RS Package Insurance is offered from RS Associates, in partnership with Marsh Insurance.

In order to use RS Package Insurance by Marsh, you must;

1.   Be a current member of RS Associates:

> If you are not a member of RS Associates, go to www.rscentral.org and select "Membership > Join Now" and complete all steps to become a member. *Note: RS Package Insurance has two rate structures—on for RS Basic Members and one for RS Premium Members.*

2. Apply for the RS Package Insurance program at Retail Shipping Associates.

> To apply for the RS Package Insurance program, please login to http://www.rscentral.org/ Programs/RS-Package-Insurance, choose **Apply** and follow the steps to complete the application. Once your RS Package Insurance account is setup, you can activate RS Package Insurance in PostalMate with your RSA Member ID number.

Alternate Insurance Setup

When using RS Package insurance, you cannot allocate any portion of the declared value to another insurance provider (including shipping carriers).

In PostalMate, choose **Tools > PostalMate Settings** and select **Insurance Settings** on the left pane.
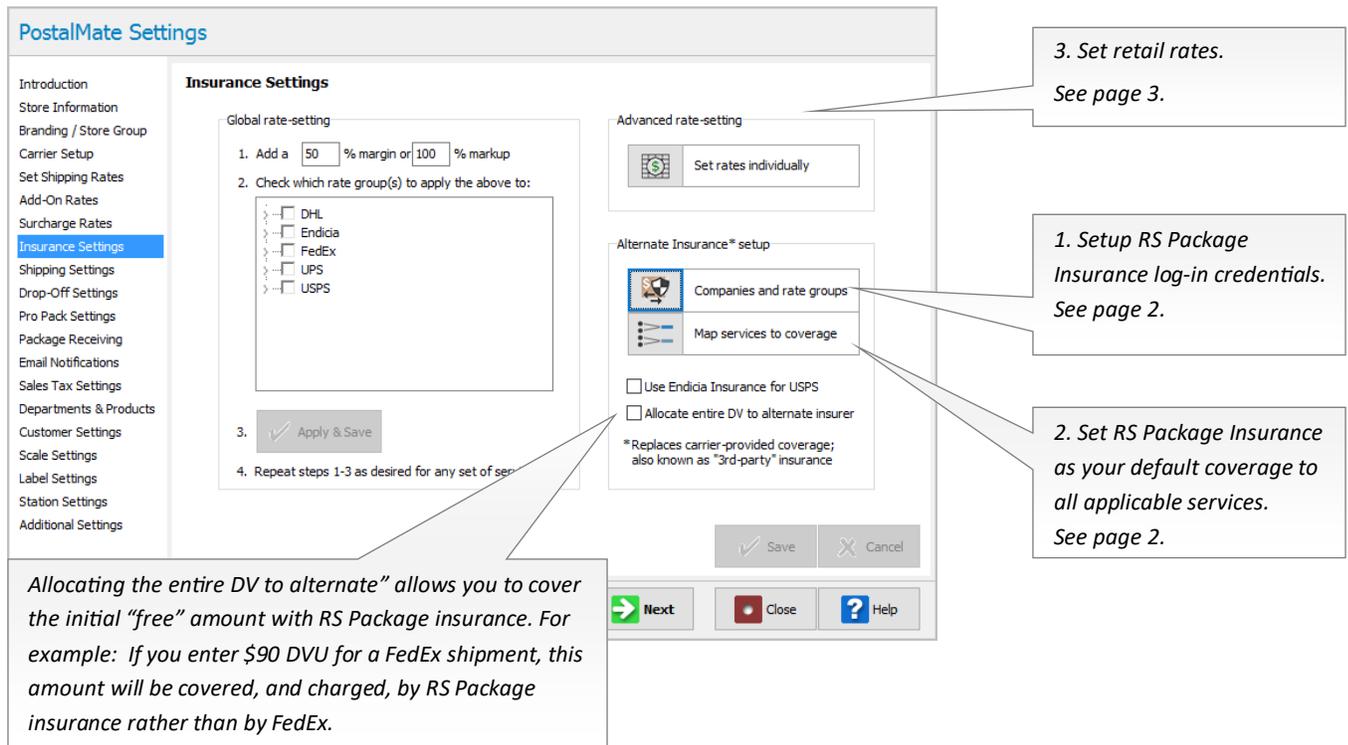
3. Set retail rates.
See page 3.

1. Setup RS Package Insurance log-in credentials. See page 2.

2. Set RS Package Insurance as your default coverage to all applicable services. See page 2.

Allocating the entire DV to alternate" allows you to cover the initial "free" amount with RS Package insurance. For example: If you enter $90 DVU for a FedEx shipment, this amount will be covered, and charged, by RS Package insurance rather than by FedEx.

