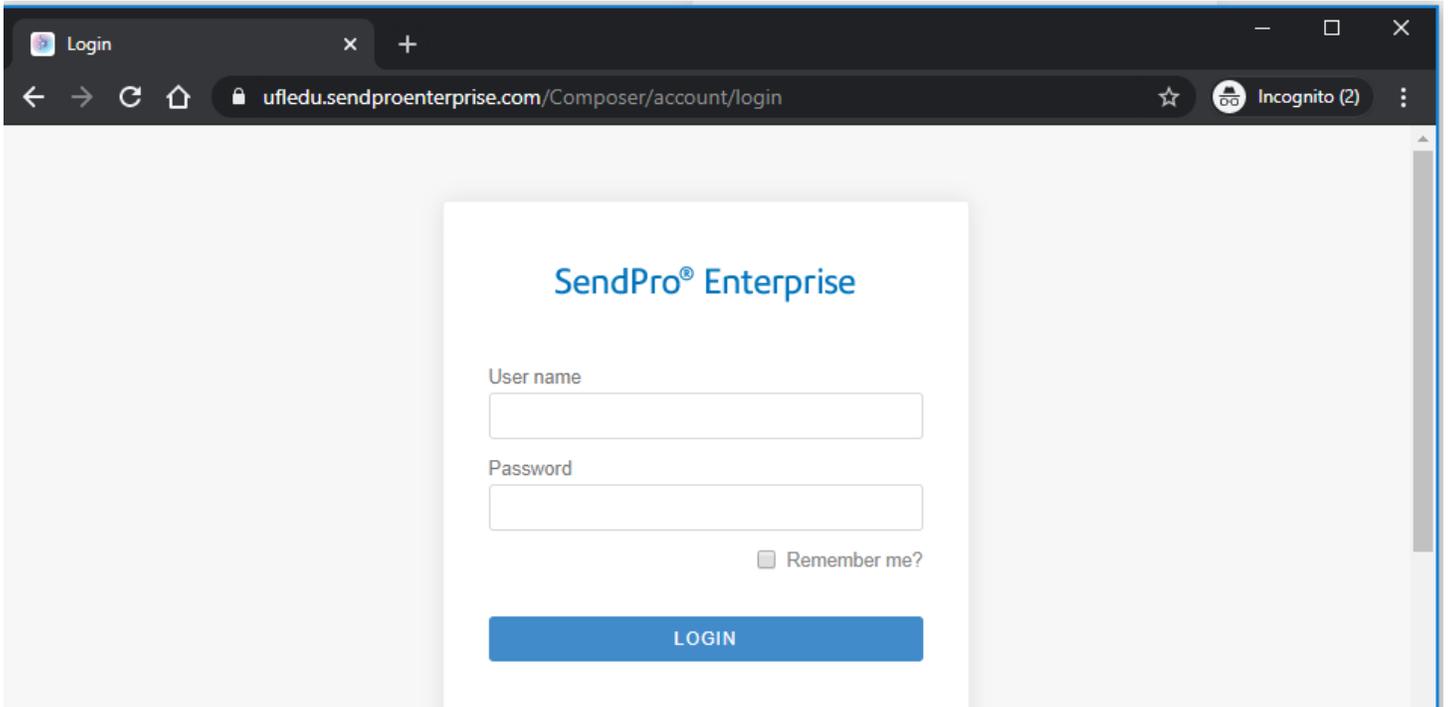


# Stamps Job Aid

<https://ufledu.sendproenterprise.com/>

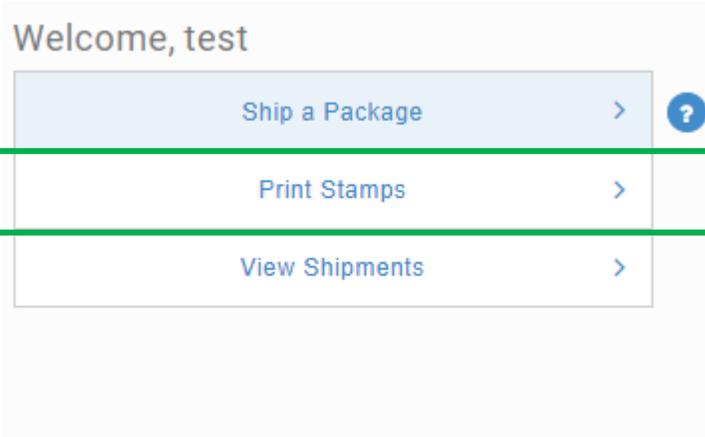


The screenshot shows a web browser window with the address bar displaying `ufledu.sendproenterprise.com/Composer/account/login`. The page title is "Login". The main content area features the "SendPro® Enterprise" logo at the top. Below the logo are two input fields: "User name" and "Password". A "Remember me?" checkbox is located below the password field. At the bottom of the form is a blue "LOGIN" button.

