



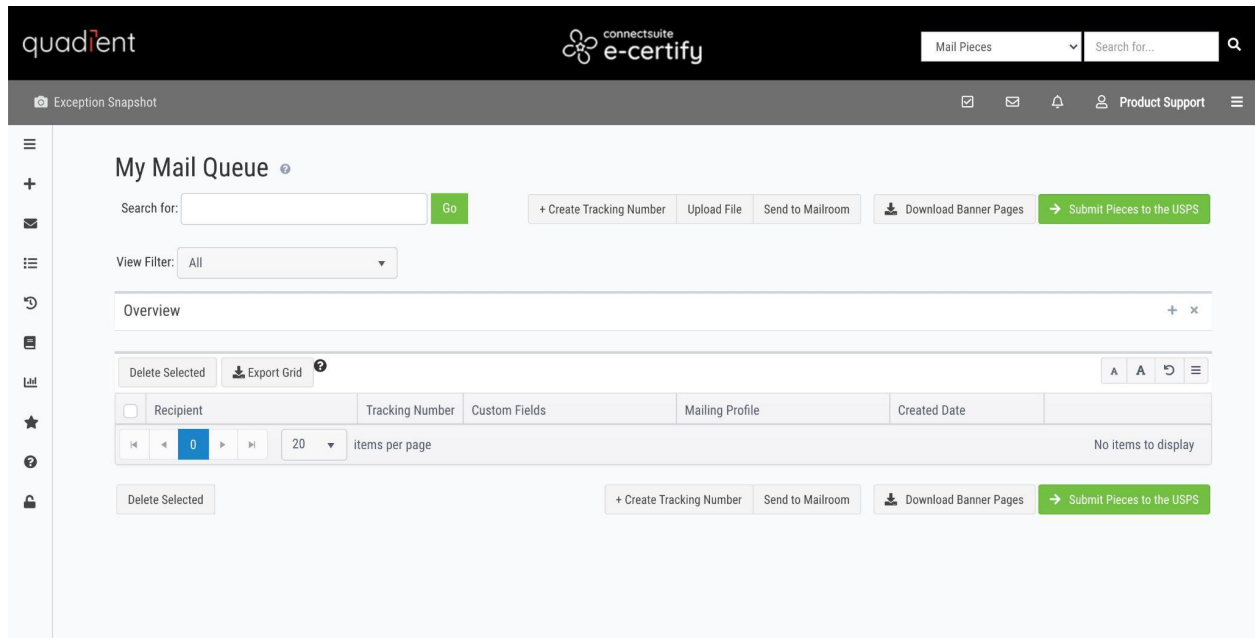
How to create a batch of mail pieces

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Step 1: Prepare your file

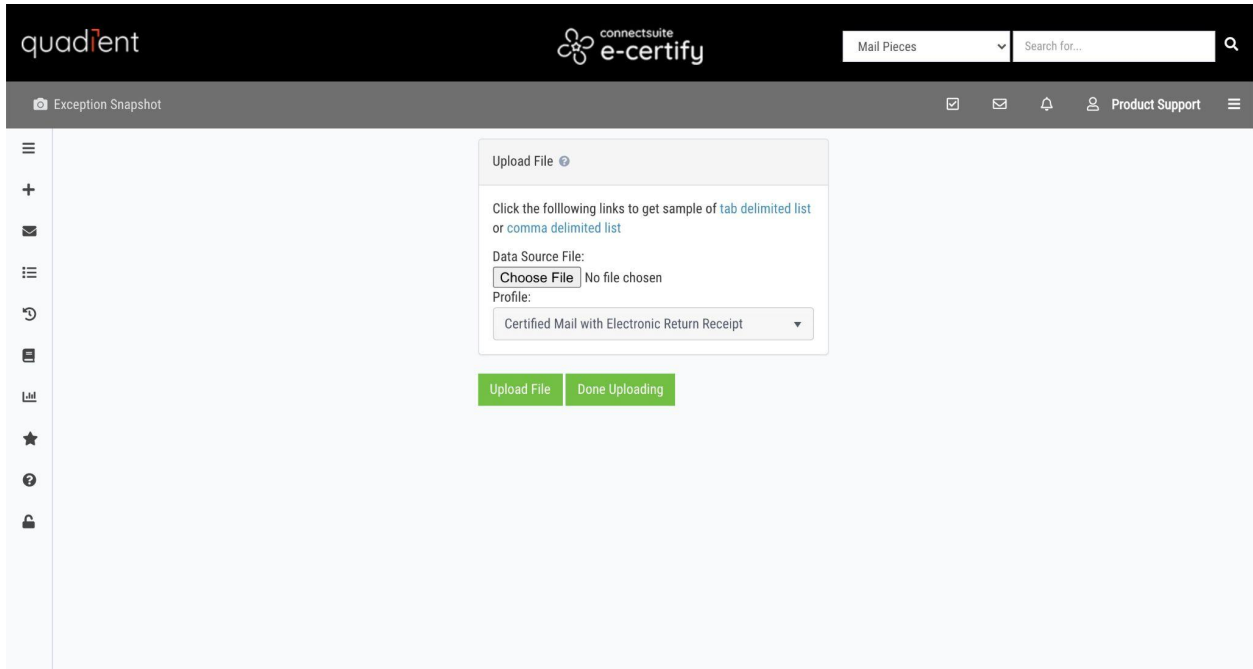
Download sample file

To avoid having to create your file from scratch, we recommend using our sample file that already contains all the appropriate headers. To download the sample file, navigate to the Mail Queue, then click **Upload File**.



The screenshot shows the 'My Mail Queue' interface in the quadrent connectsuite e-certify application. The header includes the 'quadrent' logo, 'connectsuite e-certify' branding, a 'Mail Pieces' dropdown menu, and a search bar. Below the header, there are navigation icons for 'Exception Snapshot', email, mail, notifications, and 'Product Support'. The main content area is titled 'My Mail Queue' and features a search bar with a 'Go' button, a '+ Create Tracking Number' button, an 'Upload File' button, a 'Send to Mailroom' button, a 'Download Banner Pages' button, and a 'Submit Pieces to the USPS' button. A 'View Filter' dropdown is set to 'All'. Below this is an 'Overview' section with a '+ x' icon. The main table area has a 'Delete Selected' button and an 'Export Grid' button. The table has columns for 'Recipient', 'Tracking Number', 'Custom Fields', 'Mailing Profile', and 'Created Date'. The