



Integrated Support for Certified Mail®

Certified Mail® is a service provided by the USPS® that provides you with an official receipt proving your letter was mailed and a signature from the recipient proving the Certified Mail piece was delivered. Certified Mail receipts and delivery confirmations serve an important role in business and legal affairs as they are considered prima facie evidence in legal proceedings by local, state and federal courts. As such, Certified Mail is often used for sending legal notices, government documents, debt collections, tax returns, health care records, etc.

Certified Mail Made Easy

Although Certified Mail is a great service, the traditional method for sending Certified Mail with a return receipt involves multiple hardcopy forms and is a laborious, time-consuming process.

However, there is a better way to take advantage of the added security of certified mail: You can now perform all Certified Mail tasks directly from within the FlexMail software on your PC. Creating, tracking, and managing Certified Mail with FlexMail is much simpler and more streamlined than the traditional method.



- Link an address database and add the Certified Mail barcode to all or a selection of the addresses in the linked file.
- Significantly reduce the time to prepare your Certified Mail pieces because you no longer have to fill out forms manually.
- Optionally validate recipient addresses to ensure USPS compliant formatting with the FlexMail USPS Mail Processing module.
- Automatically generate the USPS Form 3877 (Firmbook report) that is required to obtain Proof of Mailing.
- Save in postage by using Electronic Return Receipt to obtain a digital signature.
- Electronic Return Receipts are securely stored in the cloud for a period of 2 years from the date of mailing.
- Easily search and track pieces from within your FlexMail projects providing details about every step of the delivery process.

One Single Integrated Solution for Certified Mail Processing

FlexMail uses a cloud based API for Certified Mail processing. The service is a sophisticated system to create, track and audit Certified Mail. The service is deployed as a public SaaS solution.

The services can be accessed through FlexMail without having to install additional software and data files on your computer. The interface to the service is completely integrated in FlexMail.

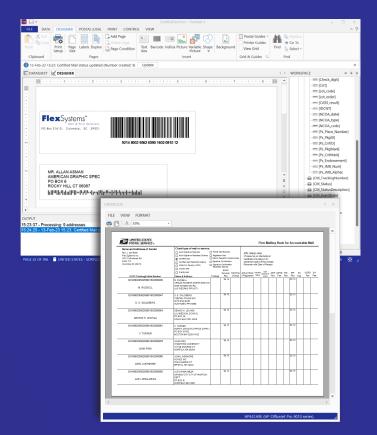
- No need to go to any web-site.
- No USPS Gateway setup required.
- No additional software to load.
- No updates to install, always up-to date.

A Complete Certified Mail® Solution

The Certified Mail® service combined with the powerful design, printing, and mail production features of FlexMail give you an unsurpassed solution for sending Certified Mail items.

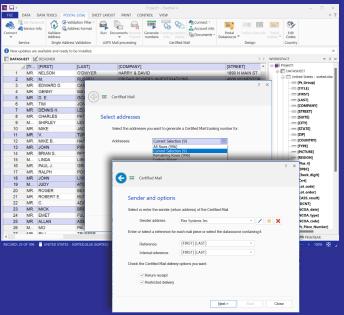
Create the Certified Mail items

- Select all addresses to be sent as Certified Mail or make a selection from the linked database.
- The destination address is automatically populated from the linked database.
- Multiple return addresses can be saved in the system.
- Select additional services for Electronic Return Receipt and Restricted Delivery.
- Automatically create USPS Form 3877 (Firmbook).



Track your Certified Mail items

- The tracking status is automatically updated every time you open a FlexMail project.
- The datasheet shows the most recent status of each Certified Mail item.
- Easily search for specific receipients.
- Detailed tracking information available about every step of the delivery.
- Direct access to digital signatures.
- Export the datasheet to archive the delivery status of all your Certified Mail items.



Design your Certified Mail items

- Add a cover sheet or place the Certified Mail barcode directly on the first page of your document.
- Design your Certified Mail piece, containing the Certified Mail barcode, the destination address, return address, your logo, and any other design element you want.
- Make a layout based on the Certified Mail envelope size you wish to use (#10, 6x9, and 9x12). Design guides for each of these envelope sizes are available in FlexMail.

