Version 10.5 Update Guide

About This Update

This update is primarily for the USPS rate decrease, effective on Sunday, April 10, 2016. See page 5 for information about what rates have changed.

You can run this update at any time. If you update before April 10, you have the option of loading the new rates before they take effect. Beginning April 10, the rate load process will begin automatically. See page 2 for details.
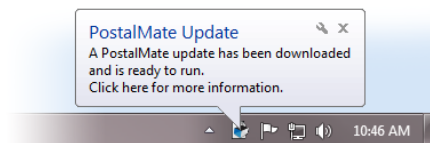
Instructions

1) Run the Update

If you've already run the update, you can skip this step.

Your system must be on **Version 10.3*** or higher to run this update. PostalMate network users: Every station must be updated one at a time, starting with the Master.

You don't have to do anything to get the update file—it will automatically download to your computer when it's available, and a notification like this will appear:

*If you're updating directly from version 10.3, be sure to read the Version 10.4 Update Guide, which contains must-have instructions for new features

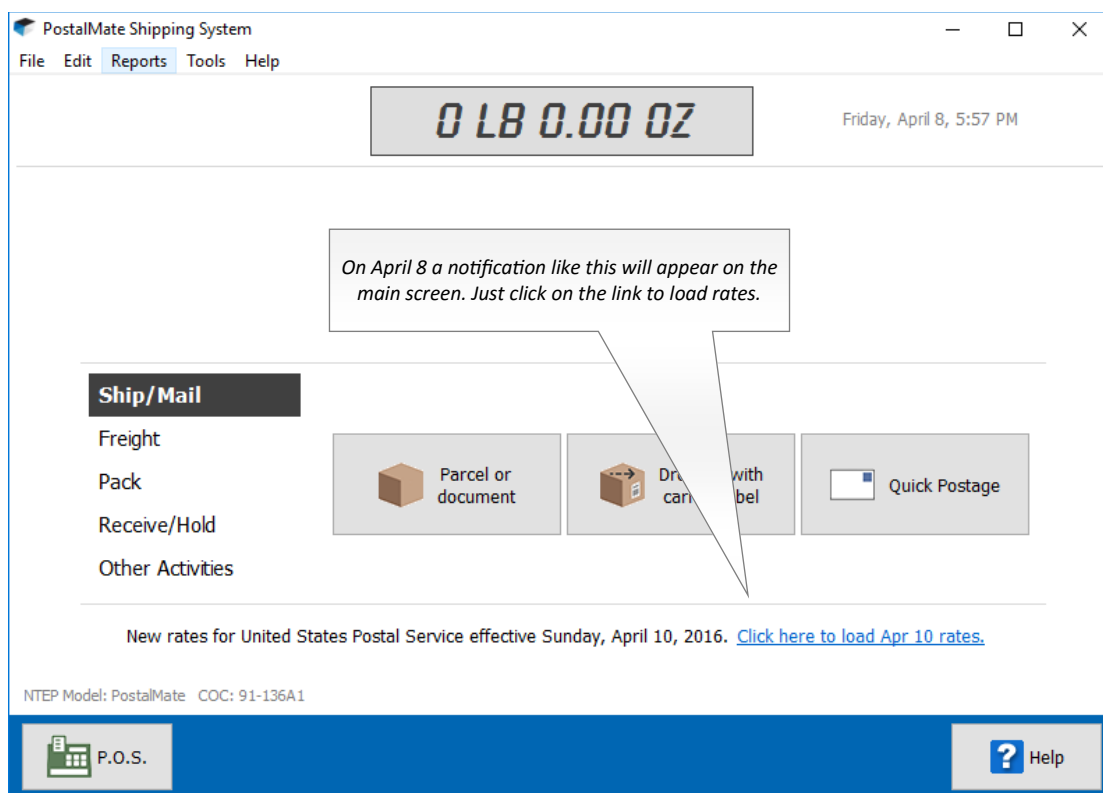*(Note: In Windows 10 the notification looks a bit different than this)*

1. Close PostalMate on all workstations. When prompted, do a PostalMate backup.

2. Click on the notification message. An update screen will display.

3. Click on the "Update now" button.

4. Follow the steps in the install wizard until complete.

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(2) Load and set new rates

1. After running the update, new published rates need to be loaded for USPS. You have two choices:

   ▶ **Option A: Load the rates ahead of time**. This is possible only if you've run the update before April 10. Either click on the link on PostalMate's main screen as shown below, or choose menu item *File > Carrier Activities > Load 2016 rates.*

   ▶ **Option B: Wait until the effective date of the change.** The rate loading process will begin automatically when you start PostalMate on April 10 or after.

2. When prompted, click **OK** to load the published rates.

   After the rates load, the Quick Rate Setting Utility will pop up, as shown on the next page. It's designed to assist you in quickly setting your new retail rates (or keeping your old ones if you prefer).

