

FP[®] Parcel Shipping

Quick Start Guide

FP Parcel Shipping - Quick Start Guide

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FP Mailing Solutions

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We have made every reasonable effort to ensure the accuracy and usefulness of this guide. Features and technical specifications published in this guide are subject to change without notification.

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FP Parcel Shipping Introduction

Introduction

FP Parcel Shipping is a simple, yet powerful cloud based shipping application that allows myfp-portal users to enter a destination address, select the best rate for the desired delivery date, create a shipping label and track the parcel within the application.

The application is wizard based making it easy even for a novice shipper. The workflow to ship a package is broken down into five or six steps: sender and recipient address input, shipping options, parcel properties, customs declarations (international shipments only), shipment costs and review shipment and create label. Additionally, the application has a tracking dashboard with search filtering capabilities.

FP Parcel Shipping offers two subscription types, FP Parcel Shipping Postal Edition for USPS" only or FP Parcel Multi-Carrier Edition for USPS" plus the capability of UPS", FedEx" and DHL. If multi-carrier is selected, a contract with the carrier(s) must be in place in order to setup the carrier within FP Parcel Shipping.

Getting started

To get started the following steps must be taken:

1. Register on myfp-portal.com
2. Login to myfp-portal.com and access the FP Parcel Shipping application
3. Setup postage funding via Direct Debit/ACH (48 hour process due to banking requirements) if you will fund postage via direct debit vs. eCheck or credit card
4. Add funds via direct debit/ACH, eCheck or credit card
5. Create your default "sender name" for your "ship from" address
6. Setup your default preferences in the FP Parcel Shipping "Administration" section
7. Install the FP Cloud Bridge application if you want to interface an FP shipping scale
8. Install the printer driver If you use FP's 4"x6" thermal shipping label printer

System Requirements and Supported Peripherals

FP Parcel Shipping is a cloud based application. There are basic system requirements in order for the application to function properly.

Operating Systems - PC and Mac

Microsoft 8.1 or higher, 32 bit or 64 bit

Mac OS 10.15 or above

Browsers

Microsoft Edge

Google Chrome

Mozilla Firefox (does not support scale interface)

Apple Safari (does not support scale interface)

Scale Interface Requirements

PC Microsoft Windows 8.1 or higher

Microsoft .NET framework 4.7.2 or above

FP Cloud Bridge scale interface application

FP Supported Scales with Interface to FP Parcel Shipping

FP PS10 ten pound capacity USB scale

FP PS70 seventy pound capacity USB scale

FP Excel30 thirty pound capacity USB scale

FP Excel70 seventy pound capacity USB scale

FP Supported Thermal Shipping Label Printers

Brother QL-1100

FP's Thermal Label Printer (PSL300U)

*Note: the application can print to other brands and models.

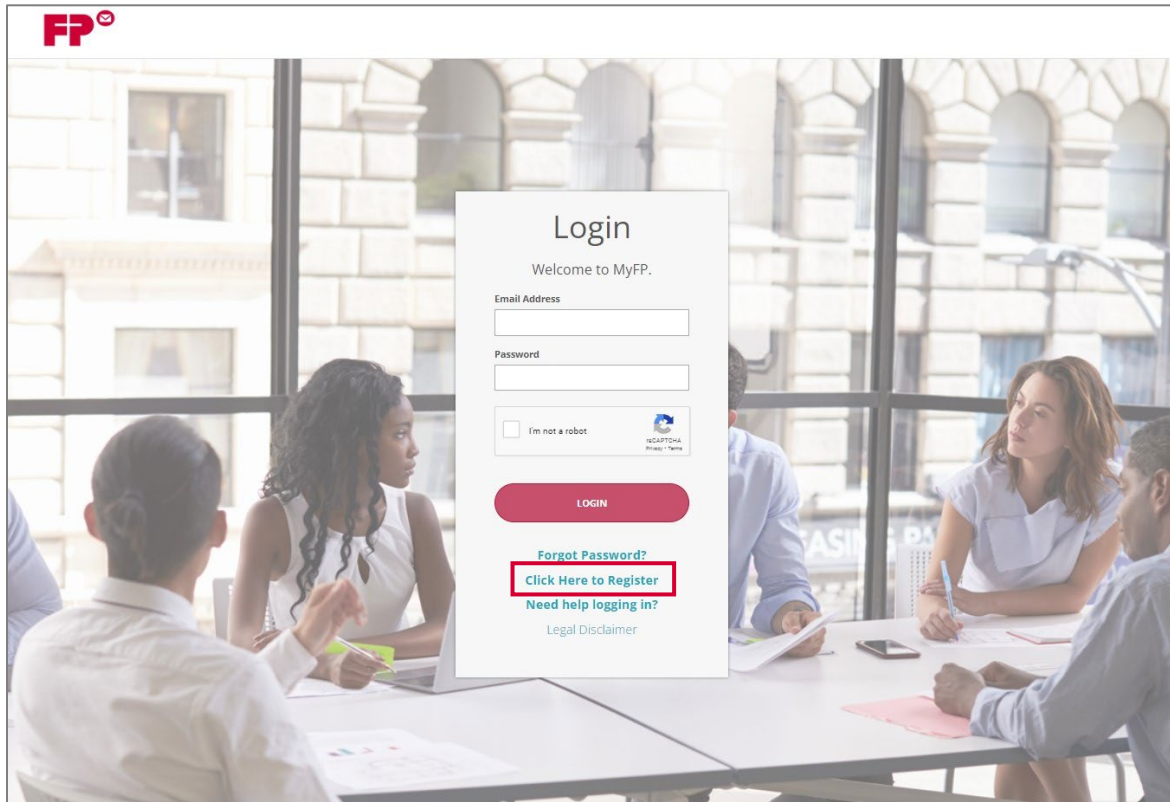
Internet Connection

Minimum internet speed is at least 10 Mbps. Higher speeds will improve performance.

Registering on myfp-portal.com

To get started, first you need to register on myfp-portal. To get to the portal, type in the URL www.myfp-portal.com/us/login into your web browser.

