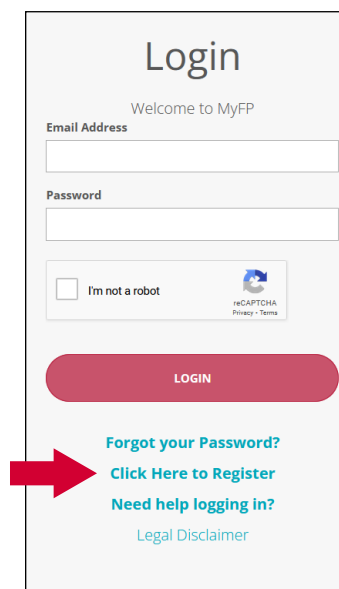


MyFP Registration Guide

To get started in MyFP, first you will need to register. This guide will help walk you through the registration process. To get to MyFP type in the URL www.myfp-portal.com/us into your web browser (please note that if you are directed to our global site, you will have to select USA by clicking on the USA flag).

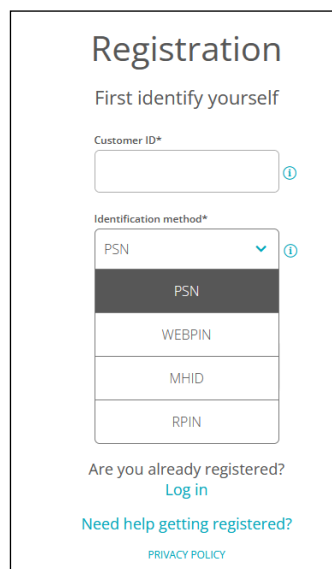
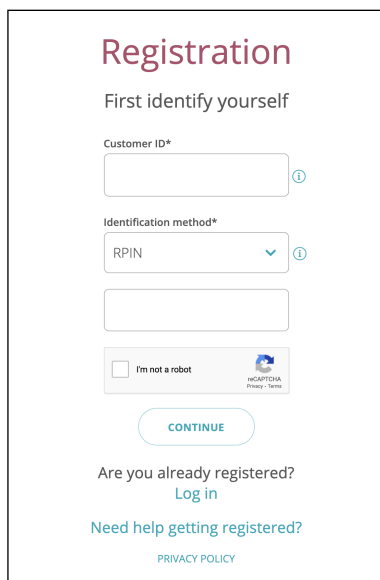
Step 1: To register, select "Click Here to Register".



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.



MyFP Registration Guide



Step 3: Enter your account information.

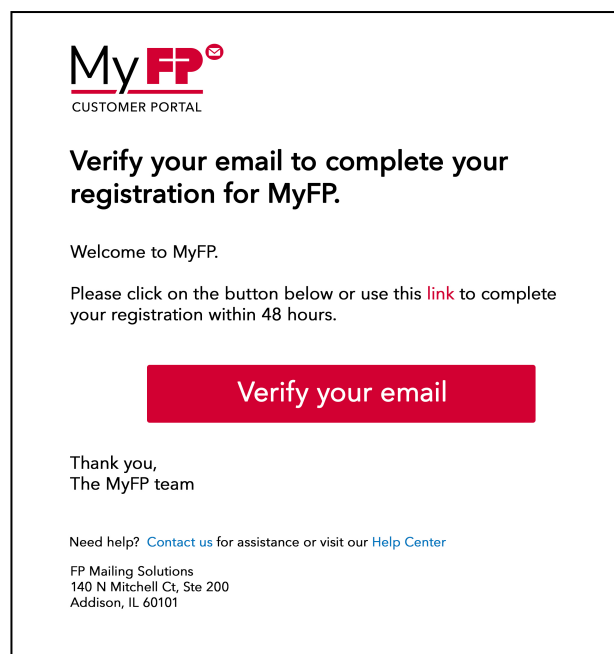
For this step you will enter in your first and last name, email address, and create your password. The password must be at least 8 digits long and include capital and lower case letters, at least one numeric digit and at least one special character. Strong passwords are typically at least 12 digits long.

A screenshot of the MyFP registration form. The form is titled "Registration" and asks the user to "Please provide the following info". It contains five input fields: "First Name *", "Last Name *", "Email *", "Repeat Email*", and "Password*". The "Password*" field has a strength indicator (an eye icon and a number 1). Below the fields are two checkboxes: "Terms and Conditions VIEW" and "I want to receive marketing materials". At the bottom is a blue "SUBMIT" button and a link to the "PRIVACY POLICY".

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 MyFP.

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



Additional Resources:

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

Customer Support:

You can contact our Customer Experience Team for additional help: