

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.

The screenshot shows the DocuPost dashboard with a dark blue header and a light blue sidebar. The main content area is divided into several sections:

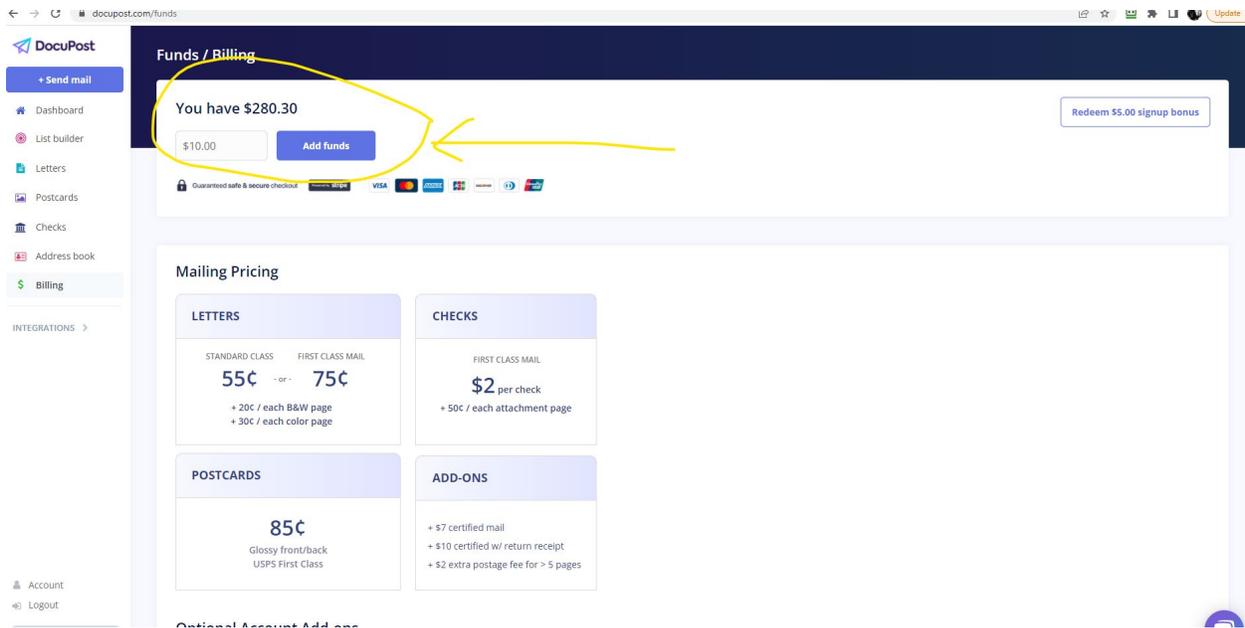
- Welcome back, Jay!** header.
- Recent letters** table with columns: Recipient, Sender, and a status button (In the mail).
- Recent checks** table with columns: Memo, Sender, and a status button (Delivered).
- Account funds** section: "You have \$280.30 remaining." with an "Add funds" button circled in yellow and an arrow pointing to it.
- Need help?** section: "Visit the DocuPost knowledge base or contact us if you still need help!" with a "Support center" button.

Recent letters	Recipient	Sender
St. Louis Reminder Letter.pdf In the mail	Bauer Hite Orthodontic...	CPR St. Louis
St. Louis Reminder Letter.pdf In the mail	Life Care Center St. Louis c/o...	CPR St. Louis
St. Louis Reminder Letter.pdf In the mail	Columbia Endoscopy Center...	CPR St. Louis
St. Louis Reminder Letter.pdf In the mail	Brookwood Dental c/o Lisa Bell	CPR St. Louis
St. Louis Reminder Letter.pdf In the mail	St. Louis College of Pharmacy	CPR St. Louis
St. Louis Reminder Letter.pdf In the mail	Mid America Transplant c/o...	CPR St. Louis
St. Louis Reminder Letter.pdf In the mail	Center for Dermatologic and...	CPR St. Louis

Recent checks	Memo	Sender
\$20.00 to Jay Snaric Delivered	Test - Referral Fee	CPR St. Louis

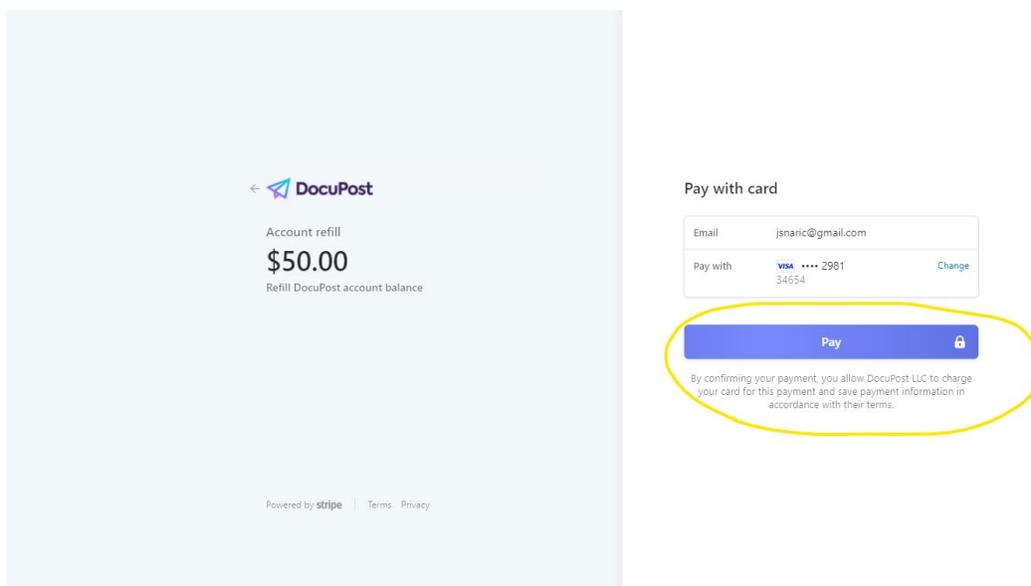
Step 3: Enter Dollar Amount of Funds to add

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 \$250.00 and then click the the ADD FUNDS button to the right of the dollar amount box shown below:



Step 4: Pay

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



Step 5: Send an email confirmation that funds were added

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