

# DocuSend<sup>®</sup>

Cloud-Based Mailroom

## HOW TO SEND CERTIFIED MAIL WITH DOCUSEND

User Portal | Print-to-mail Pricing | +1-877-614-3091 | Contact Us

DocuSend<sup>®</sup>  
Cloud-Based Mailroom

No software to install! | Overview | Using The Mailroom | API Solution | Features | Small Biz Blog

**GET STARTED**

## The Cloud-Based Mailroom

Send US Mail and Email from a Single Cloud-Based Platform

DocuSend<sup>®</sup>  
Cloud-Based Mailroom

- Eliminates trips to the Post Office
- Cuts internal mailing costs in half
- No minimums, contracts or setup fees
- Works with any accounting system or software
- Eliminates paper, envelope, and stamp inventory
- Eliminates mailing equipment leases and maintenance contracts
- Portal included for mailing history and document images
- Removes overhead associated with internal mailing operations

DocuLink<sup>®</sup>  
Secure Email Solution

- Customize your recipient message and 'from' email address
- Emailed documents are not exposed to internet cybercriminals
- Send a large volume of email without fear of blacklisting
- Eliminates internet security issues related to email attachments
- One-click option to mail documents by USPS when links are unopened
- Real-time reports indicate documents that have not been viewed, no guessing
- Customers receive electronic or paper documents according to their preferences

Using our DocuSend Certified mail feature makes it much easier to send sensitive documents and mandated mailings throughout the USA.



With Certified mail, the USPS assigns a tracking number that allows you to verify that the Certified mail delivered

[DocuSend Home](#) [Portal Home](#)

[FAQs](#)

[Logout](#)



Before you get started, would you like to include a remittance envelope with your document(s)? [i](#)

Remittance Envelope — Choose an Option \* [v](#)

Upload PDF File(s)

**▲ Be sure to upload PDF documents that have a valid mailing address.**  
To upload multiple files, press and hold CTRL to select.

[Show Helpful Hints & Samples](#)


Uploading tax forms? Simple tip [i](#)






Let's Chat? [+](#)

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Before you get started, would you like to include a remittance envelope with your document(s)? 

Remittance Envelope — Choose an Option \*   
Remittance Envelope — Choose an Option \*  
**Do not include Remittance Envelope**   
Include Remittance Envelope

 **Be sure to upload PDF documents that have a valid mailing address.**  
To upload multiple files, press and hold CTRL to select.


[Show Helpful Hints & Samples](#)


Uploading tax forms? Simple tip 



 Let's Chat? 


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Before you get started, would you like to include a remittance envelope with your document(s)? 



Remittance Envelope — Choose an Option \* 

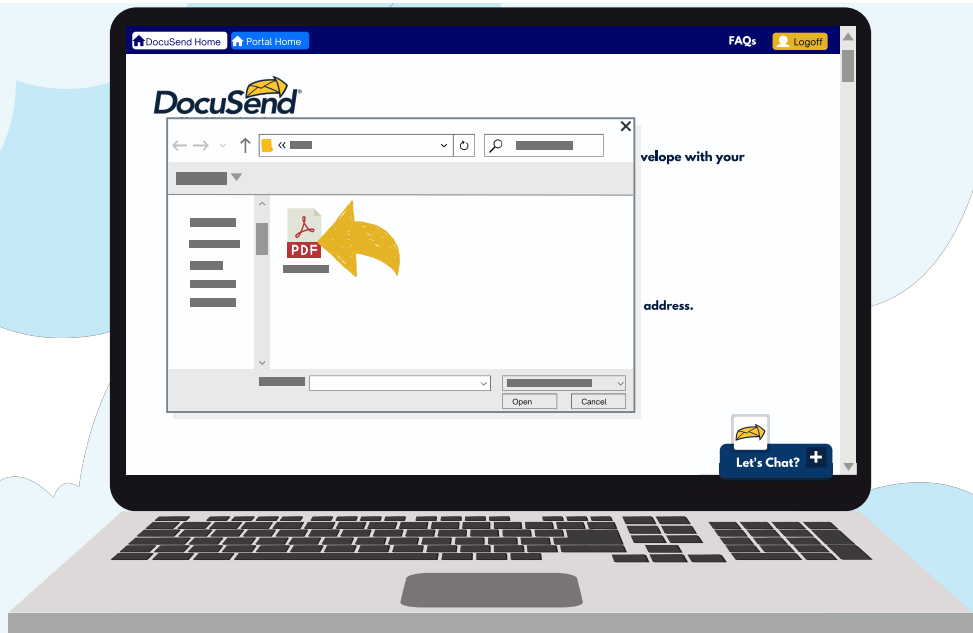
 **Upload PDF File(s)** 

 **Be sure to upload PDF documents that have a valid mailing address.**  
To upload multiple files, press and hold CTRL to select.

[Show Helpful Hints & Samples](#)

Uploading tax forms? Simple tip 

 Let's Chat? 



