

# Pitney Bowes Account Requirements for DS Cloud



## Credit Card

In order to sign up for a new Pitney Bowes merchant account, the customer will need a credit card.



## PB Account

Customer needs to have obtained a Pitney Bowes *merchant* account prior to adding a new account to their DS Cloud account. Customer can sign up for a PB account during set up.



## Credentials

Customer will need their Pitney Bowes merchant account credentials, which is their username and password to their Pitney Bowes merchant portal account.

# How To Set Up a New PB Account

1. Navigate to <https://www.pbshippingmerchant.pitneybowes.com/home?developerID=50840827>
2. Click on either *Sign Up* buttons.

pitney bowes

## Pitney Bowes Merchant Portal

Shipping Simplified.

Create a Pitney Bowes account to work with DesktopShipper.  
Pitney Bowes powers USPS and UPS® shipping and transaction management from a centralized location.

[Sign up](#)

### Merchant Portal Registration

- Step 1  
Create Account  
Provide your information & verify your email address
- Step 2  
Carrier & Payment Setup  
Login to Merchant Portal and select carrier and payment method

To print shipping labels, you'll need to complete 2 steps above.

- ✓ Ship with USPS and UPS®
- ✓ Add and manage carriers
- ✓ View shipping transactions and reports
- ✓ Access flexible funding from Pitney Bowes

[Sign up now](#) Already registered? [Sign in.](#)

# Creating a Pitney Bowes Merchant Account



- Once signed into Pitney Bowes' Merchant portal, have the customer to fill in all the required information.



- Set up Payment. Customer can utilize ACH, Credit Card or line of Credit with PB.



- Add an initial postage purchase.



- Add a re-purchase minimum and a purchase amount.

# Potential Issues

## ACH

If client wants ACH, it can take up to 48 hours to fund the account

## Fraud Prevention

Due to fraud prevention the account can get suspended and you have to reach out to PB to activate the account.

### **Reach out to the following via email:**

- Pitney Bowes Payments API Support
  - [paymentsapisupport@pb.com](mailto:paymentsapisupport@pb.com)



### ***Email Body:***

**Atten: Pitney Bowes Payments API Support,**

**An account was created for email,  
[Customer@Customer.com] and put on hold  
for verification.**

**Please let us know as soon as it is available.**

**Thank you for your help.**

**Best regards**

**[DesktopShipper Technician]**

# Adding a PB Account to DS Cloud

After signing up for a new Pitney Bowes account and opening the New USPS Pitney Bowes Account window...follow these steps

1) Click the Sign in button, which will lead you to the Pitney Bowes Merchant port sign in page.

2) Enter in a unique name for the Pitney Bowes account.

3) Sign in and also add you account info to the Username and Password fields on the new Pitney Bowes Account page.

4) Click 

New USPS Pitney Bowes Account

Step 1: Create your Pitney Bowes account. **Sign Up**  
*For assistance adding an existing account, please Contact Support*

Step 2: Log in to Pitney Bowes with your new account and reset your password. **Sign In**

Step 3: Enter your new account username and password to link the account.

2	Account Friendly Name:	<input type="text" value="DS Cloud Name"/>
3	Pitney Bowes Username	<input type="text" value="Pitney Bowes User"/>
	Pitney Bowes Password	<input type="text" value="Pitney Bowes Password"/>

**Cancel** **Save**

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