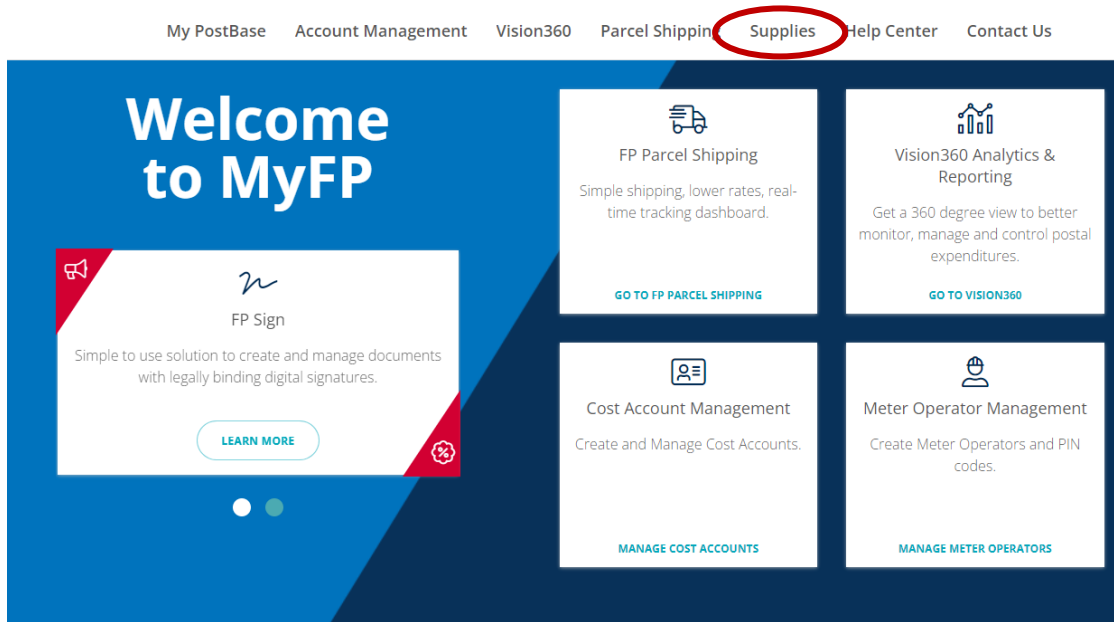


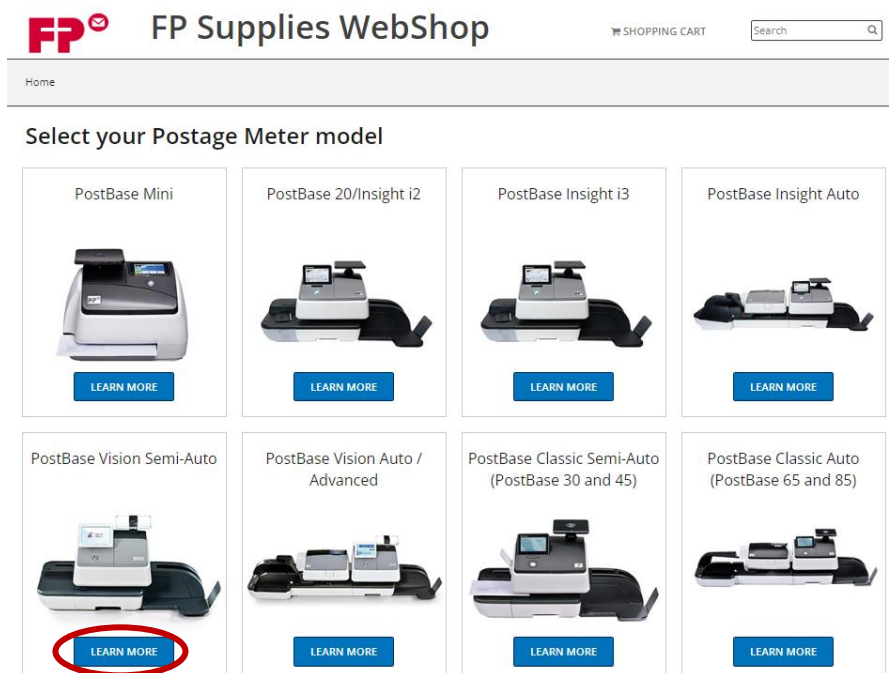
MyFP Supply Purchase Guide

To order supplies you must log in to MyFP. This guide will help walk you through the ordering process. Begin by logging into your MyFP account at www.myfp-portal.com/us.

Step 1: Select “Supplies” from the top menu bar.

