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 <u>https://www.pbshippingmerchant.pitneybowes.com/home?</u> <u>developerID=50840827</u>

2. Click on either *Sign Up* buttons.

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

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 **Save**

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.

1 — Sign In

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

2 — Account Friendly Name: DS Cloud Name

3 — Pitney Bowes Username: Pitney Bowes User
Pitney Bowes Password: Pitney Bowes Password

Cancel   Save

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