## How To – Add Funding to Docupost Account

## **Step 1: Login to Docupost**

URL-	https://docupost.com/
Username-	jsnaric@gmail.com
Password-	rxz2nsF77Tz@6^^q

#### Step 2: Add Funds

When the remaining balance reaches \$50.00 or below, you will need to add funds by clicking the ADD funds button on the Docupost dashboard shown below.

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### Step 3: Enter Dollar Amount of Funds to add

After you click the ADD funds button, you will be taken to the page below and will enter the dollar amount of funds to add to the account  $\underline{\$250.00}$  and then click the the ADD FUNDS button to the right of the dollar amount box shown below:

← → C	t.com/funds	
DocuPost	Funds / Billing	
+ Send mail		
A Dashboard	You have \$280.30	
List builder	\$10.00 Add funds	/
Letters		
Postcards	Guaranteed safe & secure checkout	🚺 🔤 👬 🚥 🕕 🊰
1 Checks		
Address book		
\$ Billing	Mailing Pricing	
INTEGRATIONS >	LETTERS	СНЕСКЅ
	STANDARD CLASS FIRST CLASS MAIL	FIRST CLASS MAIL
	55¢ or 75¢	\$2 per check
	+ 20C / each B&W page + 30C / each color page	+ 50¢ / each attachment page
	POSTCARDS	ADD-ONS
	85¢	+ \$7 certified mail
	Glossy front/back	+ \$10 certified w/ return receipt
Account	USPS First Class	+ \$2 extra postage fee for > 5 pages
+⊖ Logout		
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# Step 4: Pay

On the next page you will click the Pay button shown below

CocuPost Account refill \$50.00 Refill DocuPost account balance	Email     jsnaric@gmail.com       Pay with     VKA       34654     Change
	Pay D By confirming your payment, you allow DocuPost LLC to charge your card for this payment and save payment information in accordance with their terms.
Powered by <b>stripe</b> Terms Privacy	

## Step 5: Send an email confirmation that funds were added

Send an email to <u>kimberlysnaric@gmail.com</u> including the date and amount of funds added to the account. This should always be \$250.00 unless otherwise instructed.