

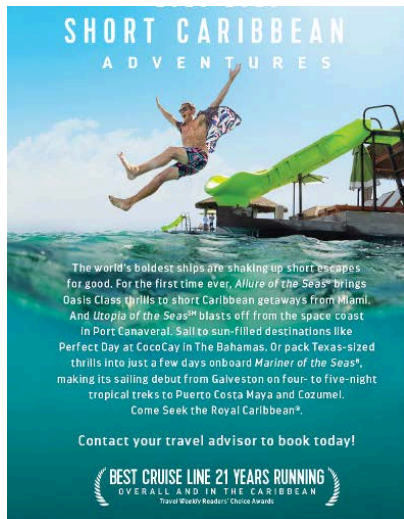






4. Fill in the **Call-to-Action** field with the actionable and personalized information.
5. Click the **Add button** to upload a logo.

*The logo file should be high resolution .JPG or .PNG file. The background of the logo file should be blank, any background will be visible on the mailer. Preferably a horizontal version of the logo should be chosen.*



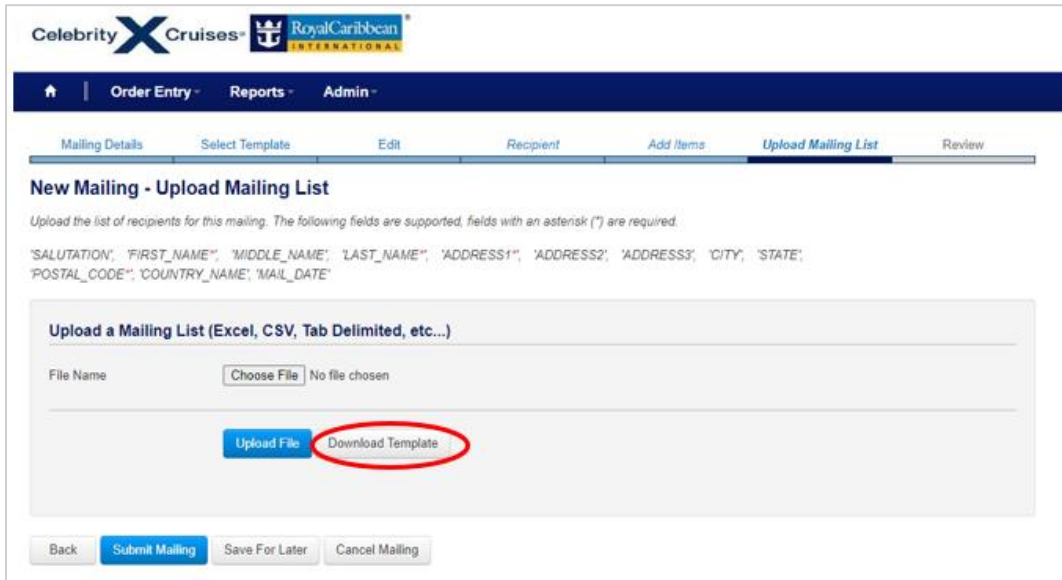
Local Postal Customer

CUSTOM CALL TO ACTION HERE

AGENCY LOGO

6. Click the **Proof** button to render a proof for review.
7. Review the proof carefully. Ensure the *Call to Action* is exactly as it should look, and the logo is crisp and clear ***The mailer will print exactly as it displays on the proof.***
8. The next screen is the *New Mailing Recipient* screen. **Enter** the address where all the addressed postcards will be mailed to.

9. On the *New Mailing – Upload Mailing List* screen, click on **Download Template**. The recipient address files must be in the same format as the template, if not, it will not upload.

