

DIGITAL MAILBOX SETUP INSTRUCTIONS

Thank-you for deciding to set up a digital mailbox with Ship Rite, we are happy to have you join our long list of happy digital mailbox customers! The following will help you navigate through the paperwork to setup your digital mailbox.

1. Download the Ship Rite Application For Mailbox Rental Form. This can be filled out and signed on paper or digitally.

- Please fill out the date and your name in the spaces provided at the top of the document.
- Near the bottom of the document, do not fill in the box number, please leave that blank. We will issue you a box number once we have a copy of your documents.
- The bottom section is the most critical for Ship Rite as it includes all the names of people and the names of any companies that will be receiving mail in your mailbox. Please ensure that any and all names that will receive mail are on this list because if it is not on the list, if it arrives at our store we will send it back with the Post Office.
- Fill in your address, cell phone number (we use this to let you know when packages arrive for you), your email address (we use this to send you the link to setup the app on your phone or tablet), and sign and date it. Only one person needs to sign and date this form.
- Please email, fax or mail this form to us. shiprite@live.com; fax 602-923-3569; Ship Rite, 10810 N Tatum Blvd Ste. 102, Phoenix, AZ, 85028.

2. We do not force our customers to sign up for years to take advantage of our great pricing. Mailbox rentals are \$16.99 plus tax per month. You can prepay for 3, 6 or 12 months at a time, or you can simply pay monthly by filling out the Account Application for Monthly Mailbox Payment. Please email, fax or mail this form to us. If you opt to pay monthly, we will charge your credit card on the 1st of each month. If the 1st of the month lies on a day that the store is closed, it will be processed on the next business day.

3. The USPS requires Mail Agents (Ship Rite) to obtain 2 pieces of ID. One must be a government issued photo ID:

- US State/Territory/Tribal Driver's or Nondrivers ID card
- Uniformed Service ID
- Passport
- Certificate of Naturalization
- US Access Card
- US Permanent Resident Card
- US University ID Card
- Nexus Card

The second piece is Address ID must contain the applicant address and it can be one of the following:

- US State/Territory/Tribal Driver's or Nondrivers ID card
- Current lease
- Home or Vehicle Insurance Policy
- Mortgage or Deed of Trust
- Vehicle Registration Card
- Voter Card
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Please make a copy of these two pieces of ID and fax, email or mail them to Ship Rite.

4. The final form is the FORM that the USPS requires us to obtain from all mailbox holders. United State Postal Service requires this form for **EVERY** person that is on the mailbox listing. It is called the USPS Application for Delivery Through Mail Agent Form 1583. This form has been partially filled out for you.

Please see instructions and footnotes on second page of USPS Form 1583.

The USPS requires us to have the original signed and notarized form, not a copy, so this form will have to be mailed to us at:

Ship Rite

10810 N Tatum Blvd Ste 102, Phoenix, AZ 85028

If you wish to start using your mailbox address right away, please fax or email all the paperwork to us and we can generate a box number. USPS rules do not allow us to release your mail until we have the original 1583 form, however, you can start using the address immediately upon our receipt of your paperwork via fax or email.

If you have any questions at all, please email or call us. Our email is shiprite@live.com and our phone number is 602-923-3432. Our emails are continuously monitored and this is the quickest way for you to receive answers to your questions. You are welcome to call our store, however, if it is outside of business hours or all our staff are with customers, then we will return your message as soon as we are able, which can take longer than email responses.