## After uploading your file, go to Review Individual Documents

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Start Over Without Saving

Review Individual Documents

YourLogo

Company  
Company Address  
Company Address  
Company Address

Name  
Company name  
Street Address  
City, State Zip Code

Invoice  
Invoice #  
Date [pick the date]

Placement looks great!

Add to Cart

Select your package options below

Paper type	Plain
Print: Black Only or Color	Color
Print: One or Two Sided	One Side
Remittance Envelope	None
Add an Insert	Upload Insert

Job Information Summary	Quantity	\$/Piece	Cost
Document pages received	2		
Envelope(s) Mailed	2	XXX	XXX
Upload Batch Fee			\$0.50
<b>Total Price - including postage</b>			<b>XXX</b>

## Under the Special Handling column, select individual envelopes to be mailed as Certified

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Start Over Without Saving

Click "Save Changes" when done and your corrected information will be stored and printed on your documents.

- The "Options" column allows you to change how you mail your document (USPS vs email), verify multiple page documents, and reject/remove a document from your upload. Remember to click "Save Changes" before exiting this page.

Cancel Changes

Save Changes

Apply Certified

Clear Certified

	Address Line	Address Line	Address Line	Address Line	City State Zip	Special Handling	Review	Distribution Options
1	Name			Street	NY NY 12345	Certified		Send via US Mail
2	Name			Street	NY NY 12345	None	See Page	Send via US Mail

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Start Over Without Saving Click "Save Changes" when done and your corrected information will be stored and printed on your documents.

• The "Options" column allows you to change how you mail your document (USPS vs email), verify multiple page documents, and reject/remove a document from your upload. Remember to click "Save Changes" before exiting this page.

Cancel Changes

	Address Line	Address Line	Address Line	Address Line	City State Zip	Special Handling	Review	Distribution Options
1	<input type="text" value="Name"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Street"/>	<input type="text" value="NY NY 12345"/>	<input type="button" value="Certified"/>	<a href="#">See Page</a>	<input type="button" value="Send via US Mail"/>
2	<input type="text" value="Name"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Street"/>	<input type="text" value="NY NY 12345"/>	<input type="button" value="Certified"/>	<a href="#">See Page</a>	<input type="button" value="Send via US Mail"/>

**Or click the Apply Certified button and all envelopes in your files will be flagged for certified mailing**

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FAQs

Start Over Without Saving Use this page to edit your mailing information in any of the fields below. Click "Save Changes" when done and your corrected information will be stored and printed on your documents.

• The "Options" column allows you to change how you mail your document (USPS vs email), verify multiple page documents, and reject/remove a document from your upload. Remember to click "Save Changes" before exiting this page.

Cancel Changes

	Address Line	Address Line	Address Line	Address Line	City State Zip	Special Handling	Review	Distribution Options
1	<input type="text" value="Name"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Street"/>	<input type="text" value="NY NY 12345"/>	<input type="button" value="Certified"/>	<a href="#">See Page</a>	<input type="button" value="Send via US Mail"/>
2	<input type="text" value="Name"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Street"/>	<input type="text" value="NY NY 12345"/>	<input type="button" value="Certified"/>	<a href="#">See Page</a>	<input type="button" value="Send via US Mail"/>

**Be Sure to "Save Changes" when done**

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**Then "Add to Cart"**

Select your package options as needed below then click Add to Cart

Start Over Without Saving

Review Individual Documents

**YourLogo**

Company  
Company Address  
Company Address  
Company Address

Invoice  
Invoice #  
Date [pick the date]

Name  
Company name  
Street Address  
City, State Zip Code

Placement looks great!

Add to Cart

Select your package options below

Paper type Plain

Print: Black Only or Color Color

Print: One or Two Sided One Side

Remittance Envelope None

Add an Insert Upload Insert

Job Information Summary	Quantity	S/Piece	Cost
Document pages received	2		
Envelope(s) Mailed	2	XXX	XXX
Certified	2	XXX	XXX
Upload Batch Fee			\$0.50
<b>Total Price - including postage</b>			<b>XXX</b>

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**Review your order summary**

Start Over Note: Once submitted, your order can not be retrieved, modified or cancelled. If you need to review, select your payment option.

Review PDF	Date	FileName	Paper/hk	Remit	Env	Add'l Mailed Pages	Emails	Inserts	Total Pages	Amount	Action
Review ###	###	Invoice.pdf	Plain/Color	No	2	0	0	0	0	\$XXX	Delete
Sub-Total					2	0	0	0	0	\$XXX	
Upload Batch Fee										\$0.50	
<b>Total Due</b>										<b>\$XXX</b>	

VISA DISCOVER PayPal

Fields with \* are required

**Credit Card Information**

Credit Card Number \*  
Expiration Date \*  
Business Name  
Card Holder Name \*Enter name exactly as it appears on your Card

**Billing Address**

Address 1  
Address 2  
City \* State \* ZipCode \*  
Country \*  
E-mail \* Phone \*

I accept the Terms, Conditions & Privacy Notice

Pay Now





Enter payment info, "check the box to accept terms" and click "Pay Now"

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Home Page Portal Home

Start Over Note: Once submitted, your order can not be retrieved, modified or deleted After reviewing, select your payment option.

