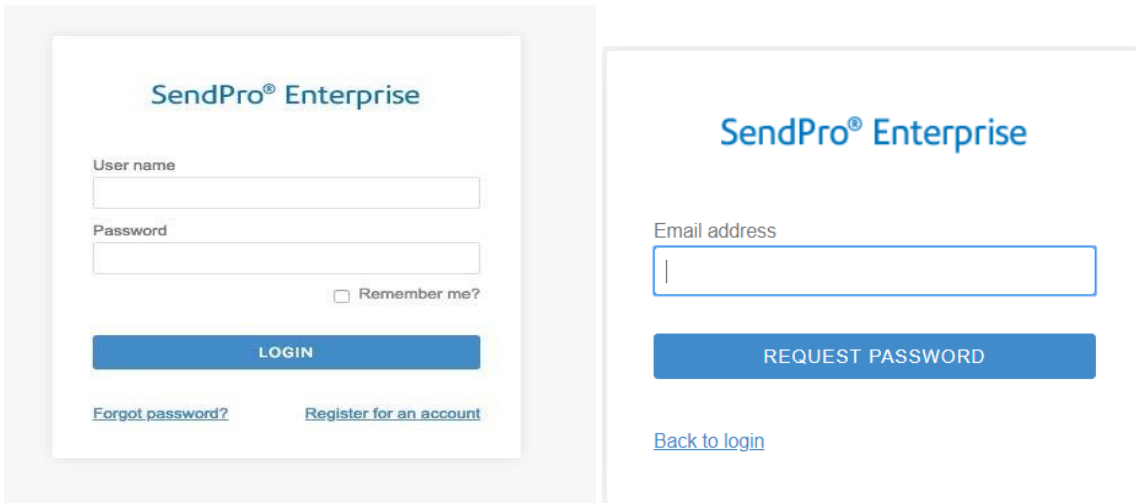


SPE Stamp Printing Processing Update

Login to: <https://specialolympicsvaorg.sendproenterprise.com/Composer/Runtime/Index/Stamps>



The image displays two side-by-side screenshots of the SendPro Enterprise web application interface. The left screenshot shows the login page with fields for 'User name' and 'Password', a 'Remember me?' checkbox, a 'LOGIN' button, and links for 'Forgot password?' and 'Register for an account'. The right screenshot shows the password reset page with an 'Email address' field, a 'REQUEST PASSWORD' button, and a 'Back to login' link.

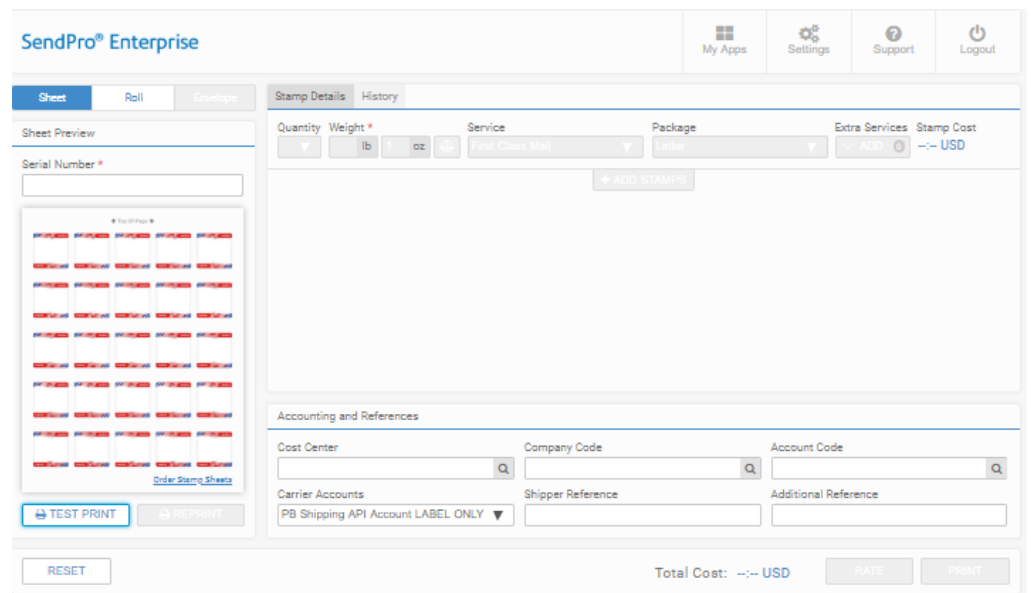
Enter Your User Name & Password. If you forgot password or haven't created your password click "[Forgot password?](#)"

Enter your Email Address and click "[REQUEST PASSWORD](#)". Check your email and click the link to reset/set your password.