Questions? Phone: 760.410.1677 | Email: support@pcsynergy.com

1. Companies and rate groups

- Choose the button **Companies and rate groups.**
- Select **RS Package Insurance** and choose **Edit.**
- Enter your **RSA ID** and click **Verify**.
- Verify the box "**Enabled**" is checked.
- Once your credentials are verified, click **OK** to save your changes.
- Close the **Edit Alternate Insurance Company** screen.

The Rate Groups for RS Premium Domestic and RS Premium International cannot be edited.

Edit Insurance Company: RS Package Insurance

Reference
Name: RS Package Insurance
☑ Enabled

Rate Groups
RS Certified Domestic
RS Certified International

Edit
Add

RSA Account Status
RSA Membership Level: Certified
RSA ID: xxxxxxxx
Status: Verified
Verify

OK   Cancel   Help

2. Map Services to Coverage

PostalMate Settings

Introduction
Store Information
Branding / Store Group
Carrier Setup
Set Shipping Rates
Add-On Rates
Surcharge Rates
Insurance Settings
Shipping Settings
Drop-Off Settings
Pro Pack Settings
Package Receiving
Email Notifications
Sales Tax Settings
Departments & Products
Customer Settings
Scale Settings
Label Settings
Station Settings
Additional Settings

Insurance Settings

Global rate-setting

1. Add a 50 % margin or 100 % markup
2. Check which rate group(s) to apply the above to:
   - ☐ ADV
   - ☐ DHL
   - ☐ Endicia
   - ☐ FedEx
   - ☐ RS Package Insurance
   - ☐ Shipsurance
   - ☐ UPS
   - ☐ USPS

3. Apply & Save

4. Repeat steps 1-3 as desired for any set of services

Advanced rate-setting

Set rates individually

Alternate Insurance* setup

Companies and rate groups
Map services to coverage

☐ Use Endicia Insurance for USPS
☐ Allocate entire DV to alternate insurer

*Replaces carrier-provided coverage; also known as "3rd-party" insurance

*Choose **Map services to Coverage**.*

Save   Cancel

☐ Show hints

Back   Next   Close   Help

1. From the drop-down menu, choose RS Package Insurance and click **Apply**.

2. Choose **Yes** to the warning message asking if you wish to proceed.

3. Click **OK** to save.

3. Rate setting (Global)

Use Global rate-setting to quickly set your retail rates for RS Package insurance. Using the Global Rate setting tool ensures that your retail rates for RS Package Insurance are increased by the percentage you enter. If you are happy with these rates—you may skip the next step of Advanced Rate Setting.

1. Enter the % margin or markup you wish to increase the wholesale rates by.

2. Select RS Package Insurance.

3. Click **Apply & Save**.

Optionally, you can also use Advanced rate-setting to set rates individually for each rate group.

See next page for details.

Rate setting (Advanced)

Use **Advanced rate-setting** for setting specific retail rates for RS Package insurance for both Domestic and International rate groups.

Retail Flat Amount: Enter a Retail Flat amount for each row, except the last row. The flat amount is the "minimum charge." This screen allows you flexibility in setting a Retail Flat amount for each declared value range (even though the flat amount is the same).

Retail Percent: Enter a Retail Percent in the last row. This percent is multiplied by the declared value entered in PostalMate for all amounts above the minimum rate charge.

The example below displays a 50% retail margin for all rate groups.

Edit Insurance Rates by Group

Edit Insurance Rates

Company: RS Package Insurance

Rate Group: RS Certified Domestic

From	To	Wholesale Percent*	Wholesale Flat Amount	Retail Percent*	Retail Flat Amount
$0.01	$100.00	0.000000	$2.00	0.000000	$4.00
$100.01	$200.00	0.000000	$2.00	0.000000	$4.00
$200.01	$300.00	0.000000	$2.00	0.000000	$4.00
$300.01	$400.00	0.000000	$2.00	0.000000	$4.00
$400.01	$500.00	0.000000	$2.00	0.000000	$4.00
$500.01	$588.00	0.000000	$2.00	0.000000	$4.00
$588.01	$50,000.00	0.003400	$0.00	0.006834	$0.00

*Percent multiplied by the declared

> Make sure to set rates for both Domestic and International .

dit Insurance Rates

Company: RS Package Insurance

Rate Group: RS Certified International

From	To	Wholesale Percent*	Wholesale Flat Amount	Retail Percent*	Retail Flat Amount
$0.01	$100.00	0.000000	$2.00	0.000000	$4.00
$100.01	$200.00	0.000000	$2.00	0.000000	$4.00
$200.01	$300.00	0.000000	$2.00	0.000000	$4.00
$300.01	$400.00	0.000000	$2.00	0.000000	$4.00
$400.01	$500.00	0.000000	$2.00	0.000000	$4.00
$500.01	$588.00	0.000000	$2.00	0.000000	$4.00
$588.01	$50,000.00	0.003400	$0.00	0.006791	$0.00

*Percent multiplied by the declared value

Save   Cancel

Close   Help

Insuring Drop-Off packages (optional)

- You can use RS Package Insurance to insure drop-off packages.

