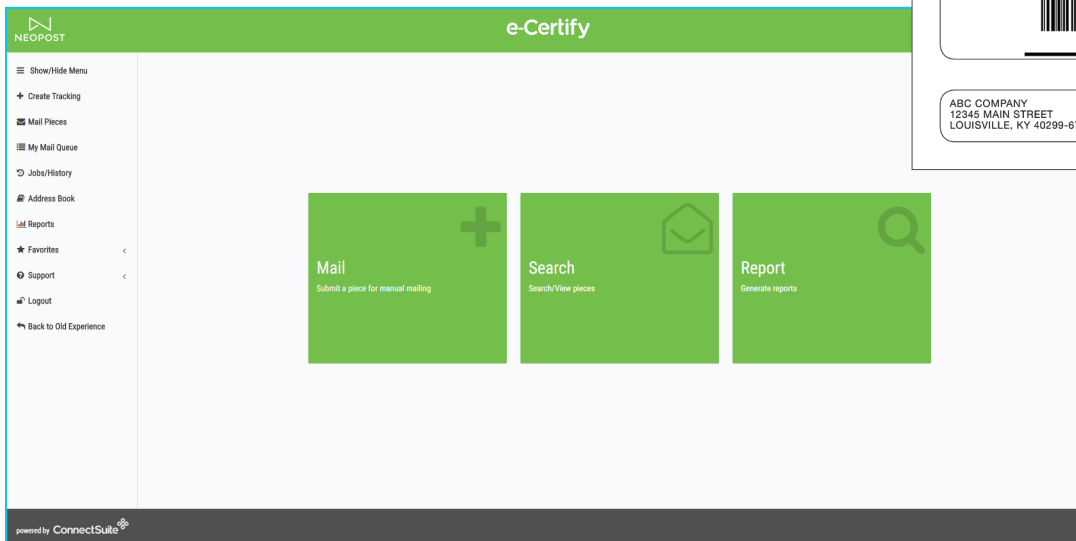# ConnectSuite
e·Certify

Simplify the Preparation, Tracking and Storage of Your Certified Mail® with Return Receipt™

Is managing document proof of delivery simply a hassle? Does your business require a signature when documents have been mailed or delivered? With ConnectSuite e-Certify, you can centralize the processing of Certified Mail and track your document directly through the United States Post Office®. Preparing your Certified Mail with Return Receipt electronically saves you time and money, enabling you to access specific delivery information and images of recipient signatures, all securely stored in the cloud.

If you need assurance and proof your important documents have been both delivered and received, without the hassle of preparing the mail pieces and storing the Return Receipt "green cards", then ConnectSuite e-Certify is for you.

ConnectSuite e-Certify allows you to:

- Reduce manual labor and increase efficiency
- Enhance tracking via an easy-to-use centralized portal
- Retrieve and store recipient signatures securely in the cloud
- Receive automatic email notifications when signatures are available
- Reduce postage costs for Certified Mail with Return Receipt™
- Prepare Certified Mail from multiple locations and send through a centralized mailroom

CERTIFIED MAIL™

NEOPOST
478 WHEELERS FARMS RD
MILFORD, CT 06461

USPS CERTIFIED MAIL

9214 8901 1935 6200 0037 91

ABC COMPANY
12345 MAIN STREET
LOUISVILLE, KY 40299-6789

e-Certify

NEOPOST

- Show/Hide Menu
- + Create Tracking
- Mail Pieces
- My Mail Queue
- Jobs/History
- Address Book
- Reports
- ★ Favorites ⟨
- Support ⟨
- Logout
- Back to Old Experience

Mail
Submit a piece for manual mailing

Search
Search/View pieces

Report
Generate reports

powered by ConnectSuite

Join us on

Send Certified Mail in just 4 Easy Steps!

1 **Mail Piece Creation and Address Validation**
Log in to the e-Certify web portal and type the recipient's address (or select it from your address book).

2 **Print Certified Mail Barcode**
Two ways to print:
   a) Print a Certified Mail barcode on standard 8.5" x 11" paper
   b) Print a Certified Mail barcode on a custom label

3 **Prepare your Document for Mailing**
Two methods to preparing your documents:
   a) Insert the folded cover page and documents into a Certified Mail window envelope
   b) Apply custom label onto any sized envelope

4 **Meter the Envelope and Mail**
Meter the envelope and bring your mail piece to the USPS® along with your Form 3877 to be stamped.

Note: You can also print Form 3877 "Firm Book" and obtain official date stamp at the Post Office.

Neopost-Certified Label Printer Specifications	
Model	Brother TD-4000 & TD-4100N
Model type	Industrial desktop printer
Maximum media width	4.13″ (105 mm)
Media types	Drop-in roll or fanfold (rear slot) continuous label or paper, die cut labels, tag stock
Adhesive media thickness	0.003″-0.007″ (0.076 mm-0.178 mm)
Networking	Available on the TD-4100N model only (10/100 print server built-in)
Interface	USB (1.1 or 2.0), serial (RS-232C), ethernet for the TD-4100N only (10/100 Base-TX)
System Dimensions	Length x Depth x Height
Brother TD-4000 & TD 4100N	6.8" x 9.0″ x 6.2″ (173 mm x 229 mm x 158 mm)
Weight	4.0 lbs (1.85 kg) without RD roll

About Neopost

Neopost is a global leader in digital communications, shipping and mail solutions. Its mission is to guide and support organizations in how they send and receive communications and goods, helping them better connect with their business environment through software and hardware solutions.

Neopost supplies innovative user-friendly solutions for digital and physical communications management for large enterprises and SMEs, as well as for shipping operations for e-commerce and supply chain players.

With a strong local presence in 29 countries and 6,000 employees, Neopost works closely with a network of partners in order to market its solutions in more than 90 countries.

Find out more at **neopost.com**

NEOPOST®

1.800.NEOPOST (636.7678)