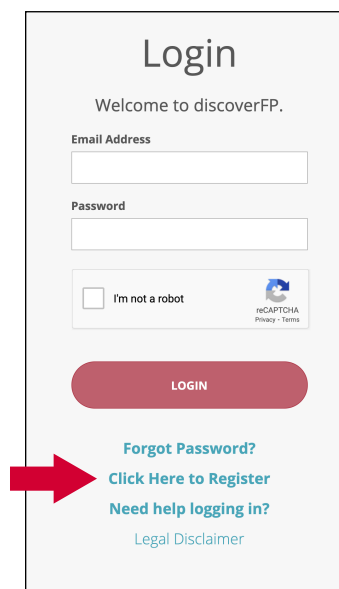


To get started in discoverFP, first you will need to register. This guide will help walk you through the registration process. To get to discoverFP type in the URL [www.discoverFP.us](http://www.discoverFP.us) into your web browser (please note that if you type .com you will be directed to our global site and you will have to select USA).

**Step 1:** To register, select “Click Here to Register”.

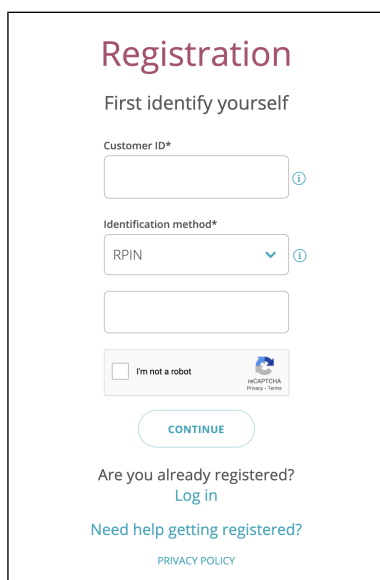


The image shows a 'Login' form with the following elements: a title 'Login', a welcome message 'Welcome to discoverFP.', an 'Email Address' input field, a 'Password' input field, a reCAPTCHA 'I'm not a robot' checkbox, a red 'LOGIN' button, and three links: 'Forgot Password?', 'Click Here to Register' (highlighted with a red arrow), and 'Need help logging in?'. There is also a 'Legal Disclaimer' link at the bottom.

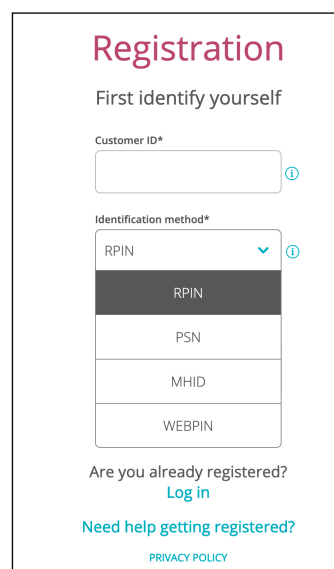
**Step 2:** Identify yourself.

For this step you will need your customer ID (number) as well as one of the following:

- **RPIN** - a six digit number that you received in your welcome letter. A welcome email was also sent to the email listed on the Customer Agreement. That email contains a link to access your RPIN.
- **Meter Postal Serial Number (PSN)** - a number that starts with 118, 618, 718, 818 or 918. It can be found on the packing slip sent with your postage meter.
- **MailHandler ID (MHID)** - a serial number that starts with PV, EP, PX, CM or PM. It can be found on the packing slip, on the label on the bottom of the PostBase™ or from the information screen in the menu area on your PostBase™ machine.