table is currently empty, showing 'No items to display'. At the bottom of the table area, there are navigation controls for '20 items per page' and a 'Delete Selected' button. At the bottom of the interface, there are buttons for '+ Create Tracking Number', 'Send to Mailroom', 'Download Banner Pages', and 'Submit Pieces to the USPS'.

Click either of the links (**tab delimited list** or **comma delimited list**) to download a sample file.



Enter your data

Open the sample file in your application of choice (Microsoft Excel, Google Sheets, etc.) and add your own data.

	A	B	C	D	E	F	G	H	I	J	K	L
1	addr1	addr2	addr3	addr4	addr5	addr6	addr7	addr8	weight	postage	custom1	custom2
2	Ashley Kennedy	808 Lake Ct	West Covina	CT	52232					1		
3	Debra Baker	1246 Spring Blvd	Cary	WA	60098					1		
4	Ryan Smith	848 Mill Way	Springfield	CO	50901					1		
5												
6												
7												
8												
9												

Use as many of the **address** columns as needed. Choose either the **weight** column or the **postage** column to enter a value for estimating postage. If the **weight** column is used, enter the weight of the piece in ounces. If the **postage** column is used, enter the amount of postage required for the piece excluding extra services. The **custom field**, **retrefnum**, and **notificationemail** columns are optional.