Step 1: To register, select "Click Here to Register".



Step 2: Identify yourself. You will need one of the following:

- **R-PIN:** A six digit number that you received in your welcome letter. A welcome email was sent to the email listed on the Customer Agreement. That email contains a link to access your R-PIN.
- **Meter Postal Serial Number (PSN):** A number that starts with 118, 618, 718, 818 or 919. It is on the packing slip.
- **MailHandler ID (MHID):** A serial number that starts with PV, EP, PX, CM or PM. It is on the packing slip, the label on the bottom of the PostBase® or from the information screen in the menu section on the PostBase®.
- **Webpin:** a 6 digit number provided in the welcome letter.

FP

Register for MyFP

Registration

First identify yourself

Customer ID*

Identification method*

Postal Serial Number

MHID

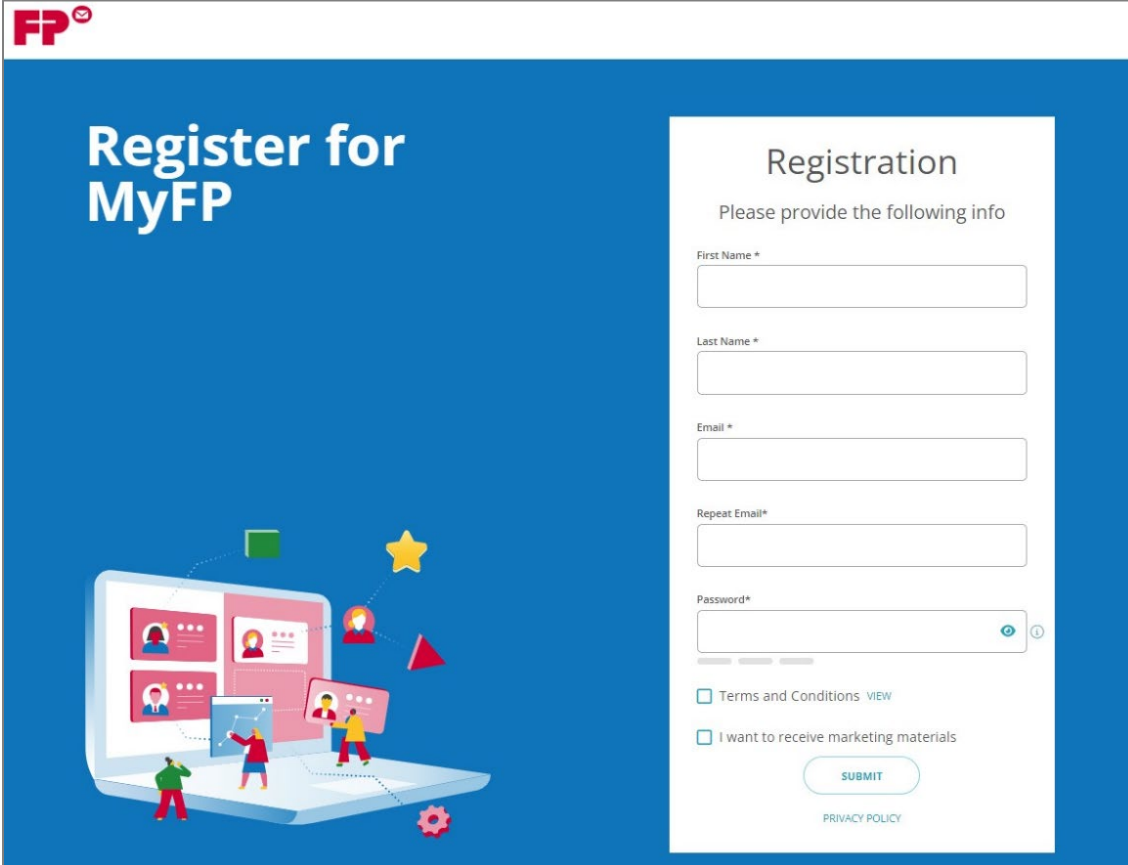
RPIN

WEBPIN

[Need help getting registered?](#)

[PRIVACY POLICY](#)

Step 3: Enter in your information and create a Password. The Password must be 8 digits in length including a capital letter, lower case letter, at least one numeric digit and at least one special character. Strong passwords are at least 12 digits long.



The image shows a registration form for 'MyFP' on a blue background. On the left, there is a large illustration of a laptop with several user profile cards floating around it, along with a yellow star and a red triangle. The text 'Register for MyFP' is prominently displayed. On the right, the 'Registration' form is presented in a white box. It includes fields for First Name, Last Name, Email, Repeat Email, and Password. Below the password field, there are checkboxes for 'Terms and Conditions' and 'I want to receive marketing materials'. A 'SUBMIT' button is at the bottom of the form, and a 'PRIVACY POLICY' link is located just below it.