M •							tifiedTest.fm4 - FlexMail 4 🛛 🗖 🗆	×
	DATA	DAT	TOOLS POSTAL (NINT COM		^ ?
Access Exc	<u>۲</u>	Sent L	DF	ent Clos			/X CQ F F III F IIII F III F III F III F IIII F IIII F IIII F IIIII F IIII F IIIII F IIII F IIII F IIII F IIIII F IIIII F IIII F IIII F IIIII F IIII F IIIII F IIIIII	
					 Counter Date 4 Time 1 	- v	▼ Y Area Y Field Y Y	
		Link	External Data				Datasources T ₂	
14-Feb-	23 08	:23: Cer	tified Mail status updat	ed (In trar	isit: 7, Delivered: 2)	Update		×
DATASH	IEET	🗹 DE	SIGNER					# ×
			[FIRST]	[LAST]		[COMPANY] [STREET]		
1	_	MR.	NELSON	O'DW		HARKT & DAVID TOBULY MAIN C		
2	14	MR.				CRIGAS ROGERS INVESTIGATIONS 4006 WYNEST (INCOA_date)		
3		MR. MR.	EDWARD D. GENNY	CAME		HUNT INC	SIGNATURE 7 ×	
5	-	MR.			AYBELL CITIZ GOLDBERG TIBE			
6		MR.	TIM		JONES FL/		FILE VIEW FORMAT	
7	-	MR.	DENNIS H.	LECH	GA	LSU MED	🖶 🗋 A 59% -	
8		MR.	c				· · · · · · · · · · · · · · · · · · ·	
9		М	S CERTIFIED MAIL	TRACKIN	IG INFO			
10		MR.	9214 8902 9562 0			02 9562 6		
11	~	MR. MR.	A Recipient					1.1
13	-	MR.	J V. TURNER					
14		MR.	NORTH JACKSON OFFICE SUPPLY				Date Produced: 61(09/2023 TOWNSHIP OF RARITAN:	
15		М	PO BOX 51902 BOSTON, MA 02205-1902					
16		MR.	P				The following is the delivery information for Certified Mail™/RRE item number 9214 8002 9582 6590 1601 9183 82. Our records indicate that this item was delivered on 01:07/2023 at 06 49 p.m. in NAPLES,	
17	_	MR.	8				ME 04855. The scanned image at the recipient information is provided being	
18	-	MR.	-	-			Signature of Recipient :	
19	1	M MR.	J Date B 13-Feb-23	Time 16:33	Location		mailine Dever	
4		MR.	07-Jan-23	18:49	NAPLES ME 04	055	<1. 3. A	
OUTPUT			06-Jan-23	23:13	SOUTHERN ME	DISTRIB	Address of Recipient:	
8:23:25 - 13	I-Feb	-23 16	06-Jan-23	12:10	SOUTHERN ME	DISTRIBL	10 Modelle Kal, Napresime	
8:23:47 - 14						- 10		
			04-Jan-23	21:47	KEARNY NJ DIS	TRIBUTK		
			04-Jan-23	17:02	FLEMINGTON,		Thank you for selecting the Postal Service for your mailing needs. If you require additional assistance, please contact your local post office or Postal Service representative.	
			04-Jan-23	10:12	FLEMINGTON,	NJ 08822	Sincerely,	
RECORD: 11	OF 9	36 📑	03-Jan-23			- 10	United States Postal Service	
						- 10	The customer reference number shown below is not validated or endorsed by the United States Postal Service. It is selety for customer use.	
			÷	11	→ All	- 10		
							Customer Reference Number: 70 Middle Road Naples ME	
							4	
							HP651A9E (HP OfficeJet Pro 9010 series)	

Usage and Fees

Packages for any need

There are no fixed costs for using the Certified Mail service. Fees are based on pay per use pricing. Packages with transactions for low to high volumes are available, making the service attractive for both smaller and large users.

The use of the Certified Mail service is available in FlexMail Advanced and Professional and requires maintenance on the software.

Technical Information

For a full technical specification, system requirements, and any other latest information on FlexMail, check out Flex Systems' website at **www.flex-systems.com**.





Flex Systems B.V.

Lutonbaan 2 3045 AZ Rotterdam - Netherlands T +31 (0)88 - 3400 100

Flex Systems, Inc. 1401 St Andrews Rd, Suite 110 Columbia, SC 29210 - USA T +1 (803) 388 8010

info@flex-systems.com www.flex-systems.com