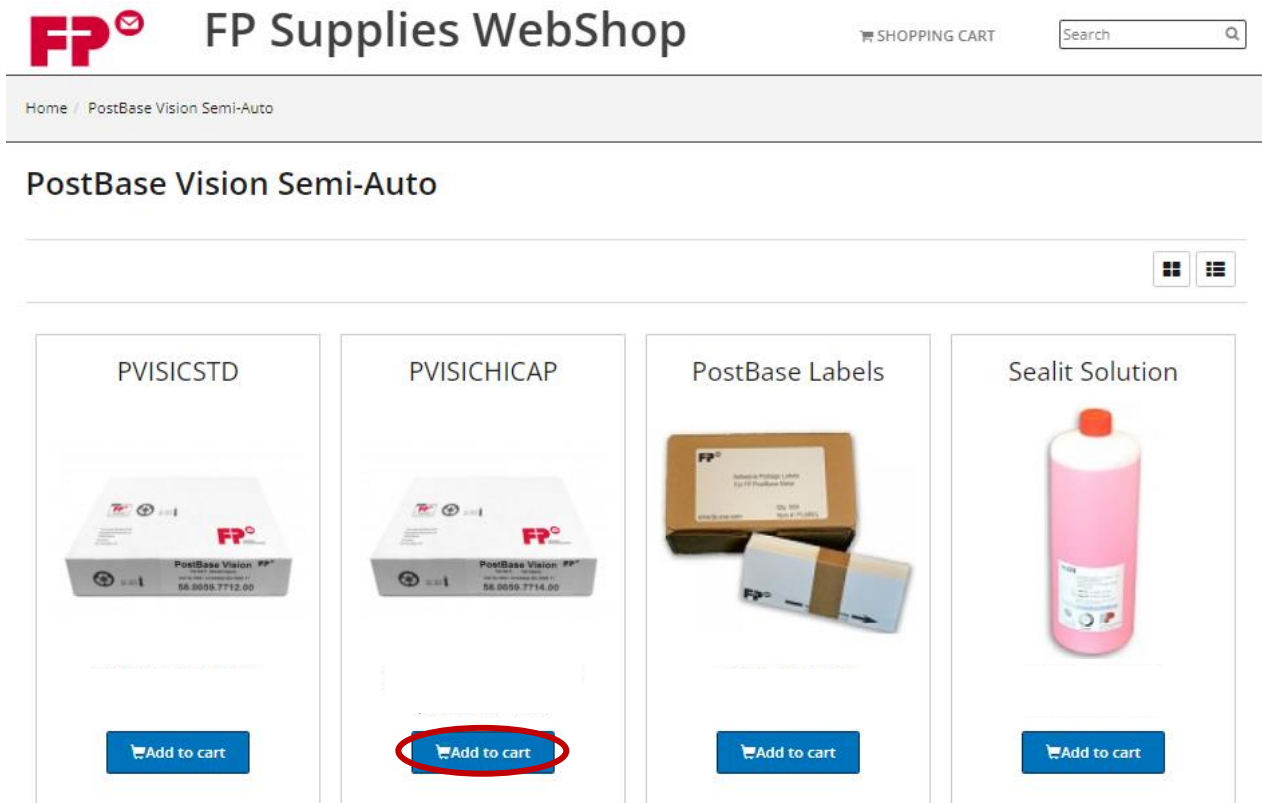


Step 2: Select your Postage Meter model by clicking “Learn More”

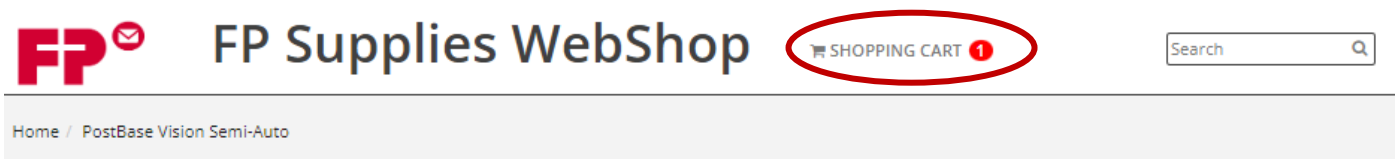


MyFP Supply Purchase Guide

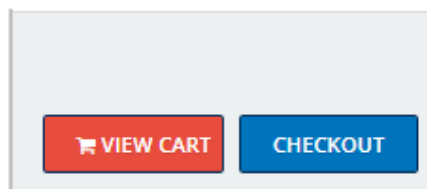
Step 3: Add supplies to your cart



Step 4: View your shopping cart by clicking the button found at the top of the page



Step 5: Your cart will appear on the right side of your screen. Scroll to the bottom to select "Checkout"



MyFP Supply Purchase Guide

Step 6: Complete Shipping and Billing information

CHECKOUT

We do not ship to PO Boxes

☒ Billing Information is the same as my Shipping information

Shipping and Billing information

First Name *

e.g. John

Last Name *

e.g. Smith

Company Name

Your company name (if any)

Email *

e.g. example@domain.com

Phone *

e.g. 1234567890

Address *

e.g. 123 Example St

Apt / Suite

Country *

UNITED STATES

City *

City

State *

Please Select

Zip / Postal *

e.g. 90210

Continue to Shipping Rates

Estimated Shipping Date: 10/12/2022

☐ Sign me up for news & promotions from FP USA.

