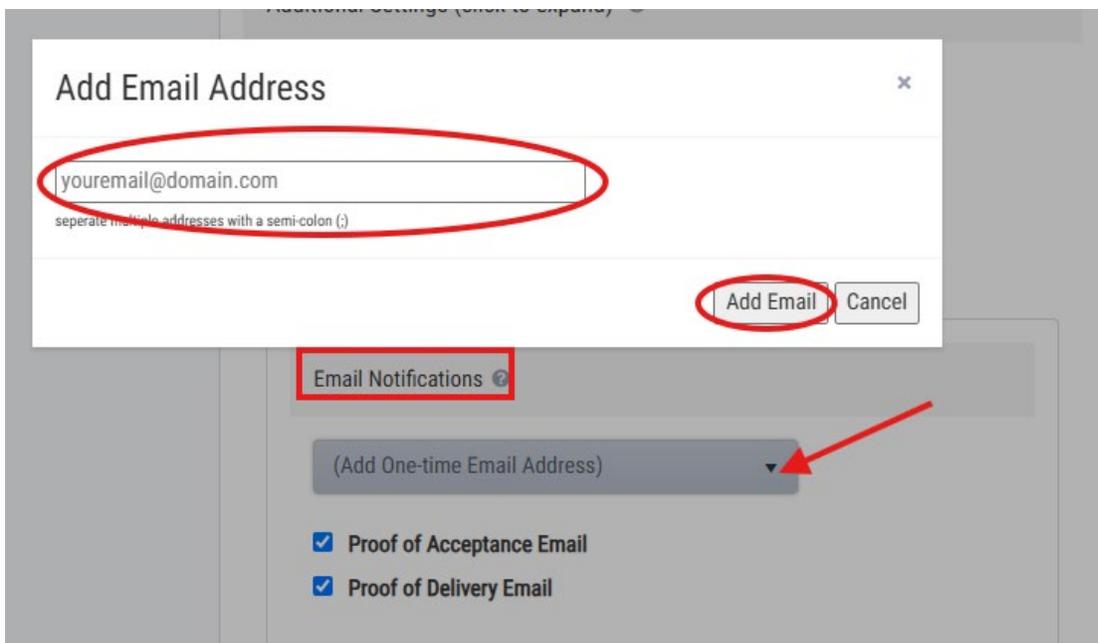
Additional Settings (click to expand) ⓘ

Tracking Label: 4 x 2.5 Label ▼

Locations: All Locations ▼

Departments: All Departments ▼

**Next: Under Email Notifications, click on the email that's there and select "Add One-time Email Address". Then add YOUR work email for notifications.**



Add Email Address

separate multiple addresses with a semi-colon (;)

Email Notifications ⓘ

(Add One-time Email Address) ▼

- Proof of Acceptance Email
- Proof of Delivery Email

**Next: All pre-sets are selected. No need to change anything. Make sure the last and bottom and final check mark is selected and click SAVE.**

Extra Services ?

- Certified Mail
- Restricted Delivery
- Electronic Return Receipt
- Certificate of Mailing

I agree that failure to submit this mail piece to the USPS prior to mailing may result in my mail piece(s) being destroyed.

**Once finished, PLEASE CLICK ON HOME to clear all information**

**HELP!!** If you ever need to call for help my RingCentral number is on the home page, or you can also call the customer service number that's on the "HELP" button section. They are amazing 😊 and help a ton.

