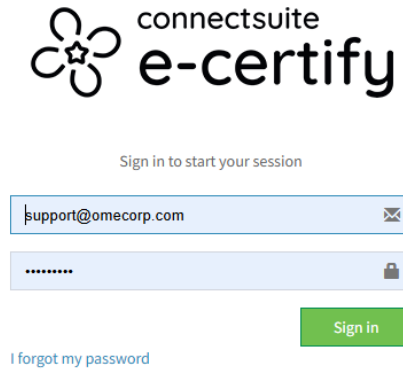


ECERTIFY: HOW TO GET SET UP

Step 1: Sign in to E-Certify

After purchasing e-Certify, you will receive a welcome email from ConnectSuite that includes your default username and password. Use this information to sign in to e-Certify (<https://ecertify.connectsuite.com/login.aspx>).




Upon signing in, you will be greeted with the e-Certify homepage.

(Click here to learn more about the parts of <https://connect-suite.com/e-certify/help-center/homepage/>)

Step 2: Create Additional Users (optional)


You can create additional users to allow others to use e-Certify and create mail pieces.

- Click on the  icon on the top right corner.
- Use the right navigation bar to navigate to the **Users** page.
- To create a new user, click **New User**.

(Learn more about **Users** or watch <https://connect-suite.com/e-certify/help-center/video-tutorials/>)

Step 3: Create your own tracking label (optional)


The Tracking Labels page allows you to customize the layout of your banner pages and thermal labels with a high level of flexibility and functionality. We provide six default tracking labels based on the most popular types of envelopes and labels. However, if you would like to customize your own, you can do so.

- Click on the  icon on the top right corner.
- Use the right navigation bar to navigate to the **Tracking Labels** page.
- To create a new tracking label, click **New Tracking Label**.

(Learn more about **Tracking Labels** or watch <https://connect-suite.com/e-certify/help-center/video-tutorials/>)

Step 4: Create a mailing profile

At the heart of e-Certify, the mailing profile integrates your organization's mailing needs with USPS. When creating a mail piece, you will need to select a mailing profile to use. This auto-populates a number of fields and speeds up your workflow.

- Click on the  icon on the top right corner.
- Use the right navigation bar to navigate to the **Mailing Profiles** page.
- To create a new mailing profile, click **New Mailing Profile**.

(Learn more about **Mailing Profiles** or watch the <https://connect-suite.com/e-certify/help-center/video-tutorials/>)