Click **My Apps** and Select **Stamps** or you may already be in the **Stamps App**



OR

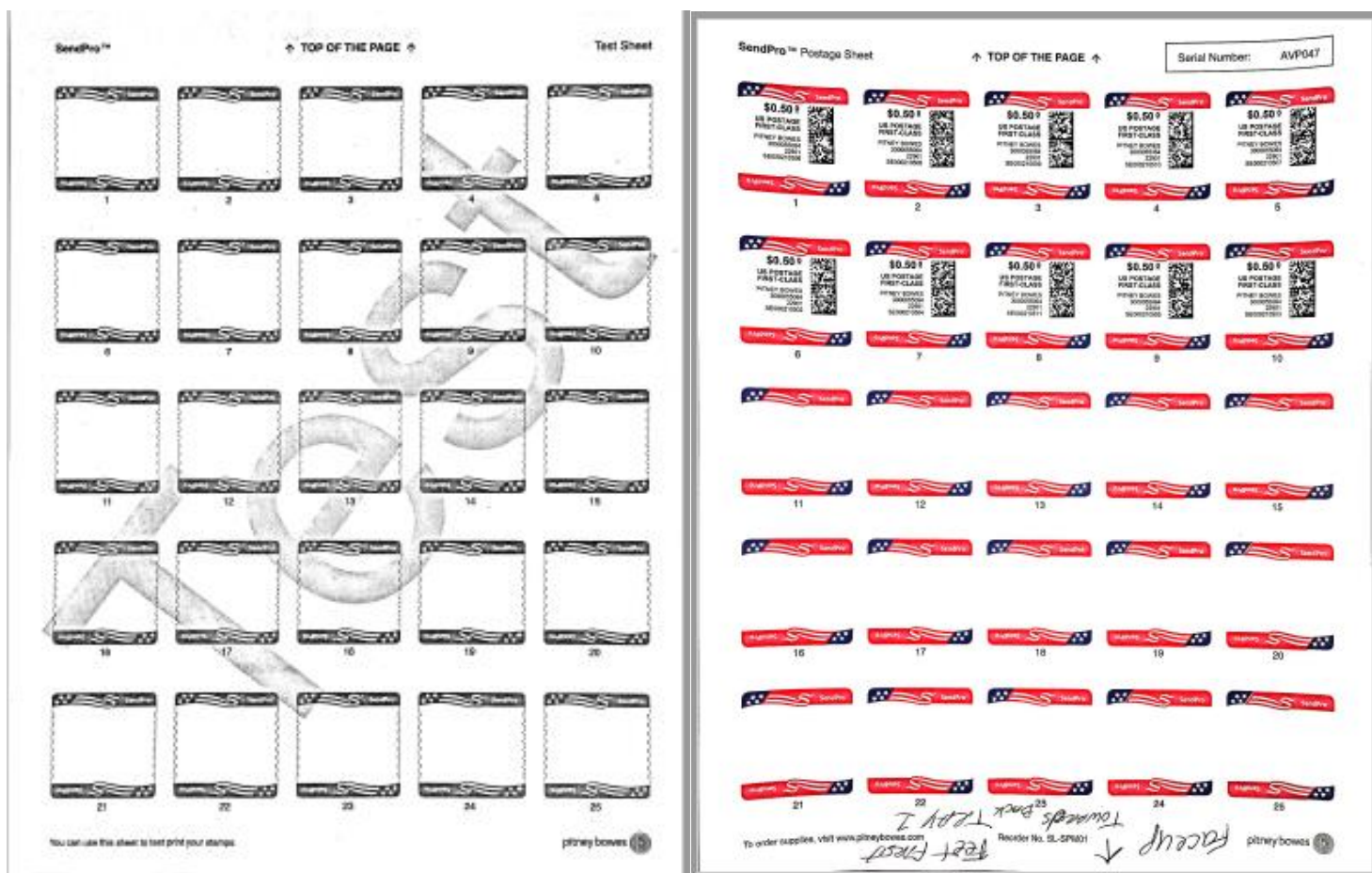


This screenshot shows the 'Stamps' application interface. On the left is a 'Sheet Preview' showing a grid of stamps. The main area is divided into 'Stamp Details' and 'Accounting and References'. 'Stamp Details' includes fields for Quantity, Weight, Service, Package, Extra Services, and Stamp Cost. 'Accounting and References' includes fields for Cost Center, Company Code, Account Code, Carrier Accounts, Shipper Reference, and Additional Reference. A 'TEST PRINT' button is located at the bottom left, and a 'RESET' button is at the bottom center. The total cost is displayed as 'Total Cost: --- USD' at the bottom right.