FP

Register for MyFP

Registration

Please provide the following info

First Name *

Last Name *

Email *

Repeat Email*

Password*

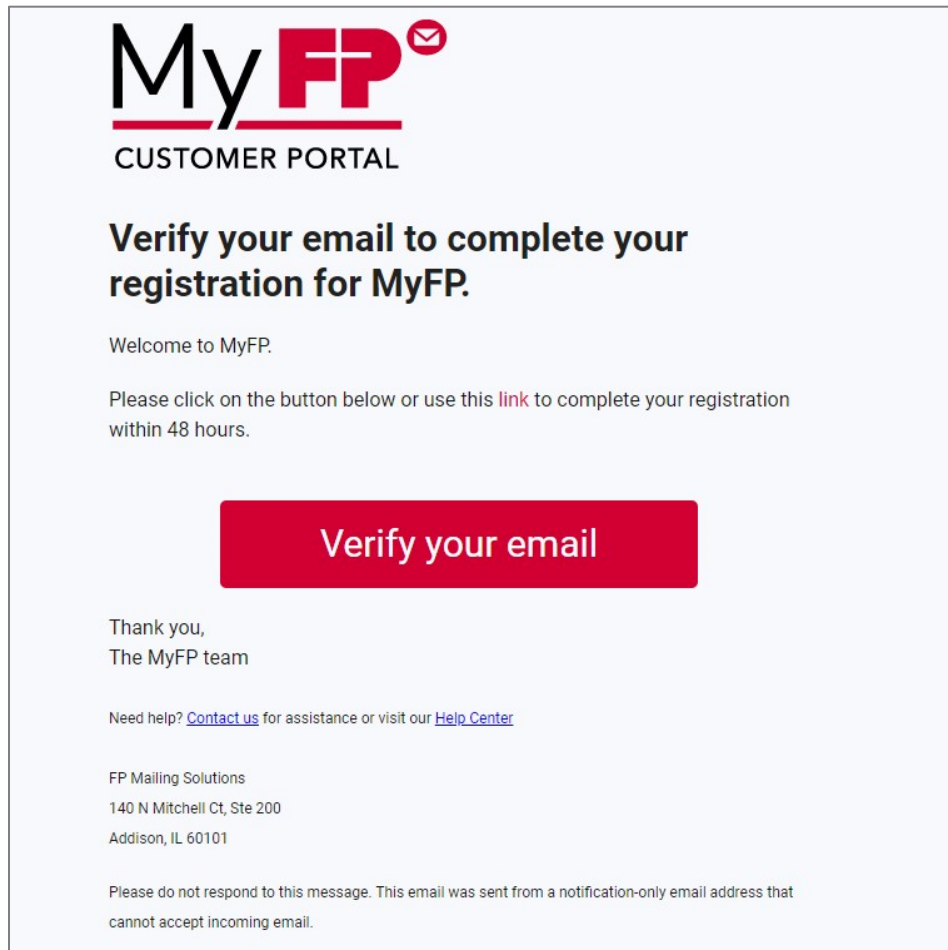
☐ Terms and Conditions [VIEW](#)

☐ I want to receive marketing materials

[SUBMIT](#)

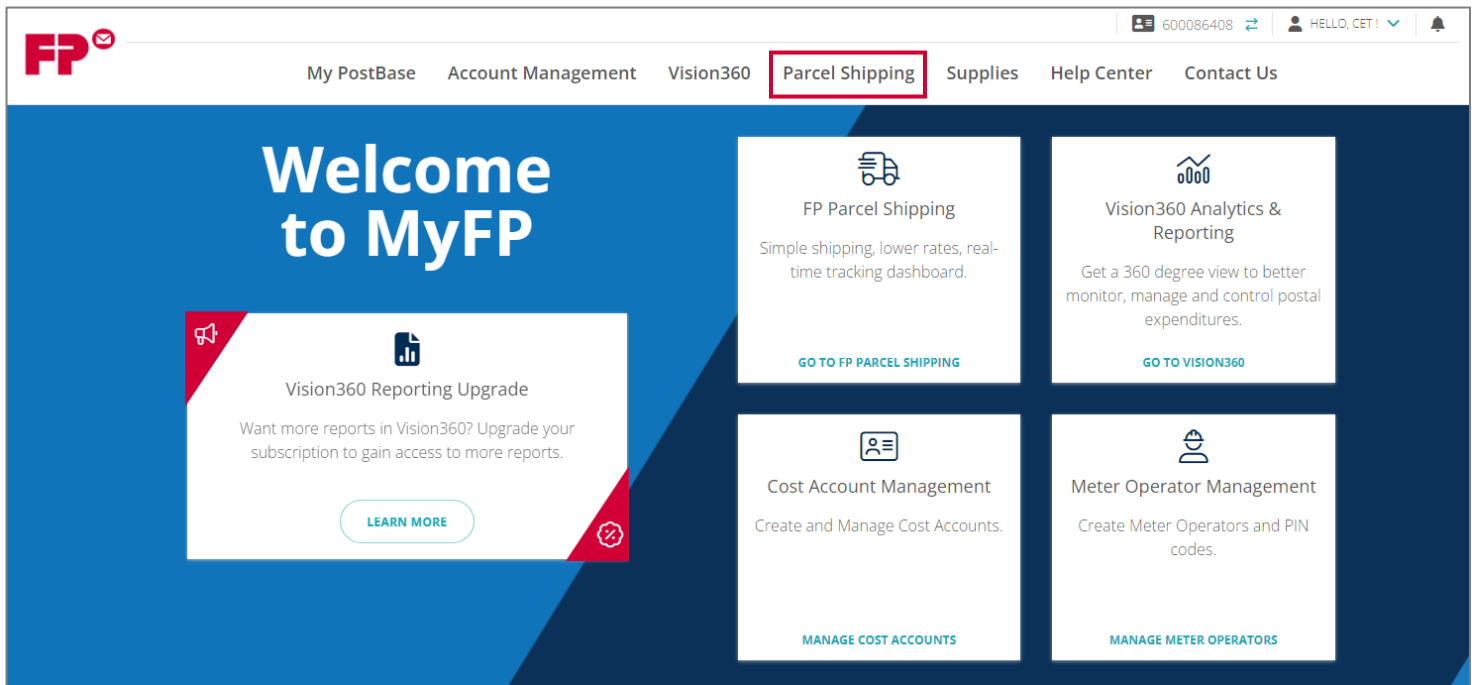
[PRIVACY POLICY](#)

Step 4: You will receive an authentication email from no-reply@myfp-portal.com. Once you click on the confirmation link within the email, you will be able to login.



Login and Accessing FP Parcel Shipping

Once you are registered, you can now login and access FP Parcel Shipping from the main navigation bar.



Important: If FP Parcel Shipping does not load, please contact our Customer Experience Team at 1-800-341-6052 for further assistance.

USPS® Shipping Funds (postage) Payment Methods

FP Parcel Shipping uses PC postage technology to print shipping labels with tracking and postage. The USPS® requires payment upon label creation. In order to create USPS® shipping labels, you will need available funds in your FP Parcel Shipping account.

There are three ways to fund your account:

Payment Method	Description	Fee
Direct debit/ACH	Direct debit from a checking or savings account.	None
Credit card	Credit card payment with a 3.5% transaction fee.	3.5%
eCheck	eCheck payment with a \$7 transaction fee.	\$7

Important: Direct debit (ACH) process takes up to 48 hours to confirm banking information and finalize setup.