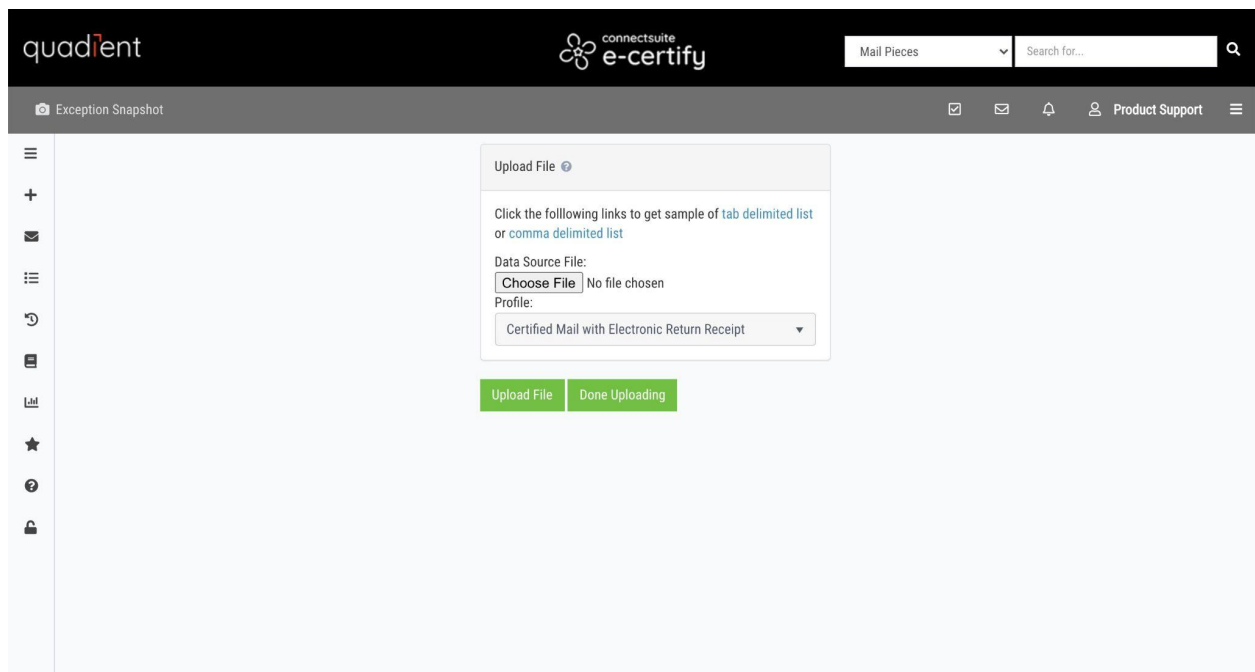
Use the **notificationemail** column if you would like to specify an email address for email notifications. To send email notifications to multiple email addresses, separate them with a semicolon. If this column is left blank, notifications will be sent to the notification email of the user who uploaded the file.

Save your file

When you're finished entering data, save your file as either a CSV or TSV file to be uploaded to e-Certify.

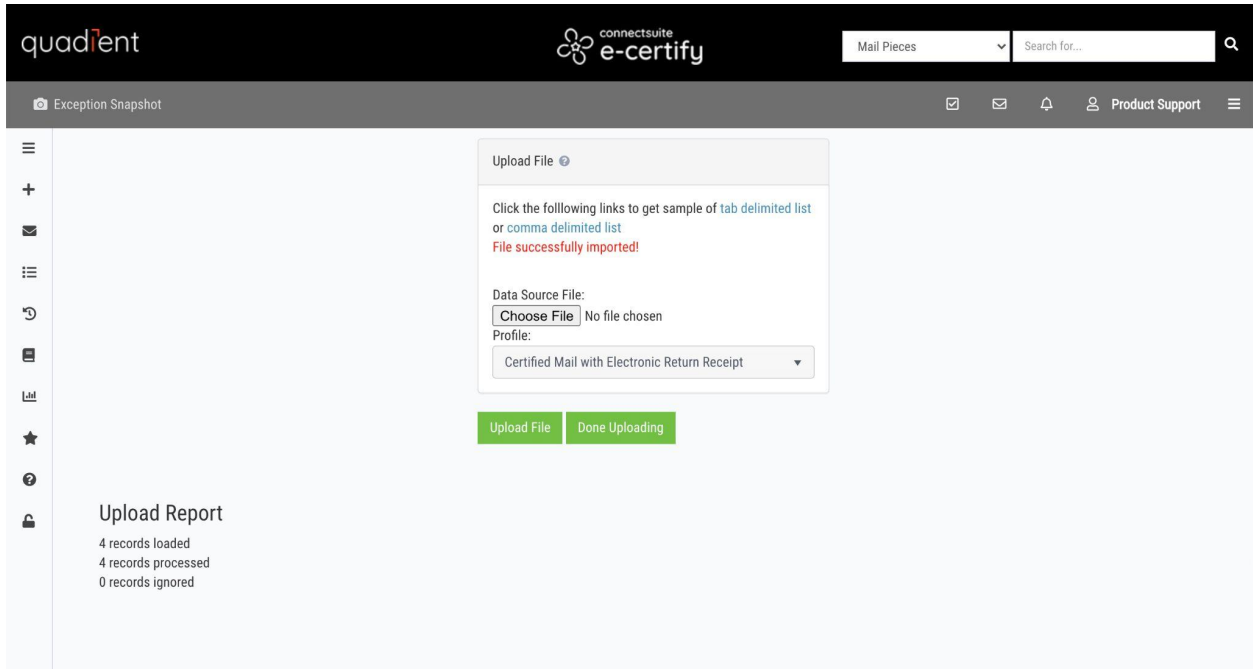
Step 2: Upload your file

Click **Choose File** and select the CSV or TSV file you just created. Next, select a mailing profile to be used for all mail pieces in the batch. Finally, click **Upload File** to create the mail pieces.



