

Stamps.com

GETTING STARTED

Once you have logged-in, you are ready to print postage directly from your computer. For instructions on how to print postage on labels, NetStamps or directly onto an envelope, please visit the Stamps.com web site: <http://www.stamps.com/support/> or download the Getting Started guide: <http://www.stamps.com/support/getting-started/guide/>

WELCOME KIT AND SUPPLIES

In about 5-7 days, you will receive any scales or supplies that were included in the introductory phase of your service. Please note that the scales are an added convenience but are not a requirement for getting started using the software. You should also receive a Welcome Kit containing a User Guide and label samples. (This Welcome Kit also contains a software CD that is not needed for this Enterprise set up. Feel free to discard the CD.) If you do not receive either of the expected items, please contact Enterprise Support for assistance at (877) 782-6785.

MORE TRAINING

Stamps.com offers several training resources to help you start printing postage as quickly as possible.

- Webinars - Stamps.com hosts informative webinars every Tuesday at 11am PST and every Thursday at 1pm PST. These webinars cover a variety of topics and are offered free of charge so that you can get the most out of Stamps.com. Visit www.stamps.com/enterprise/webinars to register for a webinar. (Please note that the preceding links must be in all lower case letters to send you to the correct webinar page. Some email programs auto-correct these addresses, capitalizing initial letters and rendering them ineffective.)

- Stamps.com provides free online tutorials, a postage printing wizard, and an extensive help menu. There are also training videos posted on YouTube!

CUSTOMER SUPPORT

For assistance or questions, contact the Enterprise Support team via phone at (877)782-6785 or via email at EnterpriseSupport@stamps.com.