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3. Click **Next** on the first two informational screens. The next screen, below, is for setting your retail shipping rates. Choose the desired option and click **Next**.

Note: Because USPS rates are going down, either of the top two choices will lower your retail rates

Retail rates are those you charge to your customers

Rates are going down

This choice will keep your retail rates where they are

Quick Rate-Setting Utility ✕

Retail Rates

The choices you make here will only affect rates that are going DOWN at the Published level.

Select a method

○ **Keep previous percentage (%) margins**
Your profit percentages will stay the same, therefore your Retail rates will go down.

○ **Keep previous dollar ($) margins**
Your dollar profit margins will stay the same, therefore your Retail rates will go down.

Apply margins to [**Published rates (most common)** ⌄]

● **Keep current retail rates at this time**
Retail rates will remain the same for now. With this choice, your profit margins will go up.

[← Back] [→ Next] [✕ Cancel]

4. The next screen is for Add-on rates. You can change them or leave them the same. When done When done click **Next**.

Either of these two choices will lower your retail rates...

...alternatively you can directly enter your new rates here...

...or you can leave them as they are and just click Next

Quick Rate-Setting Utility ✕

Add-on Rates

Below are Add-ons that have new Wholesale rates. Set your new Retail rates here.

You can just choose one of these for all existing Add-ons...   [Keep same $ margins] [Keep same % margins]

...you can enter new rates individually

Description	Old		New	
	Whl	Retail	Whl	Retail
▶ USPS Certified	$3.45	$6.00	$3.30	$6.00
USPS Fragile	$10.35	$14.00	$9.95	$14.00
USPS Nonmachinable	$0.22	$0.80	$0.21	$0.80
USPS Registered Canada	$13.95	$17.50	$13.40	$17.50
USPS Registered International	$13.95	$17.50	$13.40	$17.50
USPS Registered Mail	$12.20	$20.37	$11.70	$20.37
USPS Registered Mail up to $100	$13.00	$21.71	$12.50	$21.71

[← Back] [→ Next] [✕ Cancel]

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5. And finally, insurance rates, which are a bit more complex than surcharges or add-ons, because there are rates for both Declared Value Units (DVU) and flat amounts.

Quick Rate-Setting Utility   ✕

Insurance Rates

You can just choose one of these for all rate groups ...　[Keep same $ margins]　[Keep same % margins]

... and/or you can type in rates individually:

Rate group	Per DVU				Flat amount			
	Old		New		Old		New	
	Whl	Retail	Whl	Retail	Whl	Retail	Whl	Retail
▶ USPS Non-Priority Mail up to $100	$0.00	$0.00	$0.00	$0.00	$2.75	$5.50	$2.65	$5.50
USPS Non-Priority Mail up to $200	$0.00	$0.00	$0.00	$0.00	$3.50	$7.00	$3.35	$7.00
USPS Non-Priority Mail up to $300	$0.00	$0.00	$0.00	$0.00	$4.60	$9.20	$4.35	$9.20
USPS Non-Priority Mail up to $400	$0.00	$0.00	$0.00	$0.00	$5.80	$11.60	$5.50	$11.60
USPS Non-Priority Mail up to $50	$0.00	$0.00	$0.00	$0.00	$2.20	$4.40	$2.10	$4.40
USPS Non-Priority Mail up to $500	$0.00	$0.00	$0.00	$0.00	$7.00	$14.00	$6.65	$14.00
USPS Non-Priority Mail up to $5000	$1.30	$2.60	$1.25	$2.60	$9.45	$18.90	$9.05	$18.90

Options here are the same as on the previous screen

[← Back]　[✔ Finish]　[✕ Cancel]

6. When done click **Finish**. A message will display that your rates have been successfully set.

At any time you can run the utility again by choosing **Edit > Shipping Rates > Quick Rate-Setting Utility** from PostalMate's main menu.

You can also fine tune your rates using the regular rate-setting features found in PostalMate Settings.

What's New in Version 10.5

This section contains a summary of the major changes and enhancements included in PostalMate Version 10.5.

▸ USPS rates

This update supports the USPS rates effective on April 10, 2016. There are no rate increases; rates have *decreased* for the following services and charges:

Weight-based services

- USPS First Class Mail (Letter)
- USPS First Class Mail Flat
- USPS First Class Mail Parcel
- USPS First Class Mail Int'l Letter
- USPS First Class Mail Int'l Flat
- USPS Media Mail

Fixed-rate services

- USPS Postcard
- USPS Postcard International

Add-ons

Rates for most add-ons have changed (decreased). The old and new rates for those that have changed are displayed in the Quick Rate Setting Utility.

Insurance

Rates for all domestic insurance groups have changed (decreased). The old and new rates for those that have changed are displayed in the Quick Rate Setting Utility. Rates for international insurance haven't changed.