- Once you have completed the initial setup for RS Package Insurance in PostalMate, choose **Tools > PostalMate Settings > Drop-Off Settings**.

- Select **RS Package Insurance** from the drop down and click **Save**.

Now, you can add insurance to any drop-off. A Customer and Ship To must be selected and Contents must be filled in before selecting Insurance. The insurance will be uploaded when you choose **Record**.

Using RS Package Insurance

RS Package insurance cannot be split with any other insurance carrier, including Carrier insurance. All declared value is allocated to RS Package Insurance automatically (including the first $100 of declared value). As needed, you can allocate all of the declared value to Carrier insurance.

FedEx service marks are owned by Federal Express Corporation and used by permission.

Add-Ons

FedEx.

FedEx Home Delivery®

Choose optional services:

FedEx Date Certain Home Delivery® $6.00
Delivery will be made on specified date

FedEx Evening Home Delivery® $14.00
Delivery will be made between 5:00 PM and 8:00 PM

FedEx Appointment Home Delivery® $30.00
FedEx will contact recipient in advance to arrange date and time

FedEx® Delivery Signature Options $8.50-$10.50
A specified recipient signature is required upon delivery

Declared value: $500   Alt: $500   Charge: $7.50

Total package cost including add-ons: $30.50

Easily see here that your insurance is allocated to RS Package insurance.

To allocate declared value to carrier insurance for a specific shipment, click on the blue "Alt : $ amount" link.

Checkmark the box "Do not use alternate insurance".

◄ Back   ► Next   ✖ Cancel   ?

Allocate Declared Value of: $600

This allows you to override the default of how insurance is split between the primary and alternate providers.

Shipping/Primary Carrier

$ 600   To FedEx Ground

[$50,000.00 maximum]

Alternate Provider

$ 0   To RS Certified Domestic

[$100,000.00 maximum]

7	8	9
4	5	6
1	2	3
0	00	<-
Tab		

✔ Do not use alternate insurance

✔ OK   ✖ Cancel   ? Help

Certificate of Insurance

For each shipment in which RS Package insurance applied, you can retrieve, save and print the Certificate of Insurance through Find Package.

In PostalMate, choose **Everyday Tools** > **Find Package**.

Locate the shipment using any of the search criteria.

- Choose **View**.
- Select the **Additional Info** tab.
- Choose **Get Certificate.**
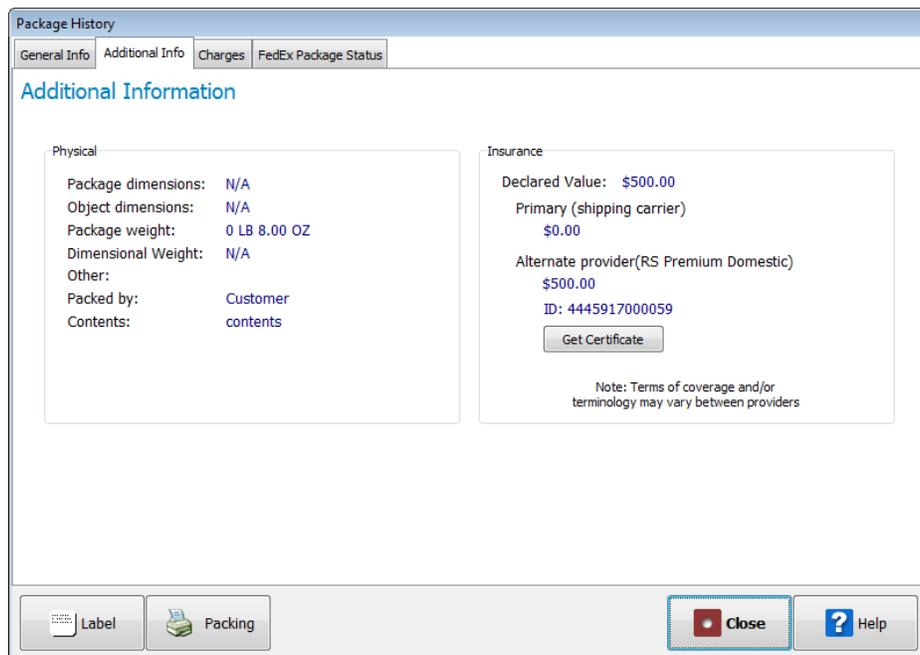
Reporting

When using RS Package Insurance, the insurance information is uploaded to RS Servers at the time of the shipment with specified insurance information. The shipment upload will include date, package ID, zip, carrier and service, declared value, and alternate declared value.

Use the Alternate Insurance report to view/print a log of RS Package Insurance transactions by date range. This report is located under ***Reports > Shipping > Alternate Insurance.***