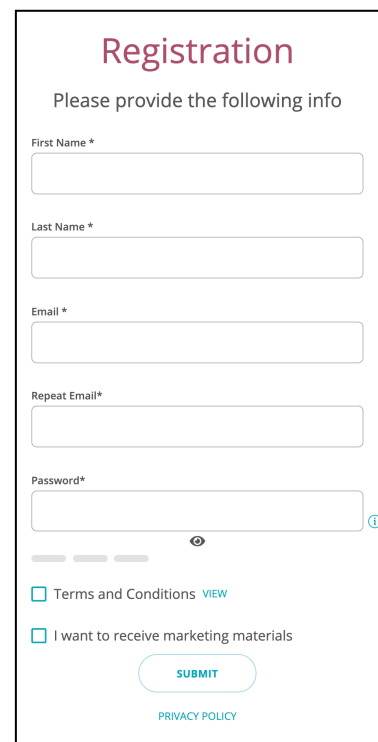
The image shows a 'Registration' form with the title 'Registration' and subtitle 'First identify yourself'. It includes a 'Customer ID\*' input field, an 'Identification method\*' dropdown menu with 'RPIN' selected, a reCAPTCHA 'I'm not a robot' checkbox, a blue 'CONTINUE' button, and links for 'Are you already registered? Log in', 'Need help getting registered?', and 'PRIVACY POLICY'.



The image shows a 'Registration' form with the title 'Registration' and subtitle 'First identify yourself'. It includes a 'Customer ID\*' input field, an 'Identification method\*' dropdown menu with 'RPIN' selected, a reCAPTCHA 'I'm not a robot' checkbox, a blue 'CONTINUE' button, and links for 'Are you already registered? Log in', 'Need help getting registered?', and 'PRIVACY POLICY'.

### Step 3: Enter your account information.

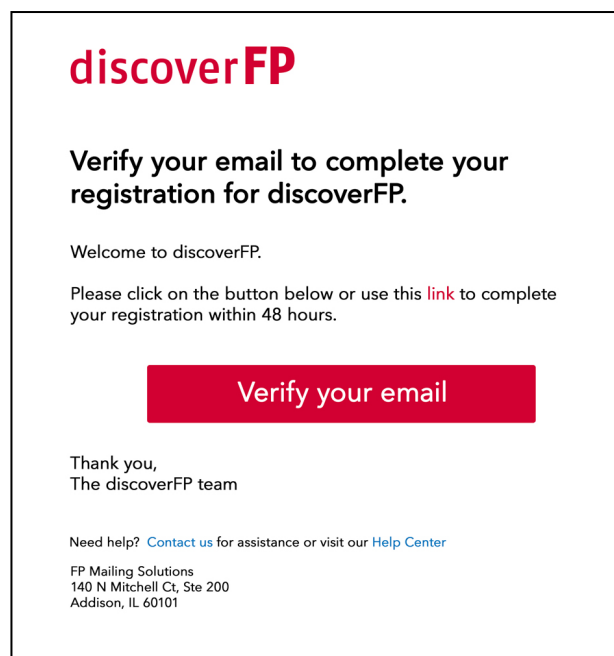
For this step you will enter in your first and last name, email address, and create your password. The password must be at least 8 digits long and include capital and lower case letters, at least one numeric digit and at least one special character. Strong passwords are typically at least 12 digits long.

A screenshot of the discoverFP registration form. The form is titled "Registration" in red. Below the title, it says "Please provide the following info". The form contains five input fields: "First Name \*", "Last Name \*", "Email \*", "Repeat Email\*", and "Password\*". The "Password\*" field has a strength indicator bar below it with three segments and an information icon. Below the input fields, there are two checkboxes: "Terms and Conditions" with a "VIEW" link, and "I want to receive marketing materials". At the bottom, there is a blue "SUBMIT" button and a "PRIVACY POLICY" link.

### Step 4: Confirmation email.

Once you complete the previous steps, you will receive a confirmation email with a link to verify your email. Once you click the confirmation link, your account will be activated and you will be able to login to discoverFP.

Note: the confirmation link is only active for 48 hours.

A screenshot of a confirmation email from discoverFP. The email header shows the "discoverFP" logo in red. The main heading is "Verify your email to complete your registration for discoverFP." Below this, it says "Welcome to discoverFP." and "Please click on the button below or use this link to complete your registration within 48 hours." There is a large red button that says "Verify your email". Below the button, it says "Thank you, The discoverFP team". At the bottom, there is a link "Need help? Contact us for assistance or visit our Help Center" and the address "FP Mailing Solutions, 140 N Mitchell Ct, Ste 200, Addison, IL 60101".

### Additional Resources:

You can find additional support and instructions in the Help Center of the discoverFP portal.

### Customer Support:

You can contact our Customer Experience Team for additional help: