

# Send Certified Mail.com

## A Step-by-Step Guide to Creating a Multiple Letter Batch

### Part 1: Have your Excel spreadsheet ready.

To create a Multiple Letter Batch you will need to have a list of delivery addresses in an Excel spreadsheet. A template is available on our website, at the top of the "Mail Multiple Letters: Excel Batch" page.

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HOME UPLOAD LETTERS REPORTS MANAGEMENT HELP CONTACT US CUSTOMER REVIEWS MY TICKETS

Print & Mail Service: Batches

HOME / UPLOAD LETTERS / MAIL MULTIPLE LETTERS: EXCEL BATCH

Our Print and Mail Batch service allows you to upload multiple letters (saved as individual PDFs) to multiple recipients by submitting an Excel address list and corresponding PDF letter files. Download/review the [Print and Mail File Example](#) just below.

### Step 1

Select Your Options

### Step 2

Map Your Data

### Step 3

Upload PDF Files

### Step 4

Validate & Fix Your Data

Select your Return address (to be printed on all letters) USPS Delivery Service, and other options below.



[Download Print and Mail File Example](#)

[How to prepare your Excel File](#)

[How to Submit your Mailing](#)

Batch Name \*

Mail Profile \*

Send Certified Mail



[Edit Mailing Profile](#) ☐ Save as Default

From Company

Upon opening the spreadsheet, notice the required columns. The delivery addresses must be filled into these columns to create a Multiple Letter Batch. The text count limit is included for each column.

SCM-SelfServe_Template-20210908-085541.xls - Compatibility Mode										
Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat Tell me										
F1										
	A	B	C	D	E	F	G	H	I	J
1	To Company Name	To Name	To Address Line 1 (Primary	To Address Line2 (Seco	To City	To State	To ZIP	To ZIP4	To Phone	Custom Field1
2	Not Required (Text 46)	Required (Text 46)	Required (Text 48)	Not Required (Text 46)	Required (Text 50)	Required (Text 2)	Required (Text 5)			Not required (Text 256)
3	Recipient Company	Recipient Name 1	950 Celebration BLVD	STE A	Celebration	FL	34747			Only the first 50 characters print on label (if applicable)
4		Recipient Name 2	P.O. Box 470175		Celebration	FL	34747		8004061792	unique reference info, separated by comma
5										

Delete the sample data and use this spreadsheet to enter your delivery addresses. Keep the header row (To Company, To Name, To Address, Etc.) to guide you through filling in your information correctly.

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## Part 2: Fill out the Excel spreadsheet.

To properly fill out the Excel spreadsheet, follow these guidelines.

\*= Required Fields

<b>To Company Name</b>	First Line of Address Block – Limit 46 Characters
<b>To Name*</b>	Name of the Recipient – Limit 46 Characters
<b>To Address Line 1*</b>	Primary Delivery Address – Limit 48 Characters
<b>To Address Line 2</b>	Secondary Delivery Address (Unit/Suite/Floor/Apt.) – Limit 46 Characters
<b>To City*</b>	Delivery City – Limit 50 Characters
<b>To State*</b>	Delivery State (State Abbreviation) – Limit 2 Characters
<b>To ZIP*</b>	Delivery ZIP – Limit 5 Characters
<b>To ZIP 4</b>	+4 Zip – Limit 4 Characters
<b>To Phone</b>	Phone Number (No Hyphens)
<b>Custom Field 1</b>	Search criteria to pull up tracking info post mailing. – Limit 256 Characters Note: This is the only field that can be printed on a PDF address insert.
<b>PDF Letter File Name</b>	Letter file name that coincides with the delivery address – Limit 256 Characters
<b>Recipient Email</b>	Email address of the letter recipient. – Limit 256 Characters

<b>Supported Characters</b>	<b>Unsupported Characters</b>
Letters & Numbers	* Asterisks
. Period	( ) Parentheses
, Comma	“ ” Quotation marks
Space	: Colons
- Dash or Hyphen	; Semicolons
/ Slash	‘ Apostrophes
& Ampersand	@ At sign

PLEASE NOTE: Failure to follow these data file specs may result in incorrect label generation or error messages, resulting in re-runs.

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## Part 3: Instructions for uploading multiple PDF files at once with Excel address list.

### STEP 1: SELECT YOU OPTIONS

#### #1. RED NAVIGATION BAR



Select "Upload Letter" > "Mail Multiple Letters: Excel Batch."

#### #2. BATCH NAME



Enter a Batch Name.  
This is only for your reference.

#### #3. MAIL PROFILE

The Return Address is printed on the label. It can be edited by clicking "Edit Mailing Profile."



#### #4. USPS DELIVERY SERVICES



Select the service by clicking on the arrow and selecting from the drop-down menu.

#### #5. VALIDATE ADDRESS



Select if you want the system to identify inaccurate addresses

#### #6. CUSTOM FIELD 1

Check the box if you would like the Custom Field to be printed in the bottom corner of the letter.



#### #7. PRINT HEADER

Select if you would like the Certified Mail Tracking number on the header of each page.



#### #8. PRINT FOOTER



Select if you would like the Certified Mail Tracking number on the footer of each page.

#### #9. ADDRESS LIST "FILE"



Click "Choose file" and select your Excel address list.

#### #10. USE FIRST ROW AS HEADER

Check the box if the Excel address file has a header row.



### STEP 2: MAP YOUR DATA

#### #1. MAP YOUR DATA



Confirm that all required fields contain valid data.

#### #2. MAP DATA RECORDS



Click "Map Data Records" to save your mapping data.

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## STEP 3: UPLOAD PDF FILES

### #1. UPLOAD YOUR INDIVIDUAL PDF LETTER FILE

Drag and drop your PDF letter file.



### #2. CLICK NEXT



Once you upload the PDF letter file, click "Next."

## STEP 4: VALIDATE AND FIX YOUR DATA

### #1. REVIEW OPTIONS



Verify that the previous options you selected are correct.

### #2. REVIEW HIGHLIGHTED FIELDS

Scroll down to the table and review any red, highlighted fields.



### #3. PREVIEW MAILING

Click "Preview Mailing" to continue. A notice will pop up. Acknowledge the proof process by selecting "Ok."



### #4. QUICK PAYMENT

Once your payment is registered, click "Save and Run Transaction."



### #5. REFRESH



After 15 minutes, click the "Refresh" button on the page above the search bar.

### #6. DOWNLOAD THE PROOF



Click "Download Proof" and save the files to your computer.

### #7. APPROVE THE PROOF

Review the downloaded proof and click "Approve."



### #8. SUBMIT MAILING



Initial that you approve the proof and click "Submit Mailing."

PLEASE NOTE: Once your batch is approved, your letters will be generated with live PC Postage. They will be mailed the same-business-day and cannot be refunded.

If you need help or assistance, please contact us at 800.406.1792