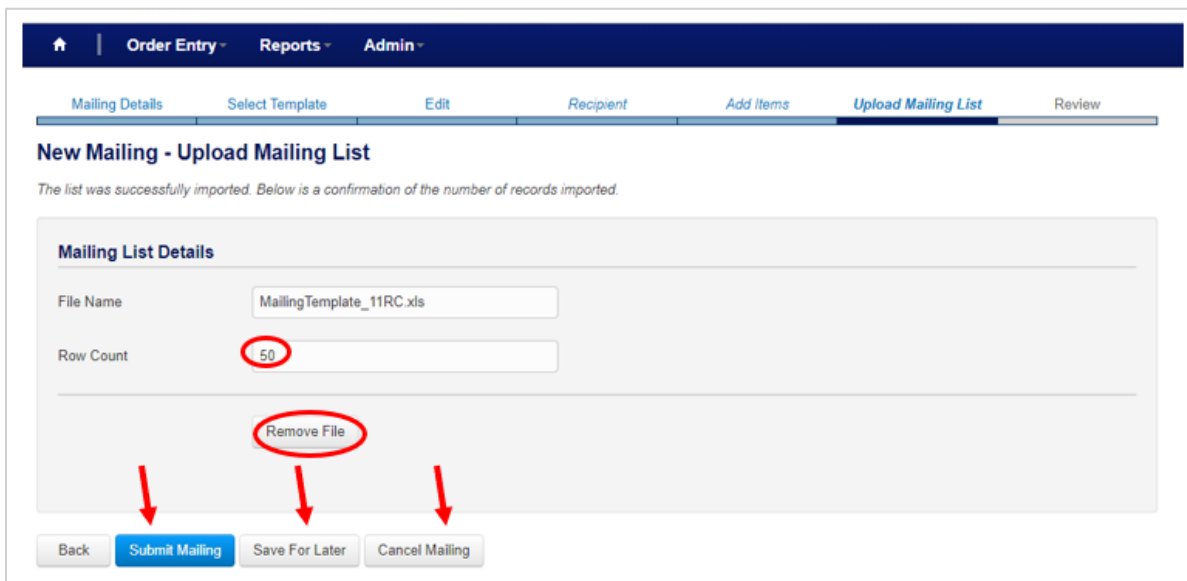


10. On the Downloaded .CSV Template, fill in all **required** fields (*listed below*) and save. Then, upload the completed template by clicking **Choose File** and then **Upload File**.

FIRST\_NAME  
LAST\_NAME  
ADDRESS1  
CITY  
STATE  
POSTALCODE

*\*Do not change, edit, delete, or add any fields to the file. The headers need to be exactly as they are in the template file\**

11. On the *New Mailing – Upload Mailing List* screen, **confirm** the number of addresses in the recipient file. If the number is not correct, the user will need to click the Remove File button, correct their file and re-upload it. Then **Submit Mailing**.



12. On the *New Mailing – Review* screen, review the address list one last time. Then, press on **Proof Read**.
13. The next screen will be to Proofread all the details. If everything is correct, press **Approve Proof**.

**Proofreading**

Please review the project details and click the View Proof button to view the project contents. Once reviewed, please provide comments and click the Approve or Disapprove button.

**Mailing Summary - Order 534162**

Mailing Project Name	None	Submitted By	Test User1
Mailing Status	Ready For Proof		9442 N Capital Of Texas Hwy Austin, TX 78759-7262 USA
Mail Date		Need By Date	
Special Instructions	None		

**Delivery Details**

Delivery Method	Bulk Delivery to Recipient
Uploaded File	MailingTemplate_11RC.xls
Final Mailing Records	Download
Row Count	50
Deliver To	Test User 1 Royal Caribbean  Schenectady, NY 12345-0001 USA

Item Number	Item Description	Qty / Total		
23009177	Utopia Direct Mail	50 / 50	Proof	Edit

**Mailing Approval Files**

Upload Date	Upload User

Upload Approval File

**Proofreading Comments**

Comments

Approve Proof Disapprove Proof Mailing Order History

14. On the *Review* screen, this will be the last chance to make any edits to your order and to review the proof. When everything looks good, press **Approve Mailing**.
15. A final box will appear to Approve Mailing. Click on **Approve Mailing**.

**Approve Mailing** X

Comments

Cancel Approve Mailing

16. The *Order Confirmation* screen will appear. This will have the order number that can be used to track the order. Also, there will be one last option to cancel the order for the mailers.

**For any questions, please work with your Sales Manager.**