


How to Send Certified Documents

Send sensitive documents that require tracking and secure delivery as certified mail. DocuSend makes it really simple for you.

Follow the steps below

- Prepare the documents: Pre-address the PDF document you want to mail.



10 Vantage Point Dr, Suite 1
Rochester, NY 14624-1151

Return address

INVOICE

NAME
10 Vantage Point Dr, Suite 1
Rochester, NY 14624-1151

Mailing address

COMMENTS OR SPECIAL INSTRUCTIONS:

P.O. NO.	TERMS	SHIP DATE	SHIP VIA	TAX ID #	CUSTOMER #	YOUR ORDER #
	Net 30				10304	

- Go to DocuSend (<https://docusend.biz/>) and click the “GET STARTED” button.



The Cloud-Based Mailroom

Send your documents to the U.S. Post Office without leaving your desk.

- No more trips to the Post Office
- No minimums, contracts or set-up fees
- Works with any accounting system or software
- Reduces need for paper, envelope and stamp inventory
- Eliminates leasing and maintenance contracts for mailing equipment
- Easily access portal for mailing activity dashboard and document images
- We print and mail your documents, no matter where the address is located
- Completely eliminates manual labor - just a few minutes to upload and you're done

GET STARTED

HOW IT WORKS

Send Any PDF Document

DocuSend works with any accounting, billing or CRM software that produces documents containing a valid mailing address.

TRY FOR FREE

Certified mailing option is available only for United States mailings



- Select an Option: Include Remittance Envelope or Do not include Remittance Envelope
- Include Remittance Envelope or Do not include Remittance Envelope

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DocuSend
Cloud-Based Mailroom

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

Notice: If your documents contain medical data pertaining to any personally identifiable individual, please read and accept the [HIPAA Agreement Terms and Conditions](#) ⓘ

Individual, Business

▲ Be sure to upload PDF documents that have a valid mailing address.
To upload multiple files, press and hold CTRL to select.
Documents are mailed by the next business day.

Uploading tax forms? Simple tip ⓘ

[Overview](#) - [Pricing](#) - [Portal Login](#) - [FAQ's](#)

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- Then click the “Upload PDF File (s)” button

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Uploading tax forms? Simple tip ⓘ

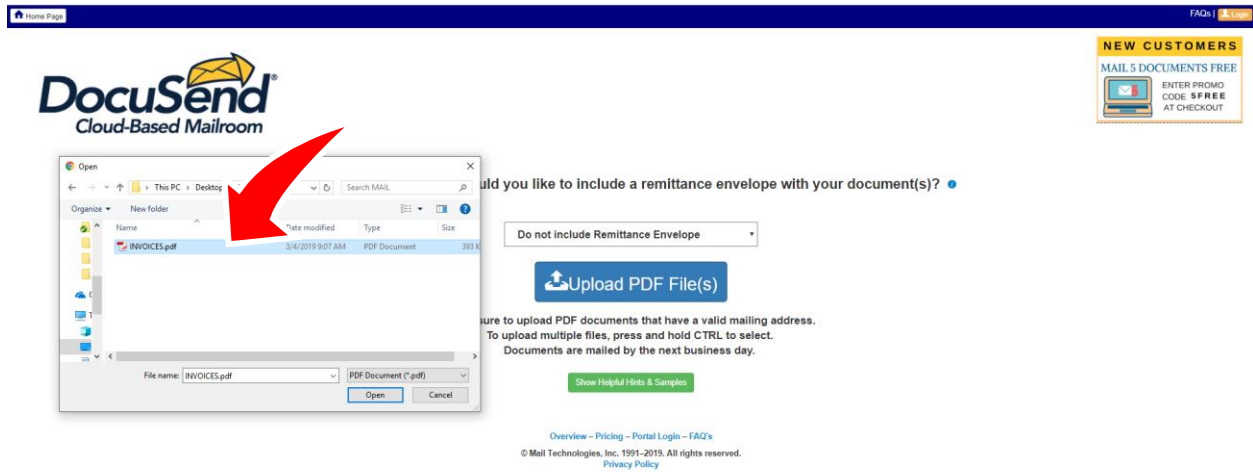
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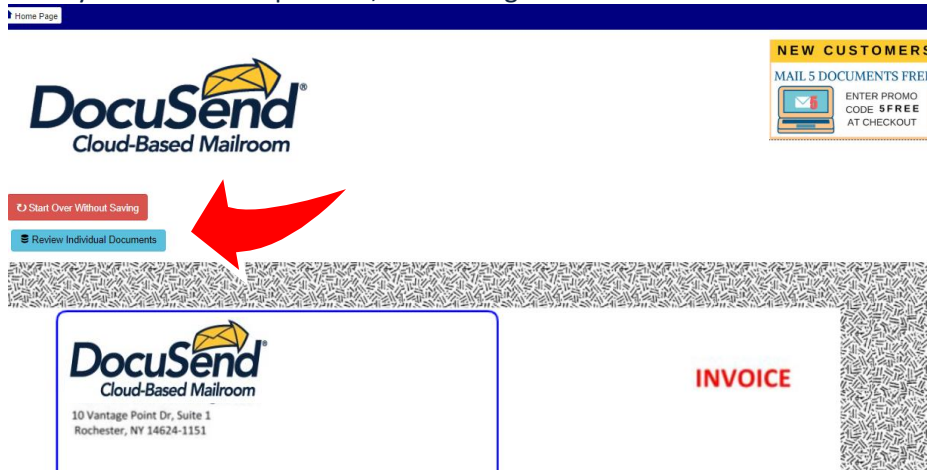


- Double click the PDF file you want to mail



How do you select the document you want to mail as certified? It is really easy; just see the next steps.

- Once your PDF file is uploaded, click the light blue button “Review Individual Documents”



Certified mailing option is available only for United States mailings



- And under the Special Handling menu, select individual envelopes to be mailed as **Certified**. Then click the “Save Changes” button.

	Address Line	Address Line	Address Line	Address Line	City State Zip	Special Handling
1	NAME			10 Vantage Point Dr, Suite	Rochester, NY 14624-1151	None
2	NAME3			10 Vantage Point Dr, Suite	Rochester, NY 1234	Certified
3	NAME4			1703 Alpaca Way	Rochester, NY 92632	None
4	NAME5			1424 Sherwood Circle	Rochester, NY 70583	None
5	NAME6			1424 Sherwood Circle	Lafayette, LA 1212121	None
6	NAME7			1424 Sherwood Circle	Needham, MA 02192	None
7	NAME8			1424 Sherwood Circle	Rocky Mount, VN 02192	None
8	NAME9			1424 Sherwood Circle	Wenatchee, WA 98801	None
9	Company Name			1424 Sherwood Circle	Wenatchee, WA 98801	None
10	Company			1424 Sherwood Circle	Wenatchee, WA 55555	None
11	Company1			1424 Sherwood Circle	Wenatchee, WA 58565	None

- Or if all documents in your upload file need to be sent certified, click the Apply Certified button and all envelopes in your file will be flagged for certified mailing.

- Finally “Add to Cart”. You will see your order summary, enter payment info, check “Accept Terms” and click “Pay Now”.

✓ Placement looks great!

Select your package options below

Paper type	Plain
Black / Color	Black
Remittance Envelope ⓘ	None
Add an Insert ⓘ	<input type="button" value="Upload Insert"/>

Check your certified document in [DocuSend Portal](#) to see the certified tracking number

- Log in to DocuSend portal
- Go to Reports
- Click the number below the "Mailed" column
- Under Special Handling, you will see the tracking number

Check tracking number at this link [USPS Tracking](#).

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