



Moon Mountain Mail LLC

103 S Moon Mountain Ave
Quartzsite AZ 85346

Phone : 928-927-5791 Fax : 928-927-4233
Web Site : www.moonmtmail.com

Dear Mailbox Customer,

Instructions and next steps for remote signup.

Step one

Purchase the plan that best fits your needs.

Step Two

You will need to send two **separate** forms of ID one photo ID and one address ID. A Po Box can't be used for an address ID. **Only put one ID per page**, don't combine both on one page.

Acceptable Forms of ID

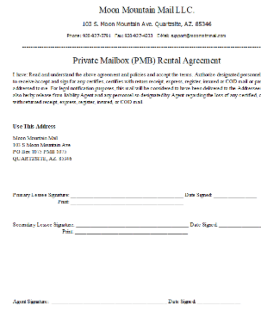
Photo ID	Address ID
U.S. Drivers License	Current Lease
U.S. Nondriver's ID	Vehicle Registration
Passport	Vehicle Insurance Card *
Uniform Service ID	Mortgage
U.S. Permanent Resident Card	Deed of Trust
Matricula Consular	Voter ID Card
Nexus Card	U.S. Drivers License *
U.S. University ID	U.S. Nondriver's ID *
Certificate of Naturalization	
U.S. Access Card	

- Vehicle Insurance Card must have your name and address on it
- U.S. Drivers License can be used for address ID in not being used for Photo ID
- U.S. Nondriver's ID can be used for address ID in not being used for Photo ID

Once we receive the ID's we will process the forms and send them to you by e-mail.

Step Three

After you receive the forms, print all of the forms. The 1583 form will need to be notarized. The contract form will just need to be signed and dated.



Send a digital copy of those two forms to us, and then mail the originals back to us.

Digital copy: Upload at www.moonmtnmail.com or E-Mail to support@moonmtnmail.com or Fax to 928-927-4233

Mail to:
Moon Mountain Mail
Attn: Heather Anne
Po Box 1075
Quartzsite, AZ 85346

Step Four

Once we receive the digital copies, your Mail service is now active and you can start having things sent to your box. Your box won't be fully finalized until we receive the original copies in the mail. At that point your Mail Service is fully setup and ready to go.

If you are domiciling with us you will also need to send all supporting documents that were discussed with you by the representative. Either digitally or by mail however it was discussed.