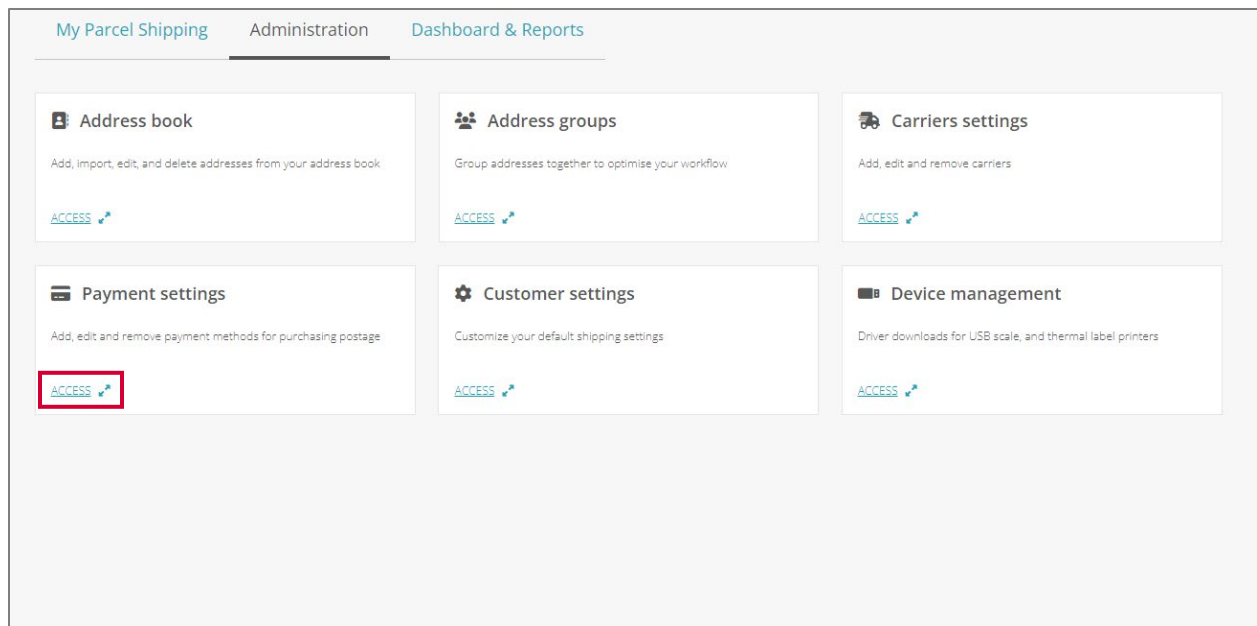
Setting Up ACH/Direct Debit

To setup ACH (Direct Debit)

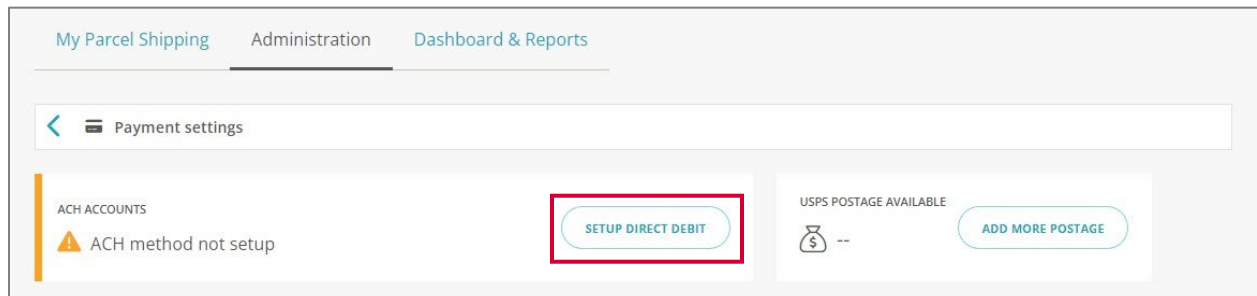
Step 1. Go to the Administration Panel



Step 2: Locate the tile for “Payment Settings” and click “Access”



Step 3: Click “Setup Direct Debit”



Step 4. Fill in the form fields

- Bank account type. Choose checking or savings.
- Bank account information. Enter your account details.
- Optional password protection. This will require a password in order to add postage to the application. This is especially useful for fraud protection as well as limiting authorized users to add funds. **Please note that for security purposes there is no "reset password" function. If the password is forgotten you must setup ACH again.**

Account Settings

Bank account type

☐ Checking ☐ Savings

Bank account information

Name on account

Routing number (ABA code)

ⓘ

Account number

ⓘ

Bank name

Re-enter account number

ⓘ

ACH Protection

☐ Protect the account with a password

Password

 ⓘ

Confirm password

 ⓘ

Sample of "Customer Authorization for Direct Debit Payment".

Please note, it takes about 48 hours for the bank to clear the ACH/Direct Debit process before you can add postage. If you did not receive this form, please call 800-341-6052, Monday through Friday, 8:00 AM to 6:00 PM Central Time.

