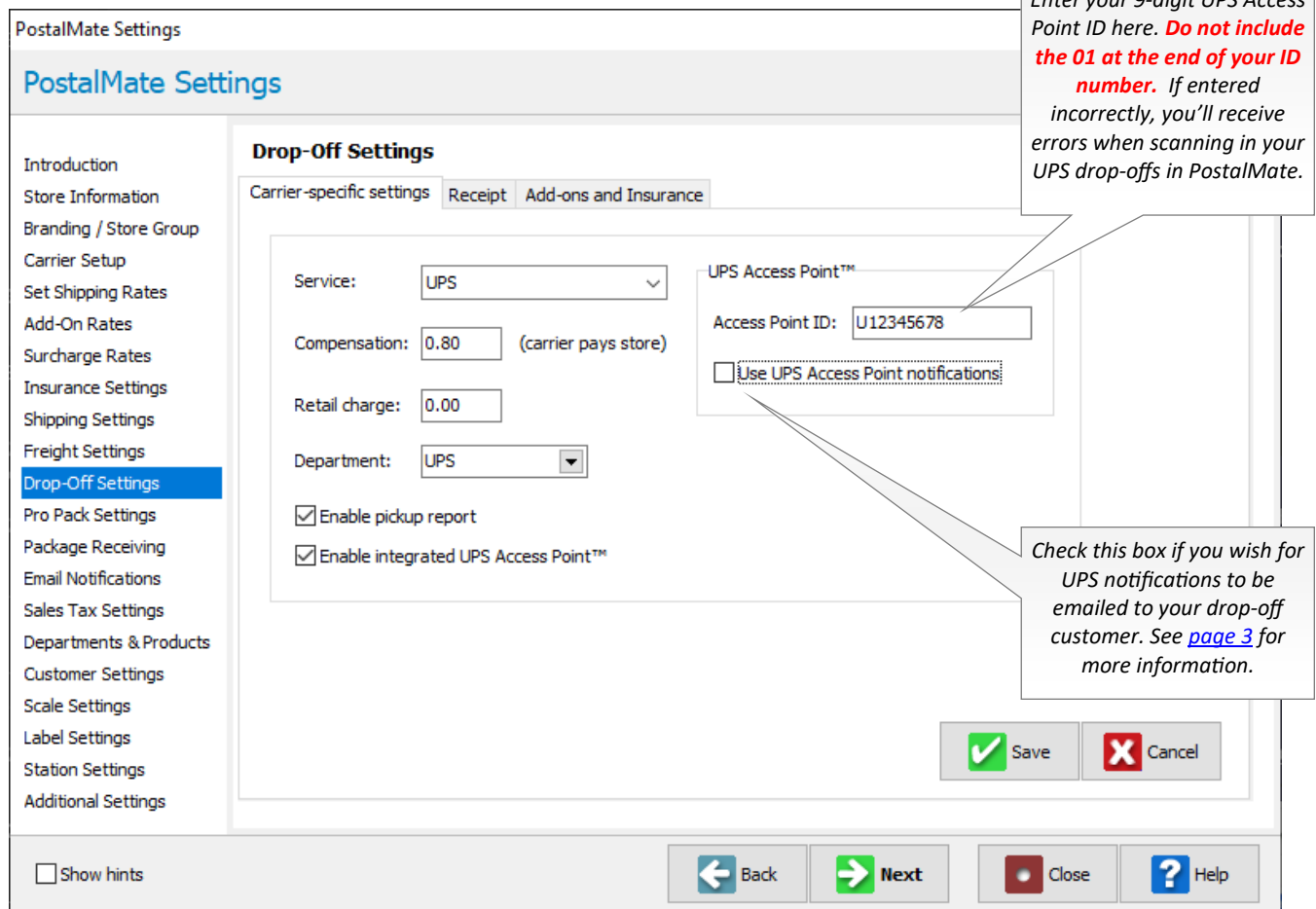


PostalMate version 12.9.1 now includes integration to UPS Access Point for drop-offs! This means that once set up, you can scan your UPS drop-offs into PostalMate directly, and will no longer need to do the second scan into UPS Access Point.

Setup in PostalMate (Main station only)

1. Choose **Tools > PostalMate Settings**.
2. Select **Drop-Off Settings** on the left pane, and choose the **Carrier-specific settings** tab.
3. Next to **Service**, select UPS from the drop-down menu.
4. If entered, make note of your Access Point ID.
5. Check the box for **Enable integrated UPS Access Point™**, the screen will now change and include a new option to enter your Access Point ID.
6. Enter your 9-digit UPS Access Point ID (without the ending 01 from the previous screen).
7. Click **Save**.



PostalMate Settings

PostalMate Settings

- Introduction
- Store Information
- Branding / Store Group
- Carrier Setup
- Set Shipping Rates
- Add-On Rates
- Surcharge Rates
- Insurance Settings
- Shipping Settings
- Freight Settings
- Drop-Off Settings**
- Pro Pack Settings
- Package Receiving
- Email Notifications
- Sales Tax Settings
- Departments & Products
- Customer Settings
- Scale Settings
- Label Settings
- Station Settings
- Additional Settings

Drop-Off Settings

Carrier-specific settings | Receipt | Add-ons and Insurance

Service: UPS

Compensation: 0.80 (carrier pays store)

