LOFFLER TECHNOLOGY TO POWER SUCCESS

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. 2.	Login to MyFP Customer Portal. Hover over Vision 360 and select Meter	Base Account Management Vision360 Parcel Shipping Supplies H							
	Operators.	Analytics & Reporting Cost Accounts <u>Meter Operators</u>							
3.	Click Add New Operator.	Meter Operators ©							
		🗄 Filter Meter Operators 🗸 🗸							
		Create Meter Operators							
		You don't have any Meter Operators created yet. You can create a new operator by clicking the button below.							
4	Give the operator a Name & Pin then click	Choose a name and a PIN for this new Meter Operator							
	Next.	choose a name and a rink for this new weter operator							
		Name							
		Abby Serier							
		PIN							
		9999 (i) GENERATE PIN							
		Characterization of the second test in the second state to this Matter Constants							
5.	Assign desired Cost Accounts to Meter	Choose one or more Cost Accounts to associate to this Meter Operator Available Cost Accounts							
	Operator then click Next .	Titler Cost Accounts							
		1st Cost Account							
		Billing dept.							
		Deposit							
		Fianance							
		Finance							
		Projet X O							
		Service O							
		140 11							
		ADD ALL COST ACCOUNTS							
		Selected Cost Accounts							
		vision Accounts Select +/- No Cost Accounts selected							
		REMOVE ALL COST ACCOUNTS							
6.	Assian desired Customer Account Number	Select the Customer Account number to see associated Postage Meters.							
0.	then click Next	Available Account Numbers							
		Filter Account Numbers							
		vrikusouri krvanisen verikusouri krvanisen Verikustantite Select +/- No Customer Numbers available							
		Selected Account Numbers							
		Account Number Select +/-							
		600096531 600096531							



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7.	Choose desired Postage Meter(s) this Meter Operator will be associated with and click Next .	Cho A Fill	Dose one or more wallable Postage Iter Postage Neters ProstBase ID No Postage Neters available Gelected Postage N Pv014590	Postage M Meters —— ,	© Model Model PostBase Vision	Cociate to thi	s Meter Open	rator © Nicknam © Nicknam	ne	Select	Q :4/- :4/-
8.	Set a Budget if desired and choose if the Operator will be able to download postage , then click Create Meter Operator .	Se	Monthly Budget	owing	Mon Sion	al perr	nission	Max	his Me per Piece	ter Ope	rator
9.	Continue to Add New Operators until all have been added.	(4 me	Abby Serier Sales Scott Ling Training	Cost Cost	5 (1) tors * Postage * 1 * 1 * 1 * 1 * 1	 Monthly Budget 0.00 250.00 50.00 0.00 	 Monthly Precess D D D D D 	€ <mark>Budget per</mark> Piece 0.00 20.00 15.00 0.00	Postage Download Allowed Allowed Allowed Allowed	PIN **** **** ****	Actions

At the Meter:

1. 2.	 Click Menu in the lower left-hand corner. 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. 	Menu Manage Admin PIN
3. 4.	 To login to the meter, select an operator, enter assigned pin and confirm. To logout, briefly press the ON/OFF button. Holding the button will turn off the machine. 	Press briefly