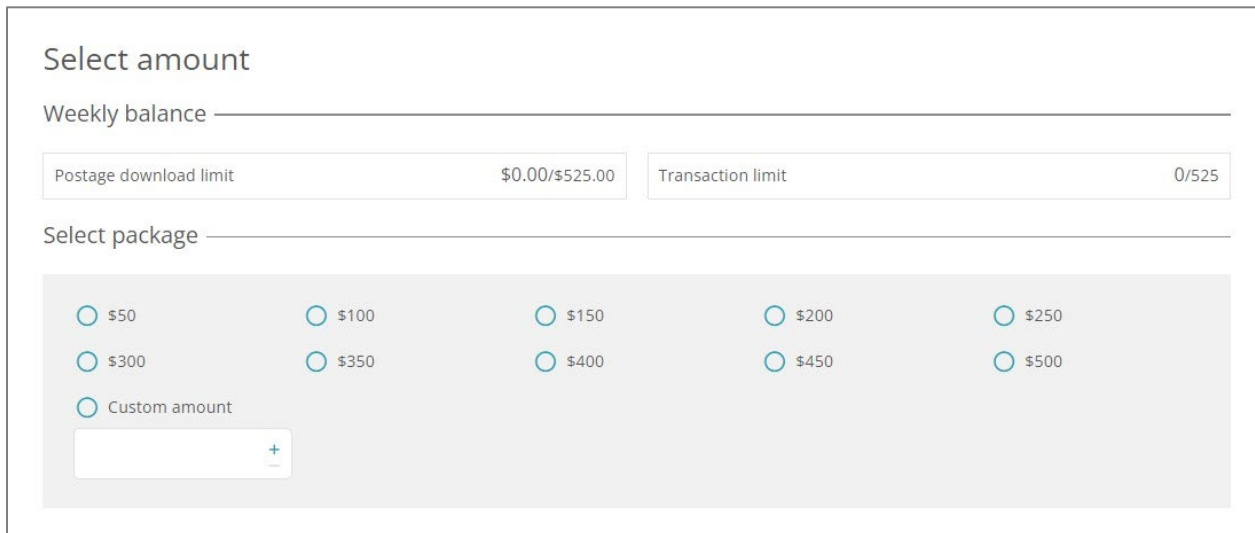
Adding USPS® Shipping Funds/Postage

Step 1. From the home screen, click on "ADD MORE POSTAGE"



The screenshot shows the top navigation bar with three tabs: "My Parcel Shipping", "Administration", and "Dashboard & Reports". Below the navigation bar, on the right side, there is a box labeled "USPS POSTAGE AVAILABLE" with a money bag icon and a minus sign. To the right of this box is a button labeled "ADD MORE POSTAGE", which is highlighted with a red rectangular border.

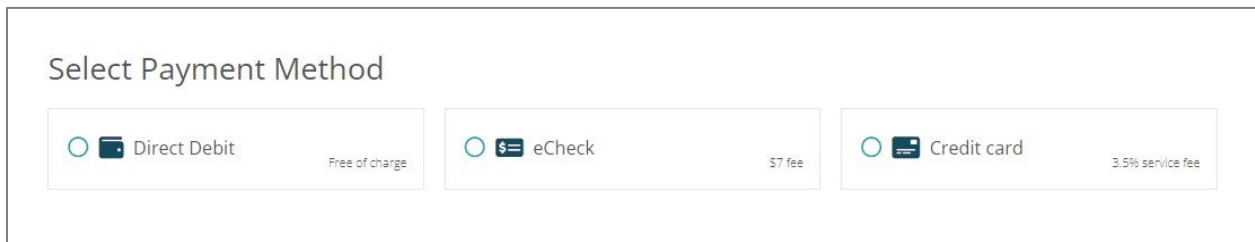
Step 2. Click on the radio button for the amount you want to add or select "Custom amount" to add any whole dollar increment of \$500 or less. Then click "Next".



The screenshot shows the "Select amount" screen. At the top, there is a "Weekly balance" field. Below it, there are two boxes: "Postage download limit" showing "\$0.00/\$525.00" and "Transaction limit" showing "0/525". Underneath these is the "Select package" section. It contains a grid of radio button options for adding postage: \$50, \$100, \$150, \$200, \$250, \$300, \$350, \$400, \$450, and \$500. Below the grid is a "Custom amount" option with a text input field and plus/minus buttons.

There is a maximum transaction value of \$500, however there is no limit to how many transactions can be processed.


Step 3. Select your method of payment. Choose either direct debit (ACH), eCheck or credit card. Please note, Direct Debit will be greyed out unless you have previously setup a bank account on file.





The screenshot shows the "Select Payment Method" screen. It features three payment options, each with a radio button, an icon, and a fee description: "Direct Debit" with a bank icon and "Free of charge", "eCheck" with a check icon and "\$7 fee", and "Credit card" with a card icon and "3.5% service fee".


Step 4a. For direct debit (ACH), click on the radio button for the account you would like to use and click "NEXT". If you have the account password protected, then you will be prompted to enter in the password.

Select Payment Method

☒  Direct Debit
Free of charge

☐  eCheck
\$7 fee

☐  Credit card
3.5% service fee

Account number	Bank name	Action
<input checked="" type="radio"/> 2681	Old National Bank	

Total amount\$50.00


Surcharges\$0.00


TOTAL COST\$50.00


[click here \(you'll be redirected to the ACH set up process\)](#)

Step 4b. For eCheck click on the radio button to add a new eCheck account. Enter the banking information and click "NEXT". By checking the box, you can save your information for future use.

Select Payment Method

☐  Direct Debit
Free of charge

☒  eCheck
\$7 fee

☐  Credit card
3.5% service fee

Account number	Action
<input checked="" type="radio"/> Add a new eCheck	

eCheck details

Routing number (ABA code)

Account number

Re-enter account number

Name on account

Bank name

☐ Save details for future use

Total amount\$50.00

Surcharges\$7.00

TOTAL COST\$57.00

Step 4c. For credit card click on the radio button to add a new credit card account. Enter the credit card details and billing address and click "NEXT". By checking the box you can save your information for future use.