Retail charge: 0.00

Department: UPS

Enable pickup report

Enable integrated UPS Access Point™

UPS Access Point™

Access Point ID: U12345678

Use UPS Access Point notifications

Save Cancel

Show hints

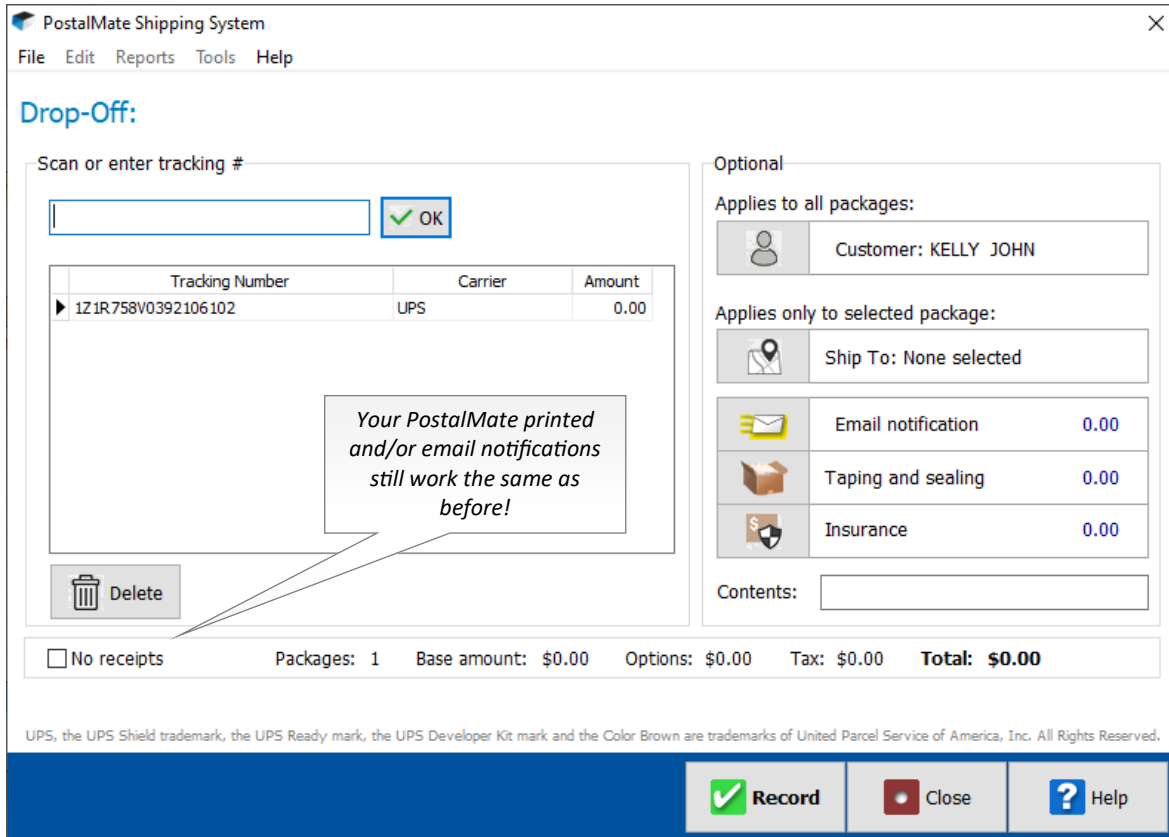
Enter your 9-digit UPS Access Point ID here. **Do not include the 01 at the end of your ID number.** If entered incorrectly, you'll receive errors when scanning in your UPS drop-offs in PostalMate.

Check this box if you wish for UPS notifications to be emailed to your drop-off customer. See [page 3](#) for more information.

(Continued on next page)

Scanning drop-offs for UPS

Scan UPS drop-offs into PostalMate the same way as you have always done. The big difference is that you will no longer be prompted to scan a second time into UPS Access Point™ unless an error is returned from their server.



It is advisable to keep a shortcut to UPS Access Point in your browser or on your computer in case of an outage: <https://ap.ups.com/REAP/>

(Continued on next page)

Use UPS Access Point notifications (optional)

With Access Point notifications enabled (see [page 1](#)) your drop-off customer will receive and email from customer-notification@ups.com (UPS Technology Administration) when the drop-off is recorded, and another email notification when you perform your daily carrier pickup. Simply select (or add) a customer and include an email address.

The screenshot shows the PostallMate Shipping System interface. The main window is titled "Drop-Off:" and contains a "Scan or enter tracking #" field with an "OK" button. Below this is a table with columns for Tracking Number, Carrier, and Amount. A tracking number "1Z1R758V0392106102" is listed with carrier "UPS" and amount "0.00".

An "Optional" section is visible, with an arrow pointing to a customer selection button labeled "Customer: KELLY JOHN". Below this, there is a section for "Applies only to selected package:".

An "Edit Customer:" window is open, showing "Customer Information: JOHN, KELLY" with ID "13577". The window has tabs for "General Info", "Detail Info", "Notes", and "Accounts". The "General Info" tab is active, showing fields for Name and address, Company name, Address line 1 and 2, City, State, zip code, Country (USA), Contact information (Phone 1: 760-410-1677, Phone 2, Fax, E-mail: support@pcsynergy.com), and Identification (Photo ID verified). An arrow points to the "E-mail" field.

At the bottom of the interface, there is a "Register Deposit:" field and a UPS logo.

A receipt is shown at the bottom right, titled "This is a receipt for your package(s) dropped off at a UPS Access Point™ location." The receipt lists the Drop Off Location as PostalMate Store at 804 N. Twin Oaks Valley Rd, San Marcos, CA 92069, US, with ZIP code U12345678. The Drop Off Time is 11/11/2022. A table shows Package Details with tracking number 1Z6A65V30396121404 and an Amount column. The Transaction Amount is also listed.