Before printing a “LIVE” Stamp Sheet always print a **Test Print** with a **Test Sheet**. Make sure during printing that the **Scale** is set to **Default or Actual Size & Set to Portrait**. (NOT = Fit or Shrink to fit) and (NOT = to Auto Portrait/Landscape)

[illegible]

Once the Test Sheet is loaded into the printer and you have a successful print **make a note** of how the Test Sheet was **oriented** as it was loaded into the printer try and do the same for the “LIVE” Stamp Sheet. Then follow the instruction below for selecting your quantity # of Stamps to be printed and at what weight (Rate).



Notice the notes made directly to the front of the “LIVE” Stamp sheet.

Face-up, Feet First, arrow pointing towards back of printer. These ensure the sheet is loaded correctly every time.

Also remember the properties prior to clicking the PRINT button to make sure the Scale is set to Actual Size / Default and set to portrait, **not** Auto Portrait/Landscape.

Follow the Directions Below: Now that you've had a successful Test Sheet print correctly and know the orientation of the Stamp Sheet, load the "LIVE" Stamp Sheet in the printer and make your selections for stamps.

SendPro® Enterprise

Sheet | Roll | Envelope

#1 Serial Number *
aaa111

#2 Quantity: 5, Weight: 1 lb, Service: First Class Mail, Package: Letter

#3 Letter or Large Envelope / Flat

#4 Cost Center

Accounting and References

Cost Center: [Search], Company Code: [Search], Account Code: [Search]

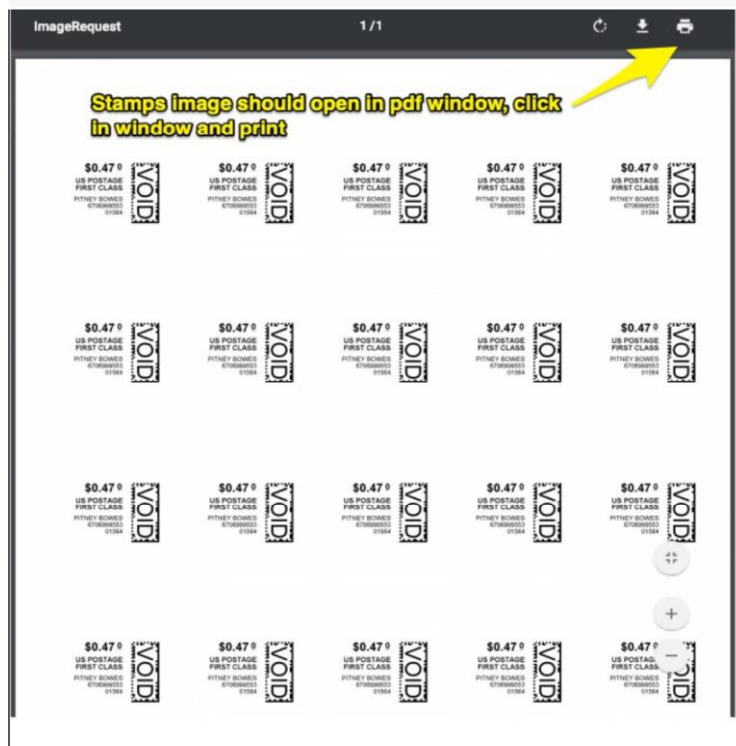
Carrier Accounts: PB Shipping API Account LABEL ONLY, Shipper Reference: [Search], Additional Reference: [Search]

Change to Stamps Only

Total Cost: --- USD

#5 Rate / Print

TEST PRINT, REPRINT, RESET, RATE, PRINT



More settings

Paper size: Letter

Pages per sheet: 1

Quality: 600 dpi

Scale: Default

Two-sided: ☐ Print on both sides

Print using system dialog... (Ctrl+Shift+P)

Before printing a "LIVE" Stamp Sheet always make sure during printing that the **Scale** is set to **Default or Actual Size & Set to Portrait**. (NOT = Fit or Shrink to fit) and (NOT = to Auto Portrait/Landscape)