

USPS Mailing Promotions Portal

TSI Submission Letter- Printing Instructions

The purpose of this job aid is to provide instructions for Customers on how to save their submission letter email as a PDF.

TSI Reminder Email

Customers have the ability to save their TSI Submission Letter. Below are the instructions for how to save a copy as a PDF to their computer.

While submitting a TSI Mailpiece Preapproval Form, customers may save a PDF copy of the submission letter by following the steps below:

1. Select the Print Submission Letter box at bottom of the screen:

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EUSPS.COM Search. Search & Carlos
Home Submit Malipiece Preapproval My Malipiece Preapprovals Ask a Question My Questions
Mailpiece Preapproval Form Mailpiece Preapproval Form Mailpiece Preapproval Form Prepare Prepare Preter the submission heter and blocks a copy holde the polyage. This step senses that your mabbles submissions should be sent to the following address: Prepare Property Prepare Propere
attern variantal.
Print Submission Letter
Next

2. A new tab will open with the submission letter, please click the **Print** button in the top middle of the screen.

	Print
Print the delivery address and submission letter below. Include a copy of the submission letter inside t	20
Submissions should be cent to the following address:	
Defense Address	
Delivery Address:	
US Postal Service®	
Attn: TSI Promotion Program Manager	
PO Box 23282	
Washington, DC 20026-3282	
Please cut here and include the following inside of your submission:	
Service Request Details:	
Contact:	Laura Ambrogio
Account:	USPS HEADQUARTERS OFFICES
Service Request Number :	45231357
Mailpiece Title :	Test TSI SR
Technique Osea :	Interactive Elements
Date -	Training coge director (TCCC) envelopes
DO / Mailing Address	The Instance of the Deca
/	WASHINGTON
	District of Columbia
	20260
	United States
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3. A dialogue will open for the printing options, select Microsoft Print to PDF and click Print at the bottom once selected.

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Print t Printer Subm	Print the delivery address and sub the package.	mission letter below. Include a copy of the submission letter inside	
Delive Microsoft Print to PDF ~	Submissions should be sent to the	following address:	
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reatn More cettings	Technique Used :	Interactive Elements	
ate :	Treatments Used :	Trailing Edge Die-Cut (TED-C) envelopes	
O/N Print using system dialog (Ctrl+Shift+P)	Date :	Thu Mar 16 16:42:28 GMT 2023	
	PO / Mailing Address:	475 LENFANT PLZ SW	
		District of Columbia	
		20260	
		United States	
Print Cancel			

4. Once you click Print, a new dialogue box will open prompting you to create a File Name for the Submission email and then you will choose where to save the document from the left panel under Organize where you would like to save your document. Once you have named and selected the appropriate place to store your document you will hit Save and the document will save in the designated place you have selected.

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