

# MyFP Registration Guide



To get started in MyFP, first you will need to register. To get to MyFP type in the URL [www.myfp-portal.com/us](http://www.myfp-portal.com/us).

**Step 1:** To register, select “Click Here to Register”.

**Step 2:** Identify yourself.

- For this step you will need your customer ID (number) as well as an R-PIN # or Meter Postal Serial # (PSN)

<b>Company Name:</b>	
<b>Customer ID #</b>	
<b>R-PIN #</b>	
<b>Meter Postal Serial #</b>	

**Step 3:** Enter your information.

- For this step you will enter in your first and last name, email address, and create your password.

**Step 4:** Confirmation email.

- Once you complete the previous steps, you will receive a confirmation email with a link to verify your email. Once you click the confirmation link, your account will be activated, and you will be able to login to MyFP.
- **Note:** the confirmation link is only active for 48 hours.

## You also have the following choices to fund your postage account

**FP customers have several options to purchase postage, most with no fees.**

PAYMENT METHOD	FUNDS AVAILABILITY	FEE	MAX AMT
<b>Direct Debit</b> by Reset Debit	Immediate	\$0.00	\$9990
<b>Direct Debit</b> by Debit-On-Demand	Immediate	\$0.00	Unlimited
<b>ACH/Wire Transfer</b>	48-72 hours	\$0.00	Unlimited
<b>Mail-In Check</b> by First Class Mail	10-12 business days	\$0.00	Unlimited
<b>Mail-In Check</b> by Overnight Mail	3-5 business days	\$0.00	Unlimited
<b>Credit Card</b>	Immediate <i>*see conditions</i>	Varies	\$1,000
<b>e-Check</b>	Immediate <i>*see conditions</i>	\$7.00	\$1,000

Helping You Succeed

FP  POWERED BY: **LOFFLER**