Personal information provided may be collected, used and disclosed in accordance with our [Privacy Policy](#) and [Terms & Conditions](#)

Step 7: Click "Continue to Shipping Rates" to select shipping methods and rates

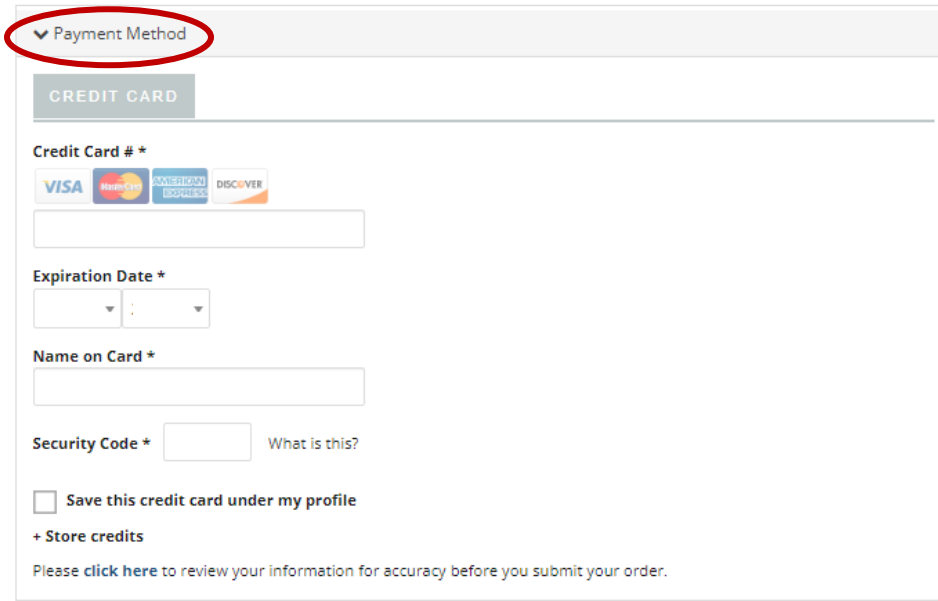
Continue to Shipping Rates

Shipping Method *

- ☒ Ground
☐ 2 Day
☐ Express

MyFP Supply Purchase Guide



Step 8: Click on "Payment Method" to expand this form and enter valid Credit Card details



▼ Payment Method

CREDIT CARD

Credit Card # *

VISA   DISCOVER

Expiration Date *

Name on Card *

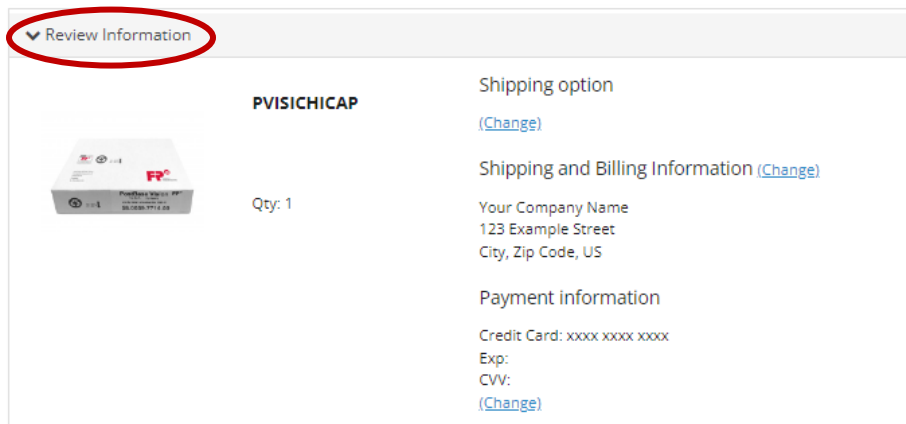
Security Code * What is this?

☐ Save this credit card under my profile

+ Store credits

Please [click here](#) to review your information for accuracy before you submit your order.

Then click "Review Information" to ensure the correct supplies were chosen before moving to the next step



▼ Review Information

PVISICHICAP

Shipping option
([Change](#))

Shipping and Billing Information ([Change](#))

Your Company Name
123 Example Street
City, Zip Code, US

Payment information

Credit Card: xxxx xxxx xxxx
Exp:
CVV:
([Change](#))

Step 9: After entering Shipping and Billing and Payment Information, select "Complete Order" at the bottom of the page. This button cannot be selected until all necessary information is provided. After completing your order, you will receive confirmation via email.

Complete Order