

## 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](mailto: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 \$14.99 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 1<sup>st</sup> of each month. If the 1<sup>st</sup> 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 of either a driver's license or passport. The second piece of ID can be one of the following:
  - vehicle or voter registration form
  - signed lease or mortgage paperwork
  - military ID
  - home or vehicle insurancePlease 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. We require one of these forms 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. The following are the sections that require further information from you:

- Box 2-input your name.
- Box 8-input the two pieces of ID you are providing to Ship Rite (i.e. Driver's License and Vehicle Insurance).
- Fill in section 7 with your current information.
- Sections 9 through 11 are to be filled out, if applicable.
- This form needs to be witnessed by one of our staff at Ship Rite or else must be notarized. DO NOT sign box 16 until you are at our store or in front of a notary. If you are unable to see at our store to sign the form, you will need to see a notary and have them witness the signature and sign in box 15. This is a USPS requirement and we are unable to waive this requirement under federal laws.

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The USPS requires us to have the original 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](mailto: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.