

How to create a Postage Meter Service Request Form

Emory Mail Services meters all out-going mail for Emory University and Emory Healthcare. For Mail Services to meter the mail, faculty and staff are required to use the Emory Postage Meter Service Request Form. Securely attach the form to your mail. If you have any questions about the use of this form, please contact Mail Services at 404-712-9366. You must be logged onto the VPN to access the postage request from [here](#). You may also use the step-by-step instructions below:

Go to www.mailservices.emory.edu/

Click on [Postage Meter Service Request](#)

Welcome to Emory Mail Services

Emory Mail Services (operated by Ricoh) is responsible for providing mail delivery, collection, processing, and other services for Emory University and Emory Healthcare at multiple locations. We look forward to serving all your mail and packaging needs.

FACULTY & STAFF **STUDENTS & PARENTS**

Helpful Links

- POSTAGE METER SERVICE REQUEST
- COURIER REQUEST FORM (PDF)
- USPS ZIP CODE LOOKUP
- FEDEX PACKAGE TRACKING
- UPS PACKAGE TRACKING

Step 1. Enter your Emory credentials.

EMORY UNIVERSITY **EMORY HEALTHCARE** | [Login](#)

Network ID

Password

Login

[Forgot Password?](#)

Login is Emory's authentication tool for logging into multiple web systems and applications. If you have any questions, problems, or comments about Login, please contact the University Service Desk at (404) 727-7777 or the Emory Healthcare Call Center at (404) 778-HELP. You may also submit an IT support request at <http://help.emory.edu/>.

You are about to access a computer system maintained or made available by Emory University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your acceptance of Emory's IT Conditions of Use and other applicable policies and your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

Emory Postage Meter Service Request

Step 2. Select Add New Request.

Add New Request

Search all your Requests

BUNDLE ID	<input type="text"/>
SPEED TYPE	<input type="text"/>
NET ID	<input type="text"/>
START DATE	<input type="text"/>
END DATE	<input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Search"/>	

First Previous 1 2 3 4 5 ... Next Last

Step 3. Fill in all fields.

Request Information

REQUEST NAME	Ruby Thornton	REQUEST DATE	10/20/2023 4:13:03 PM
EMPLOYEE ID	<input type="text"/>	CONTACT PHONE*	7703146008
DEPT ID	102030	DEPT NAME	MAIL SERVICES

Step 4. Fill In all fields that apply. A Speedtype/Smart Key is required. Add 'zeros' to the end of your billing number to make it 10 digits. *

Postage Meter Service

SPEED TYPE*	1422000001	ITEMS*	250
RATES:		GRANTS (ONLY FOR POSTAGE CHARGED TO A GRANT):	
<input checked="" type="radio"/> First Class/Priority		WorkOrder Id	<input type="text"/>
<input type="radio"/> Certified (include USPS forms 3800 & 3811)		WorkOrder Task	<input type="text"/>
<input type="radio"/> International		Resource Type	<input type="text"/>
DESCRIPTION: The batch ID will automatically populate once form is submitted. Flaps on envelopes can be opened or sealed.			

Step 5. You must select submit to create a valid postage request

PLEASE ATTACH THIS REQUEST FORM SECURELY TO TOP OF BUNDLE
LETTERS MUST FACE SAME DIRECTION WITH FLAPS OPEN
Call Mail Services for requirements: 404-712-9366

*Note: Smartkey/Speed Type must be 10 digits, if not add zeros to the end of your number.

Sample of a valid Postage Meter Request form. Barcodes must be present.

Your Request BundleID: 100745 has been created successfully! Please click 'Print' button below to print out the form ✕

Postage Meter Service



SPEEDTYPE/SMARTKEY	<input type="text" value="0301410001"/>	ITEMS	<input type="text" value="123"/>
RATES:		GRANTS (ONLY FOR POSTAGE CHARGED TO A GRANT):	
<input type="text" value="First Class/Priority"/>		WorkOrder Id	<input type="text"/>
		WorkOrder Task	<input type="text"/>
		Resource Type	<input type="text"/>

DESCRIPTION:

Request Information

REQUEST NAME	<input type="text" value="Ruby Thornton"/>	REQUEST DATE	<input type="text" value="10/26/2023 4:13:33 PM"/>
EMPLOYEE ID	<input type="text"/>	CONTACT PHONE	<input type="text" value="7703146008"/>
DEPT ID	<input type="text" value="102030"/>	DEPT NAME	<input type="text" value="MAIL SERVICES"/>

PLEASE ATTACH THIS REQUEST FORM SECURELY TO TOP OF BUNDLE
Call Mail Services for requirements: 404-712-9366

<p>SPEEDTYPE/SMARTKEY</p>  <p>0301410001</p>	<p>BUNDLE ID</p>  <p>100745</p>
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Find a problem? Please email to CS Help Ticket.
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