<input type="radio"/> Direct Debit Free of charge	<input type="radio"/> eCheck \$7 fee	<input checked="" type="radio"/> Credit card 3.5% service fee
--	---	--

Credit card
Action

☒ Add a new card

Credit card details

Card number *

Expiration date *

CCV *

Name on card *

Billing address

Country *

First Name *

Last Name *

Company

Street *

City *

State *

State Abbreviation

ZIP *

☐ Save details for future use

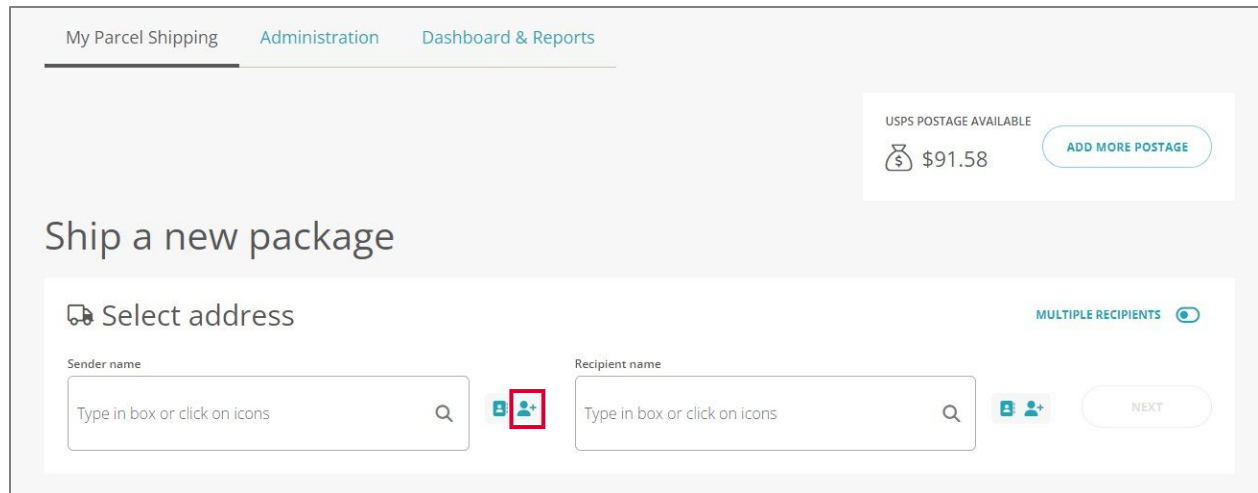
Total amount	\$50.00
Surcharges	\$1.75
TOTAL COST	\$51.75

Prior to completing the transaction and adding shipping funds, a payment summary screen will display the information including the payment amount, payment details and cost summary. You can make changes to the amount of funds to purchase of the payment method from this screen. Once you press "PAY NOW" the transaction will be processed and a confirmation screen will display. Once completed you may return back to the home screen.

Creating the Default Sender Name and Address

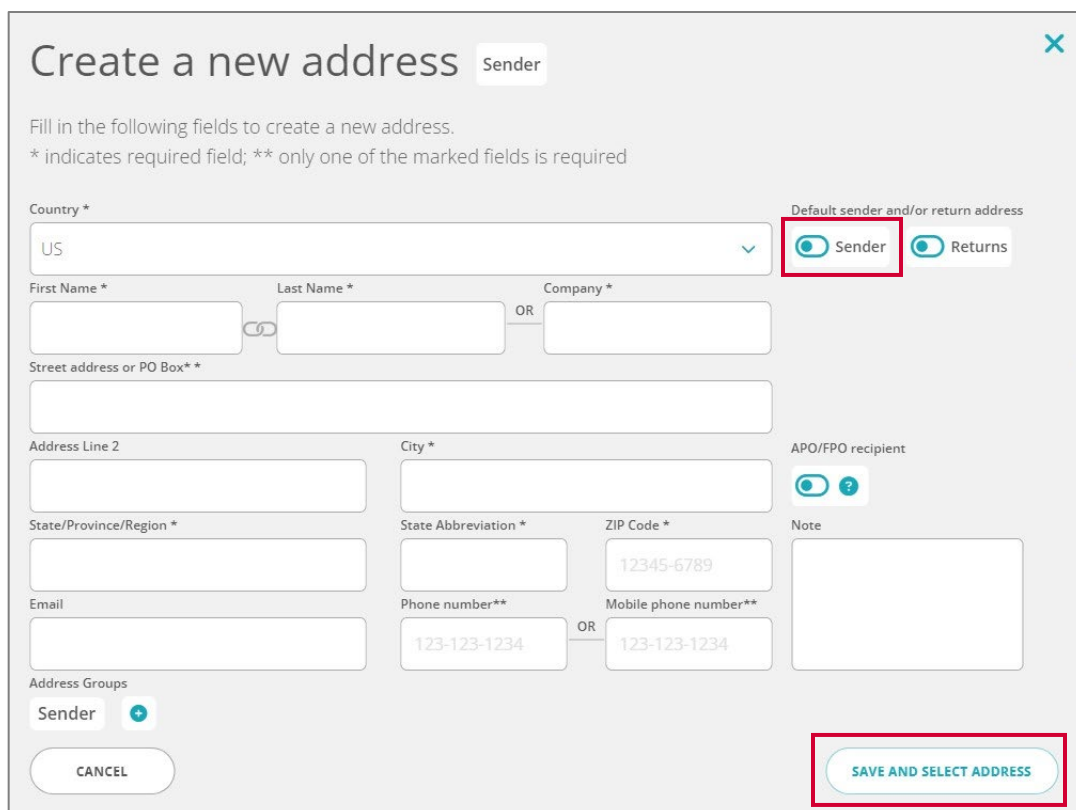
From the home screen you need to create your default sender name and address. This will print on the shipping label and the address is used to calculate the shipping costs for zone-based shipments.

Step 1. Click on the icon to add a new contact. It will open up the "Create a new address" box.



The screenshot shows the 'Ship a new package' interface. At the top, there are tabs for 'My Parcel Shipping', 'Administration', and 'Dashboard & Reports'. Below the tabs, there's a 'USPS POSTAGE AVAILABLE' section showing '\$91.58' and an 'ADD MORE POSTAGE' button. The main heading is 'Ship a new package'. Below this, there's a 'Select address' section. The 'Sender name' field is highlighted with a red box, indicating where to click to add a new contact. The 'Recipient name' field is also visible. There's a 'MULTIPLE RECIPIENTS' toggle switch and a 'NEXT' button.

