

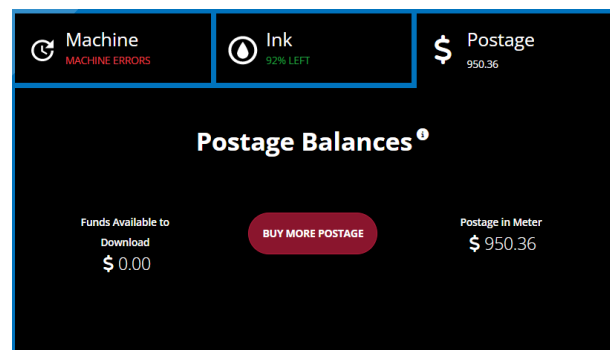
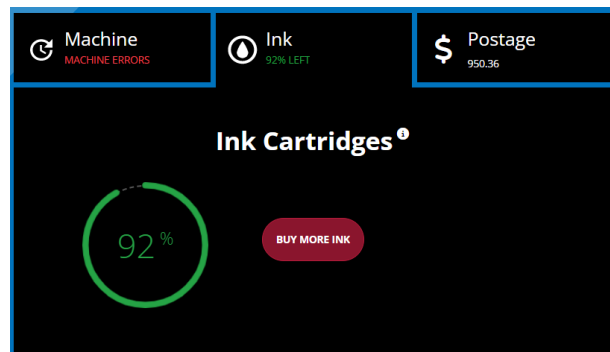
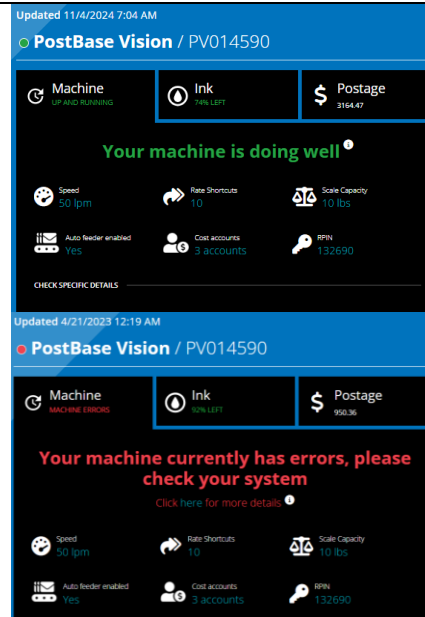
MyFP Customer Portal: Quick Reference Guide

This guide will show the options in MyFP Customer Portal.

My PostBase Account Management Vision360 Parcel Shipping Supplies Help Center Contact Us

1. My PostBase: gives a heartbeat of the machine

- Machine Tab:
 - Displays information such as **speed**, the number of available **shortcuts**, **cost accounts**, **scale capacity**, and **RPIN**
 - Any errors will be shown here
- Ink Tab:
 - Ink Level is listed here
- Postage Tab:
 - Lists **Funds Available to Download** and **Postage in Meter**
 - More postage can be downloaded/bought here



2. Account Management:

- Orders, Invoices and Contracts
 - **Orders:** any orders that have been made online (i.e., supplies)
 - **Invoices:** view invoices for postage
 - **Contracts:** lists/goes over contract information
- Purchase Postage:
 - Purchase & Add postage to the machine from here
 - *For more information on postage purchase options, see **MyFP – Postage Options***
- Transactions:
 - Meter Postage
 - Parcel Shipping Postage
 - Invoices
- User Management:
 - All **Users** are listed here
 - **Customer IDs and Machines** lists the machine on the account

Orders, Invoices and Contracts
Purchase Postage
Transactions
User Management

Orders

Open Orders
Completed Orders

Filter Open Orders

Order Number
From
To

Order delivery status
All
Processing
Partially Shipped
Shipped
Back Ordered

Order Number
Order date
Order Amount
Actions

There are no items in the list to show

Purchase Meter Postage

AVAILABLE METER POSTAGE

Customer ID: 600096531
\$0.00
ADD POSTAGE

ONLINE PAYMENT METHOD
Direct Debit
Account not set up
For payments up to \$10,000; No fees or surcharges apply
MORE INFO

