

pitney bowes



Access Ship a Package online at isend.pb.com

- 01. Visit Address Book from top menu
- 02. Select Export Contacts

Learn more Supplies ✓ Address Book ✓ Set Ipgraded to SendPro at no a rtPostage for 983 more day View Address Book Verify An Address ro now to print ship about this free upg Import Contacts Import Contacts ick Shipping

03. An **Excel/.CSV** file will be generated, please save that file to your computer.

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Visit sendpro.pitneybowes.com Enter same username & password

01. In top menu, click on Address Book

SendPro	Print	Address Book	History Supplies

02. Click on Plus Sign icon to add new addresses

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03. On the Add Contact Screen, select Import Multiple Addresses and press browse.



04. Select .CSV file from pbSmartPostage export and press Continue.

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Once all steps have been completed, your Address book will be available in the shipping application on your Connect+® system.





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Transfer your Cost Accounts

Access Ship a Package online at isend.pb.com

01. Click Settings on top menu bar and select Manage Cost Accounts.

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SendPro at no additional cost. Try SendPro now to print or 982 more days. Click here to learn more about this fre-			se Default S	Settings ×	
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02. Select Export



04. An Excel/.CSV file will generate, please save this file to computer.

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01. In top menu, click on the **gear symbol** on top right and Select **Cost Accounts**.

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		Application Settings	Personal Settings
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02. Check 'I want to use Cost Accounts', then hit the plus sign icon to Add New.

Cost Accounts			
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03. Under Add New Cost Account, select Import Multiple Cost Accounts.

Add New Cost Acco	unt
Add Single Cast Account	Feport Multiple Cost Accounts

04. Select pbSmart .csv file and hit Continue.

Once all steps have been completed, your cost accounts will be available in the shipping application on your Connect+® system.