Step 2. Click on the slider to use this address as the default sender address. This is the address that will display when the application opens up. You may want to put in the first and last name fields generic text like "Customer", "Service" or "Shipping", "Department" and then your company name. Fill in the fields and click "SAVE AND SELECT ADDRESS"



The screenshot shows the 'Create a new address' form. The form has a title 'Create a new address' and a subtitle 'Sender'. Below the title, there's a note: 'Fill in the following fields to create a new address. * indicates required field; ** only one of the marked fields is required'. The form fields include: Country (US), First Name, Last Name, Company, Street address or PO Box, Address Line 2, City, State/Province/Region, State Abbreviation, ZIP Code, Email, Phone number, and Mobile phone number. There are also toggle switches for 'Default sender and/or return address' (Sender and Returns) and 'APO/FPO recipient'. The 'Sender' toggle switch is highlighted with a red box. At the bottom, there's a 'CANCEL' button and a 'SAVE AND SELECT ADDRESS' button, which is also highlighted with a red box.

Administration settings

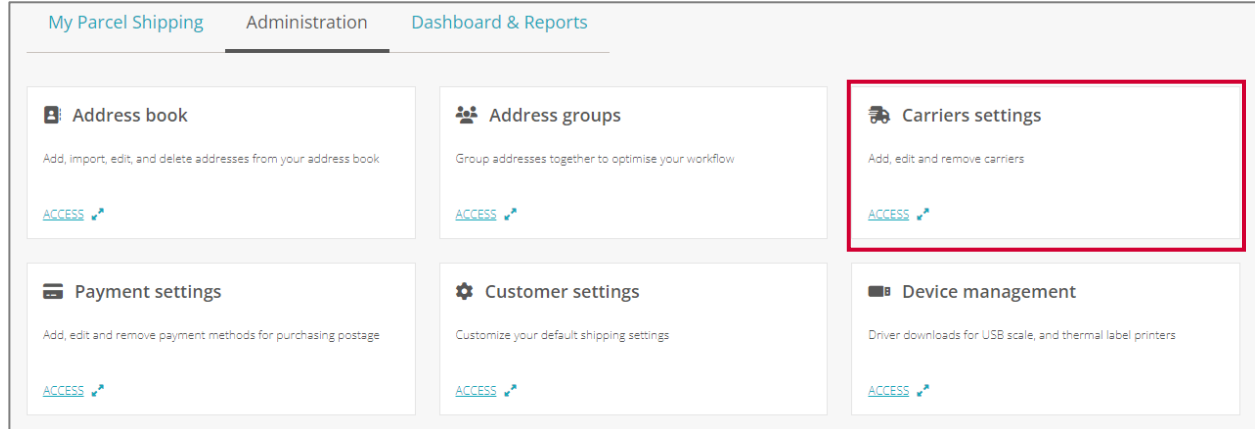
In the Administration section, there are six areas: Address Book, Address Groups, Carrier Settings, Payment Settings, Customer Settings, and Device Management.

- **Address Book** allows you to import, manage, and edit your addresses.
- **Address groups** allow you to group individuals or companies into groups for easy filtering and batch label processing.
- **Carrier settings** is used to link your UPS, FedEx, and DHL accounts so that they can be used within FP Parcel Shipping (requires multi-carrier license)
- **Payment Settings** is where users can navigate to setup bank account details for purchasing postage via ACH. This section can also be used for purchasing postage via CC or E-Check
- **Customer settings** allows users to change the default settings for the FP Parcel Shipping application.
- **Device Management** allows you to download drivers for scales and label printers sold by FP.

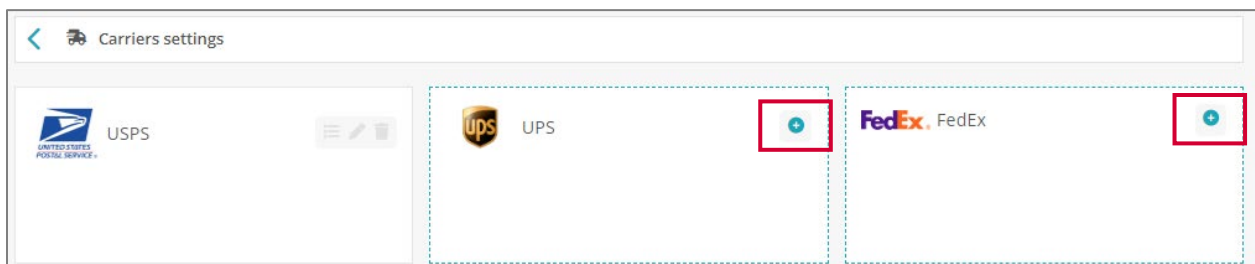
Adding a Carrier

If your subscription includes multi-carrier license, then you will have the ability to add up to three additional carriers: UPS, FedEx, and DHL. You must already have an account with these carriers in order to add it to FP Parcel Shipping. Once added, your negotiated rates with those carriers will now display in the FP Parcel Shipping platform and allow you to generate labels for these carriers.


Step 1: From the “Administration panel” click “Carrier Settings”



Step 2: Locate the carrier you wish to onboard and click the “Plus icon”.



Step 3: Enter in the requested information using your account details for that carrier. Once all fields are entered proceed by clicking “Add Carrier”. Please note, the fields requested pertain to your account details with that carrier, not your account details with FP.