Review PDF	Date	FileName	Paper/hk	Remit	Env	Add'l Mailed Pages	Emails	Inserts	Total Pages	Amount	Action
Review ###	###	Invoice.pdf	Plain/Color	No	2	0	0	0	0	\$XXX	Delete
Sub-Total					2	0	0	0	0	\$XXX	
Upload Batch Fee										\$0.50	
Total Due										\$XXX	

VISA DISCOVER PayPal

Fields with \* are required

**Credit Card Information**

Credit Card Number \*  Expiration Date \*

Business Name

Card Holder Name \* \*Enter name exactly as it appears on your Card

**Billing Address**

Address 1

Address 2

City \*  State \*  ZipCode \*

Country \*

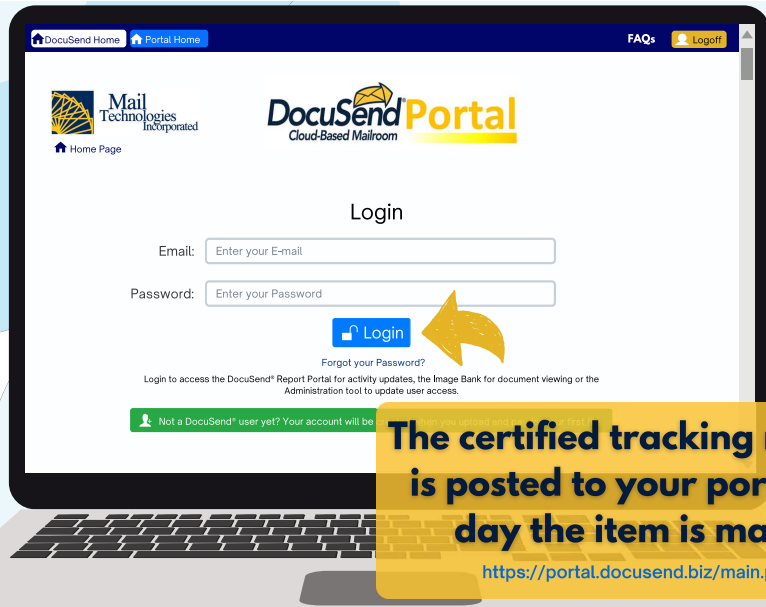
E-mail \*  Phone \*

I accept the [Terms, Conditions & Privacy Notice](#)

Pay Now

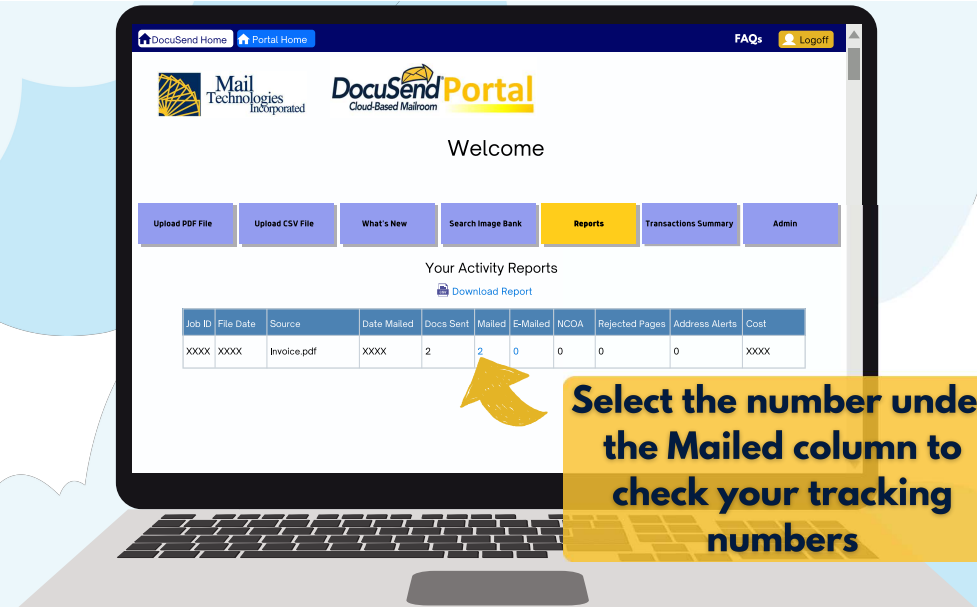
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**DOCUMENTS ARE MAILED WITHIN A TIME PERIOD OF NO MORE THAN TWO BUSINESS DAYS.**



**The certified tracking number is posted to your portal the day the item is mailed**

<https://portal.docusend.biz/main.php>



**Select the number under the Mailed column to check your tracking numbers**

Job ID	File Date	Source	Date Mailed	Docs Sent	Mailed	E-Mailed	NCOA	Rejected Pages	Address Alerts	Cost
XXXX	XXXX	Invoice.pdf	XXXX	2	2	0	0	0	0	XXXX

