

# Certified Mail Labels.com

**SKIP THE TRIP TO THE POST OFFICE...LET US KNOW IF WE CAN HELP YOU GET STARTED!**

## OPTION 1: Use **OUR** USPS approved Certified Mail® Envelopes



**1** Print your label on plain paper



**2** Fold into thirds with your letter



**3** Insert into envelope and mail

**Easy as 1-2-3!**  
*Just follow these simple instructions!*

*(Your documents must be placed behind the label)*

**See other side for step-by-step instructions to print your label.**

**PLEASE NOTE:** We have enclosed two #10 window envelopes for you to try with our labels



Order more Certified Mail® Envelopes from our website.

## OPTION 2: Use **YOUR** envelope with our Certified Mail® Label & Green Sticker



**1** Print your label on plain paper



**2** Wrap & glue the Certified Mail® label around your envelope



**3** Affix the green Certified Mail® sticker to your envelope

**Easy as 1-2-3!**  
*Just follow these simple instructions!*

**See other side for step-by-step instructions to print your label.**

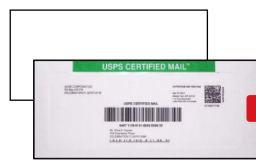
**PLEASE NOTE:** We have enclosed five green Certified® Mail stickers (USPS Form 3800-N). Use these with our Certified® Mail labels.



## OPTION 3: Use **YOUR** envelopes with the Green Certified Mail® Label



**1** Print your label on plain paper using a color printer



**2** Wrap the green Certified Mail® label around your envelope



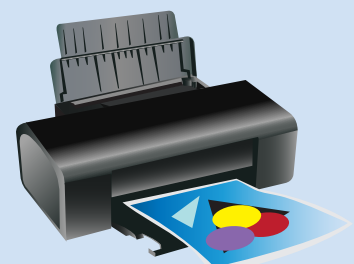
**3** Glue the green Certified Mail® label into place

**Easy as 1-2-3!**  
*Just follow these simple instructions!*

**See other side for step-by-step instructions to print your label.**



**PLEASE NOTE:** A color printer is required when choosing this option!



# HOW TO CREATE & PRINT A SINGLE LABEL

Go to [www.CertifiedMailLabels.com](http://www.CertifiedMailLabels.com)

Login with your email and password

From the red navigation menu at the top, go to Address Letters > then click Single Label and follow the three-step process below:

**STEP 1. Return Address:** Will default to your profile. Edit these fields if necessary

**STEP 2. Delivery Address:** Fill all required fields marked with a red asterisk (\*)

**STEP 3. Mail Options:** Choose your USPS Mail delivery services, envelope type and postage weight

## NOTE TO USERS WHO CHOOSE OPTION 3 AS OUTLINED ON THE OTHER SIDE OF THIS DOCUMENT:


When printing your label – on Step 3 choose "Plain Envelope #10 Letter Size (Prints Green Banner)". This will generate an 8.5" x 11" PDF Certified Mail label which INCLUDES the green USPS Certified Mail markings at the top. Print your label on a **COLOR** printer.

Preview & Print your Label: Click the 'Preview' button then print to your printer on plain paper

Click [Purchase & Print](#) to buy this label

## OPTIONS TO AUTOMATE YOUR CERTIFIED MAIL

 **Excel Batch Label Processing** – Do you have a large mailing to get out? Create an Excel file to generate them all in a few minutes.

 **Print & Mail Service** – Upload your PDF Letters and we'll print and mail them the same business day. This outsource solution keeps a copy of your document and Certified Mail label for 10 years! You will have proof that each of your compliance letters was properly mailed and administered.

## ADDITIONAL SERVICES



**Custom Work Order** – This concierge level of service provides customized data processing, color printing, graphics and full service letter shop services to meet the most advanced business requirements.



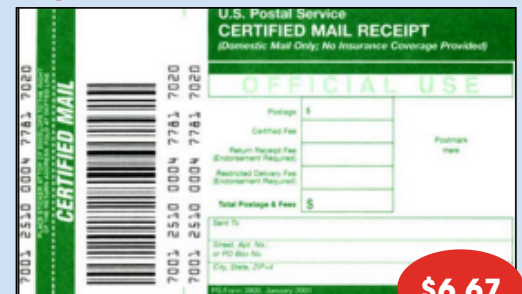
**Compliance Reporting & Tracking:** 24/7 reports that allow you to monitor your compliance and delivery process. Our USPS tracking is updated hourly, email delivery notification, Excel CSV downloads, SFTP access and more! We securely store all of your compliance data for 10 years at no additional cost.

HELP

Click the [Feedback & Support](#) tab on the right side of [www.CertifiedMailLabels.com](http://www.CertifiedMailLabels.com)

If you can't find your answer online, call us: **800-406-1792**

### Replace this...



### ...with this