The screenshot shows the e-certify web interface. At the top, there is a navigation bar with the 'quadtent' logo on the left, the 'connectsuite e-certify' logo in the center, and a search bar on the right containing 'Mail Pieces' and a search icon. Below the navigation bar is a dark grey header with 'Exception Snapshot' on the left and icons for a checkmark, envelope, bell, and 'Product Support' on the right. A vertical sidebar on the left contains several icons: a hamburger menu, a plus sign, an envelope, a list icon, a magnifying glass, a document, a list with a checkmark, a star, a question mark, and a lock. The main content area is light grey and features a white 'Upload File' dialog box. The dialog box has a title 'Upload File' with a close icon. Below the title, it says 'Click the following links to get sample of [tab delimited list](#) or [comma delimited list](#)'. Underneath, it asks for the 'Data Source File:' and shows a 'Choose File' button next to the text 'No file chosen'. Below that, it asks for the 'Profile:' and shows a dropdown menu with 'Certified Mail with Electronic Return Receipt' selected. At the bottom of the dialog box, there are two green buttons: 'Upload File' and 'Done Uploading'.

If the mail pieces were successfully created and there weren't any problems with your file, you will see the **File successfully imported!** message. You can also review the Upload Report in the bottom left of the page to ensure all of your pieces were successfully created.



When you're finished, you can click **Done Uploading** to be taken to your Mail Queue.

Step 3: Print the banner pages

After mail pieces are created by uploading a file, they are placed in your Mail Queue. Here, you have the option to edit each piece individually by clicking the pencil icon.

The screenshot displays the 'My Mail Queue' interface. At the top, there's a search bar and navigation buttons: '+ Create Tracking Number', 'Upload File', 'Send to Mailroom', 'Download Banner Pages', and 'Submit Pieces to the USPS'. Below the search bar is a 'View Filter' dropdown set to 'All'. The main content is a table with the following columns: Recipient, Tracking Number, Custom Fields, Mailing Profile, and Created Date. Three mail pieces are listed, each with a checkbox and a paper icon for downloading banner pages. The table footer shows '1 - 3 of 3 items'.

Recipient	Tracking Number	Custom Fields	Mailing Profile	Created Date
<input type="checkbox"/> ASHLEY KENNEDY 808 LAKE CT WEST COVINA CT 52232	9214 8901 9403 8348 8692 31 Class: First Class Services: CM ERR		Certified Mail with Electronic Return Receipt	9/9/2021 11:17:26 AM
<input type="checkbox"/> DEBRA BAKER 1246 SPRING BLVD CARY WA 60098	9214 8901 9403 8348 8692 62 Class: First Class Services: CM ERR		Certified Mail with Electronic Return Receipt	9/9/2021 11:17:56 AM
<input type="checkbox"/> RYAN SMITH 848 MILL WAY SPRINGFIELD CO 50901	9214 8901 9403 8348 8692 86 Class: First Class Services: CM ERR		Certified Mail with Electronic Return Receipt	9/9/2021 11:18:01 AM

To download the banner pages for all of your mail pieces in one PDF, select the checkbox next to each piece and click **Download Banner Pages**. Alternatively, you can open and print each banner page individually by clicking the paper icon to the right of each piece. Fold and insert the banner pages into your window envelopes.

Step 4: Submit your mail pieces to the USPS

Before actually entering your mail pieces into the mail stream, it is crucial to first submit them to the USPS. To do this, select the checkbox next to each piece, then click **Submit Pieces to the USPS**. This does three important things:

- It lets the USPS know the mail pieces are coming.
- It generates the USPS paperwork for the mail pieces, including the Firm Mailing Book for Accountable Mail (PS Form 3877) and SCAN Form (PS Form 5630).
- It allows tracking and electronic return receipt data to be returned and retrievable in e-Certify.

Upon submitting your pieces to the USPS, you will be taken to a confirmation page where you can download the completed PS Form 3877 or PS Form 5630.

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Submitted Mailing Jobs Confirmation

The mailing jobs listed below have been submitted to the USPS. Click on the buttons below for mailing reports.

ID	EFN	Piece Count	Entry Zip	User	Status	Created	Actions
2924815	92750901193562000031529852	3	56001	productsupport@connectsuite.com	Ready	09-09-2021 11:43:26	

Done

Your mail pieces are now ready to be entered into the mail stream.