ONLINE PAYMENT METHOD
eCheck
For payments up to \$1,000; \$7 fee applies
MORE INFO

ONLINE PAYMENT METHOD
Credit Card
For payments up to \$1,000; 3.5% surcharge applies
MORE INFO

Online Payment Transactions

Meter Postage
Parcel Shipping Postage
Invoices

Filter Meter Postage transactions

From
To
Payment Method
All
Direct Debit
eCheck
Credit Card

Purchase date
Payment Type
Last 4 digits
Transaction ID
Amount
Actions

There are no items in the list to show

User Management

Search
Filter by role
All

2 users
ADD USER

Abby Serier
Customer Admin
Loffler Training
Customer Admin

User Info

Loffler Training
Customer ID email
Training@loffler.com
Registered Since
11/16/2022
Last Login
4/21/2023

Change Roles
Customer Admin

Customer IDs and Machines

With machines only

600096531
Customer
Location: 1101 E 10TH ST BLOOMINGTON MN55420-1402
CLOSE MACHINES

PV014590 / null
PostBase Vision

3. Vision360: *Only applicable in PostBase Vision Mail Machines*

- Analytics & Reporting
 - Analytics** shows basic meter/postage information
 - Results can be filtered with a **Date Range**
 - Reporting** has report options available to run
 - The subscription level** is in the top right corner; the levels are **Essential**, **Advanced** & **Professional**
 - Reports display the subscription level required to access the report in the lower left corner. If it is greyed out, it is not available at the current subscription level
- Cost Accounts
 - Cost accounts can be added, deleted, edited & deactivated here
 - Icon 1** indicates how many & which Meter Operators can use this Cost Account
 - Icon 2** indicates how many & which Meter Operators can use this Cost Account for FP Parcel Shipping
- Meter Operators
 - Meter Operators can be added, edited & deleted from here
 - Lists cost accounts, budget, pieces ran, PIN, allowed to download postage and other useful information

Cost Accounts

Cost Account defined: 4

Filter Cost Accounts

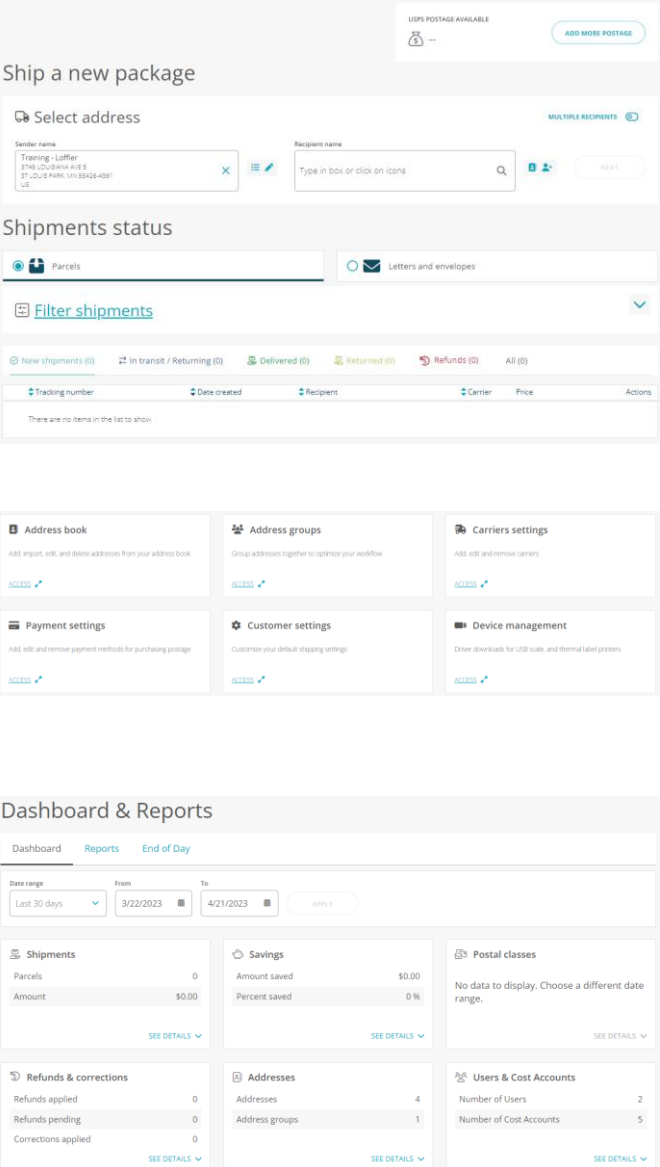
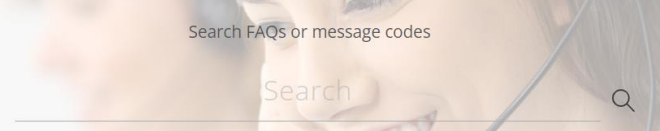
Meter Operators