 UPS 2023

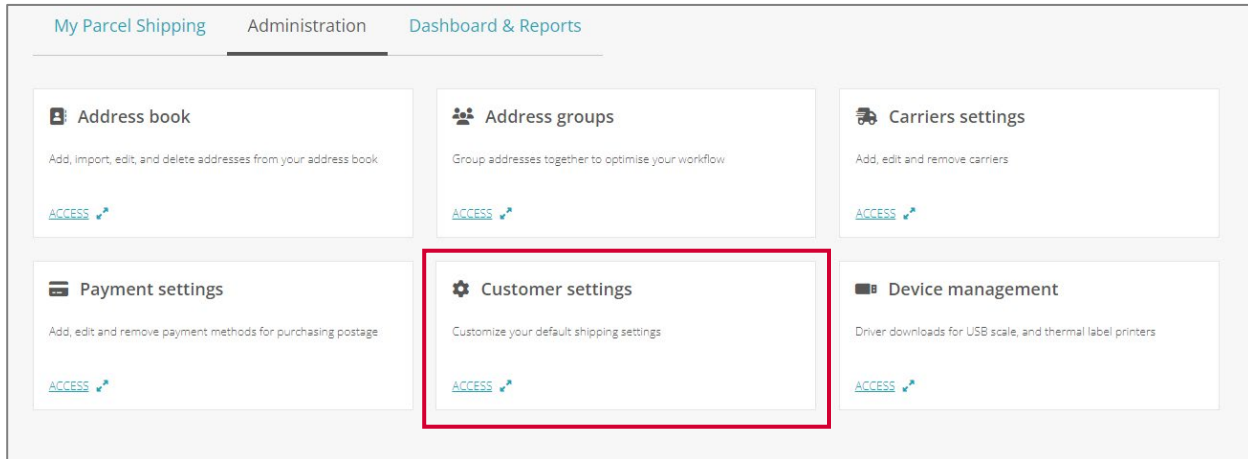
Account number *	Name *
12A34B	John Doe
Job title *	Company *
Director	My company
Phone number *	E-mail *
+15557898	j.doe@mycompany.com
Website *	Address Street *
https://www.mycompany.com	100 Company Lane
Additional postal address	City *
STE 200	New York
Region *	Zip code *
NY	12345
Country *	Invoice number
US	0000A12345678
Invoice date	Invoice amount
20230520	159.85
Iso currency code	Invoice control Id
USD	M123

CANCEL

ADD CARRIER

Edit Customer settings

To edit customer settings, begin by clicking the “customer settings” tile in the administration panel.



1

Cost tracking & Returns

Default account (applies to all users)

☒ Specify default Cost Account

Cost account

Shipping

2

Shipment details

Reference ID

Reference ID

References field options

☐ Print on label
☐ Make field required

Shipment Notes

Shipment Notes

Notes field options

☐ Print on label
☐ Make field required

3

Rate shopping products

Library Mail

☐ Include in products

Cheapest and Fastest products

☐ Consider for Cheapest
☐ Consider for Fastest

Media Mail

☐ Include in products

Cheapest and Fastest products

☐ Consider for Cheapest
☐ Consider for Fastest

4

Shipment notification

☐ Email recipient shipment and tracking info
☐ Notify sender by e-mail

5

Shipment summary

☐ Skip summary screen

6

Print options

Default size

4x6

#10 Envelope

☐ Omit sender address default value

- Default Cost Account** – Allows the user to define which cost account should be the default when shipping packages (only available for PostBase Vision customers)
- Shipment Details** – Are custom reference fields. These can be used for anything, such as an order number, invoice number, etc, when creating a shipment.
- Rate Shopping** – Allows a user to enable Library and/or media mail for use when rate shopping services during shipment creation.
- Shipment Notification** – Checking the box will enable FP Parcel Shipping to send the recipient a tracking email and delivery confirmation, so long as an email is part of the address record. If no email is stored with the address, then no tracking email or delivery confirmation will be sent to the recipient.
- Shipment Summary** – checking the box means that users will not see the shipment summary screen while creating shipments. This can be a useful tool for users who want a reduced number of clicks or screens to view while creating a shipment.
- Print Options** – Allows a user to select their default print options

Installing the FP-Cloud Bridge Scale Interface Application

About the Application

FP-Cloud Bridge is a small, lightweight application that acts as a bridge between a locally USB scale connected to your computer and FP Parcel Shipping application running in a supported web browser. Supported USB scales attached to the PC running the Cloud Bridge application can then be utilized by a JavaScript based application like FP Parcel Shipping.

Cloud Bridge can only connect devices to FP Parcel Shipping if both, Cloud Bridge and FP Parcel Shipping are running on the same PC.

Prerequisites

FP-Cloud Bridge requires the following:

1. Microsoft Windows 8.1 or above
2. Microsoft .NET Framework version 4.7.2 or above installed
3. Supported web browser: Microsoft Explorer 11, Microsoft Edge and Google Chrome

Installation

For installation information and support, please go to our support page for FP Parcel Shipping www.fp-usa.com/fp-parcel-shipping-support where you will find the link to install the Cloud Bridge application and a complete setup guide.

FP Parcel Shipping - Supported Scales

Supported scales:

FP SHIPSCALE10 - PS10 Parcel Shipping USB Scale



Specifications:

Capacity: 10 pounds
Resolution: 0.1 ounces
Minimum weight: 0.1 ounces
Power: USB or AC Adapter 9V, 100 mA
Dimensions: 7.8" (D) x 5.6" (W) x 2.3" (H)

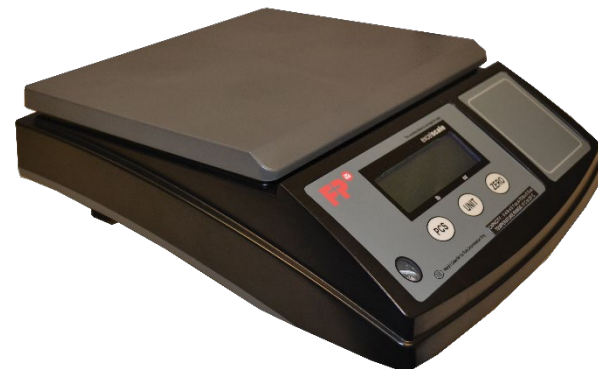
FP SHIPSCALE70 - PS70 Parcel Shipping USB Scale



Specifications:

Capacity: 70 pounds
Resolution: 0.2 ounces
Minimum weight: >0.2 ounces
Power: USB or AC Adapter 9V, 100 mA
Dimensions: 9.7" (D) x 9.5" (W) x 2.7" (H)

FP Excel Scale - Excel 30 or 70 Parcel Shipping USB Scale



Specifications:

Capacity: 30 or 70 pounds
Resolution: 0 - 4 lbs., 0.1 ounces
4 - 30 or 70 lbs . 0.5 ounces
Minimum weight: >0.1 ounces
Power: Input: 120V AC, 60 Hz.
Output: 9 VDC, 200mA
Dimensions: 13" (D) x 11.5" (W) x 3.75" (H)