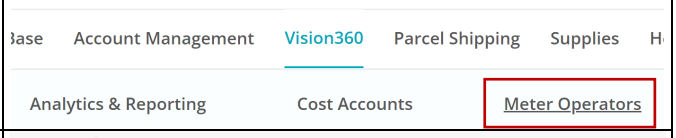
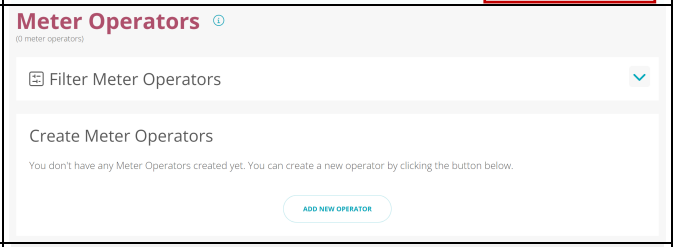
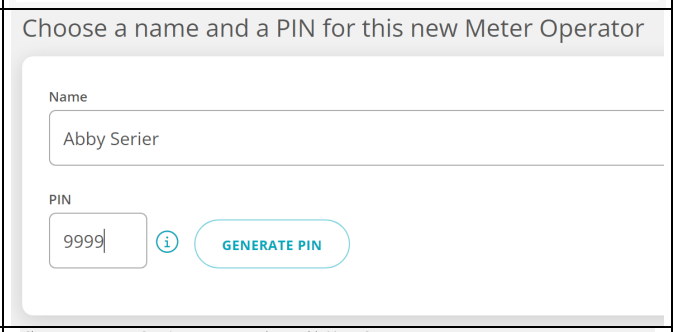
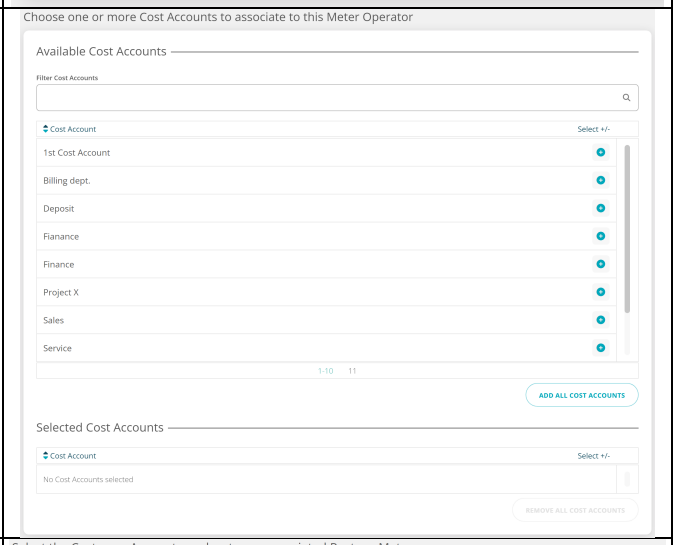
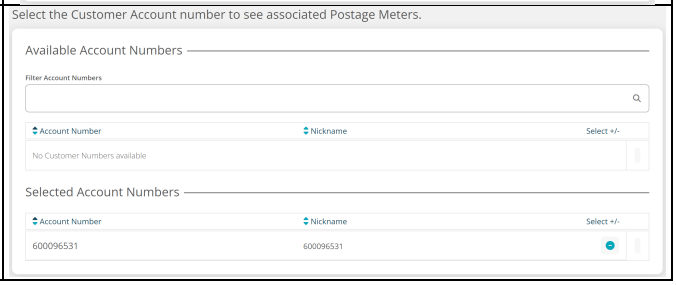
PostBase Vision: Creating & Activating Meter Operators

This guide will go over how to create and activate Meter Operators. They provide access control by creating profiles where name, pin, budgets, cost account(s) and download approval can be set.

At the Computer:

1. Login to MyFP Customer Portal. 2. Hover over **Vision 360** and select **Meter Operators**.	
3. Click **Add New Operator**.	
4. Give the operator a **Name** & **Pin** then click **Next**.	
5. Assign desired **Cost Accounts** to Meter Operator then click **Next**.	
6. Assign desired **Customer Account Number** then click **Next**.	

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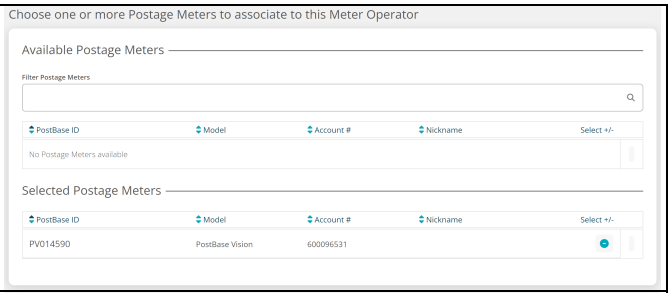
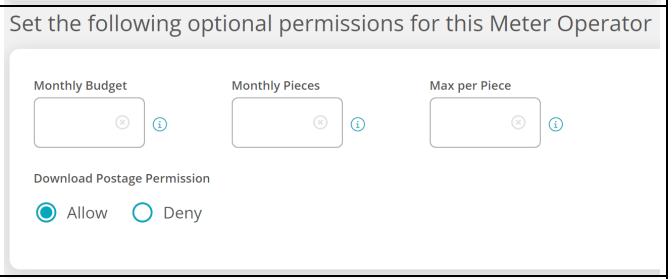
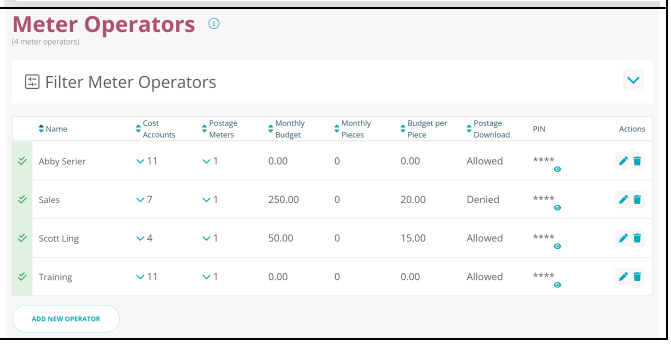
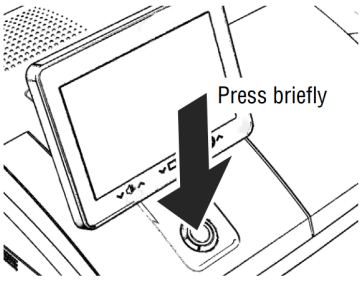
7. Choose desired **Postage Meter(s)** this Meter Operator will be associated with and click **Next**.	
8. Set a **Budget** if desired and choose if the Operator will be able to **download postage**, then click **Create Meter Operator**.	
9. Continue to **Add New Operators** until all have been added.	

At the Meter:

1. Click **Menu** in the lower left-hand corner. **2.** Scroll to **Manage Admin Pin** and select. • Enter a four-digit pin twice for verification, then click **Save**. • The Admin Pin will appear in the portal as well.	
3. To login to the meter, select an **operator**, enter assigned **pin** and **confirm**. **4.** To logout, briefly press the **ON/OFF button**. • Holding the button will turn off the machine.	

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