0 meter operators

Filter Meter Operators

Name	Cost Accounts	Postage Meters	Monthly Budget	Monthly Pieces	Budget per Piece	Postage Download	PIN	Actions
✓ Sales	4	1	200.00	0	0.00	Denied	****	
✓ Training	4	1	0.00	0	0.00	Allowed	****	

ADD NEW OPERATOR

	<div> <div>Name</div> <div>Cost Accounts</div> <div>Postage Meters</div> <div>Monthly Budget</div> <div>Monthly Pieces</div> <div>Budget per Piece</div> <div>Postage Download</div> <div>PIN</div> </div> <div> <div>Sales</div> <div>4</div> <div>1</div> <div>\$ 200</div> <div></div> <div>\$ 0.00</div> <div>Allow</div> <div>Deny</div> <div>1101</div> </div>
<div> <div>My PostBase</div> <div>Account Management</div> <div>Vision360</div> </div>	<div> <div>Parcel Shipping</div> <div>Supplies</div> <div>Help Center</div> <div>Contact Us</div> </div>
<p>4. Parcel Shipping: significant discounts can be found here by creating package labels</p> <ul style="list-style-type: none"> My Parcel Shipping <ul style="list-style-type: none"> New package labels can be created, sender and recipient addresses can be created, and shipment statuses are listed Administration <ul style="list-style-type: none"> Address book, address groups, carrier settings, payment settings, customer settings and device management can be found, created, and edited here Dashboard & Reports <ul style="list-style-type: none"> Dashboard: Allows users to view details such as shipments and refunds. A date range can filter results Reports: Enables users to run reports on shipments, tracking, and refunds. Date Range or Cost Account can filter results End of Day: can generate a USPS Scan Form which makes the process of accepting parcel quicker and easier 	 <p>The screenshot displays the Loffler Parcel Shipping web application. At the top, there's a navigation bar with links like 'My PostBase', 'Account Management', 'Vision360', 'Parcel Shipping', 'Supplies', 'Help Center', and 'Contact Us'. The main content area is divided into several sections: 'Ship a new package' with a 'Select address' dropdown and a 'Recipient name' search field; 'Shipments status' with a 'Filter shipments' button and a table of shipment details; and 'Dashboard & Reports' with a 'Date range' filter and various summary cards for 'Shipments', 'Savings', 'Postal classes', 'Refunds & corrections', 'Addresses', and 'Users & Cost Accounts'.</p>
<p>5. Supplies:</p> <ul style="list-style-type: none"> Users should call the number on the machine's sticker, provide the ID number, and specify the needed supplies 	
<p>6. Help Center:</p> <ul style="list-style-type: none"> Search FAQ's or message codes here Loffler can also provide help 	 <p>The screenshot shows the Loffler Help Center search interface. It features a large search bar with the placeholder text 'Search FAQs or message codes' and a magnifying glass icon on the right. Below the search bar, there's a grid of search results or related content.</p>