How to create a Postage Meter Service Request Form

Emory Mail Services meters all out-going mail for Emory University and Emory Healthcare. In order 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 envelopes need to be sealed, please ensure that all envelopes face the same direction with flaps open. 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

Enter your Emory credentials
Click on **Create New Sheet**.

Enter information in the following fields:

1. **Contact Telephone Number**
2. **10-digit smartkey/speedtype** – if this number is not 10 digits, add zeros to the end to total 10 digits (i.e. 425687 would be 4256870000)
3. **Approximate number of pieces**
4. **Description**
5. **Grants** (this is only if you are paying through a grant)

Press Submit once complete.

Print the form out and securely attach it to your mail item(s). Please note, this process must be completed every time you have mail to get metered – we will not accept duplicate copies of this form due to the tracking information provided on the form.

Please call or email us with any questions – [eumailhelpdesk@ricoh-usa.com](mailto:eumailhelpdesk@ricoh-usa.com)  404-712-9366