1) Enter your **User ID** and **Password**

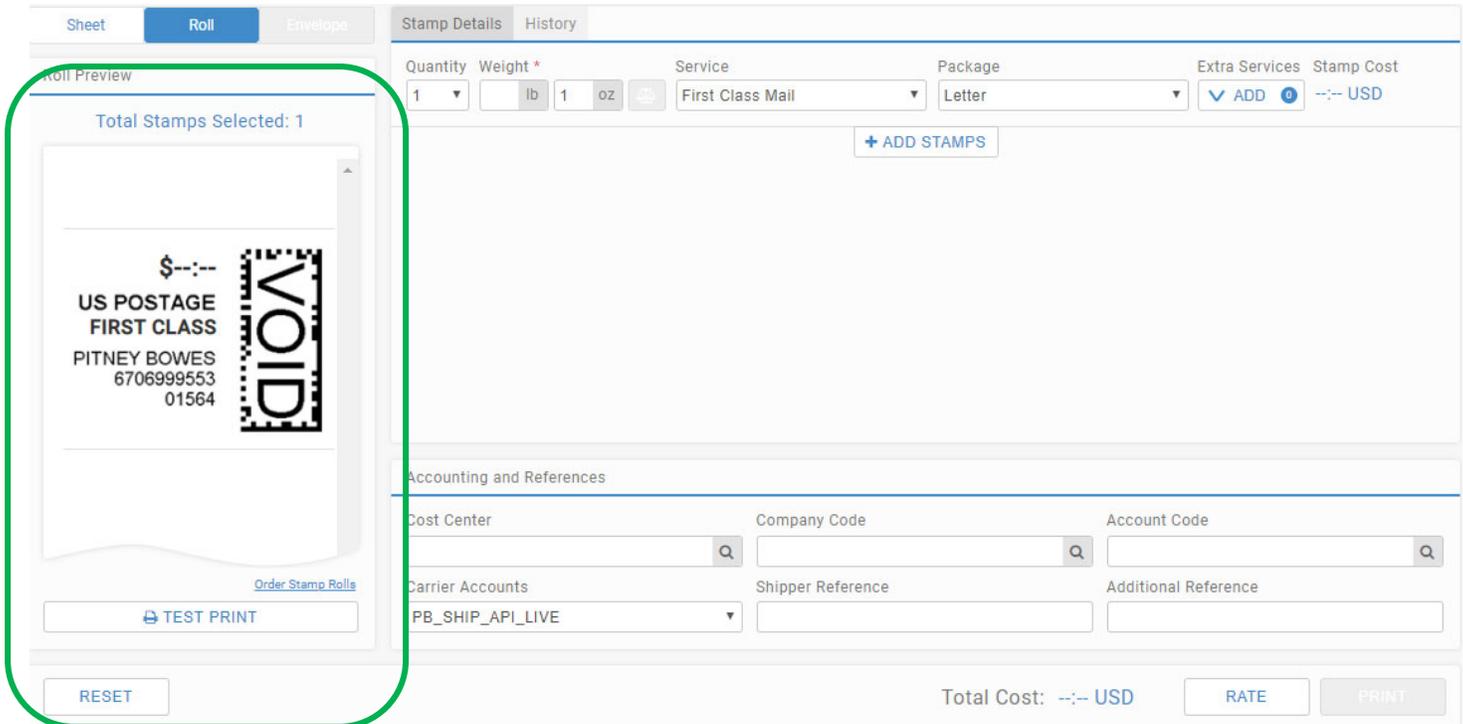
## To Manually process Stamps

1) From the **Welcome** Screen, Select the **Print stamps** button.



2) The **Stamps Screen** will open.

3) Go to the **Roll preview** section of the screen to begin the process.



- 4) Select the Service and Package type.
- 5) You can write **weight** or use Scale symbol to received weight.

The screenshot shows a web interface for configuring a shipping stamp. At the top, there are two tabs: "Stamp Details" (active) and "History". Below the tabs, there are several input fields and buttons:

- Quantity:** A dropdown menu with the value "1".
- Weight \*:** A text input field containing "1", followed by a unit selector with "lb" and "oz" options. A blue arrow points to the "oz" option.
- Service:** A dropdown menu with "First Class Mail" selected. A red box highlights this field.
- Package:** A dropdown menu with "Letter" selected. A red box highlights this field.
- Extra Services:** A button labeled "ADD" with a plus icon.
- Stamp Cost:** A text field showing "0.50 USD".

Below these fields is a large empty area with a "+ ADD STAMPS" button in the center.

The bottom section is titled "Accounting and References" and contains several input fields:

- Cost Center:** An empty text input field with a search icon.
- Company Code:** An empty text input field with a search icon.
- Account Code:** An empty text input field with a search icon.
- Carrier Accounts:** A dropdown menu with "PB\_SHIP\_ACC\_LIVE" selected.
- Shipper Reference:** An empty text input field.
- Additional Reference:** An empty text input field.

At the bottom right, there is a summary row with "Total Cost: 0.50 USD", a "RATE" button, and a green "PRINT" button. Blue arrows point from the "PRINT" button to the instructions below.

- 6) You may assign **Cost Center**.
- 7) Press rate button.
- 8) Print button will print stamps.