

USPS Mailing Promotions Portal

TSI Submission Letter– Printing Instructions

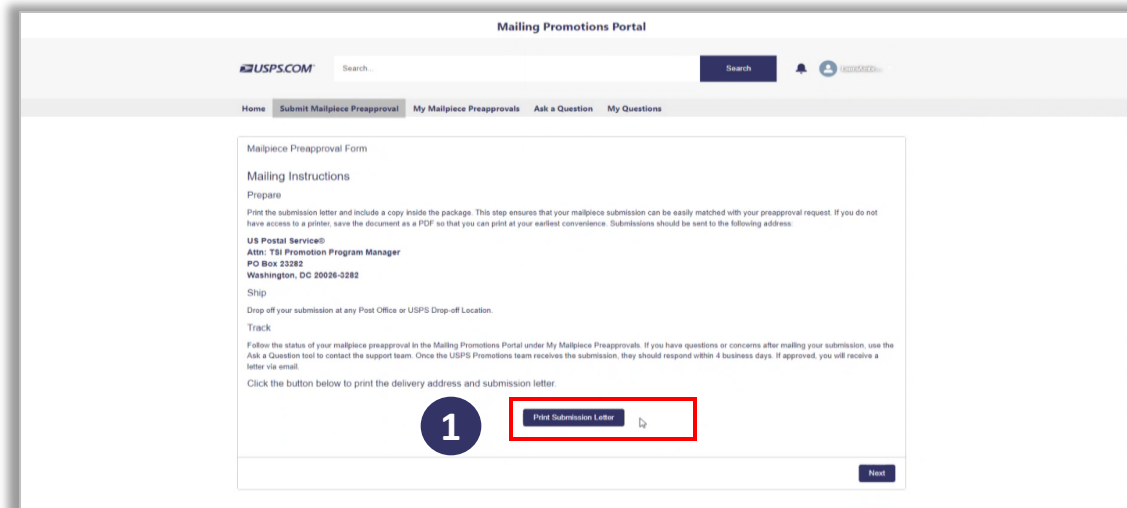
The purpose of this job aid is to provide instructions for Customers on how to save their submission letter email as a PDF.

TSI Reminder Email

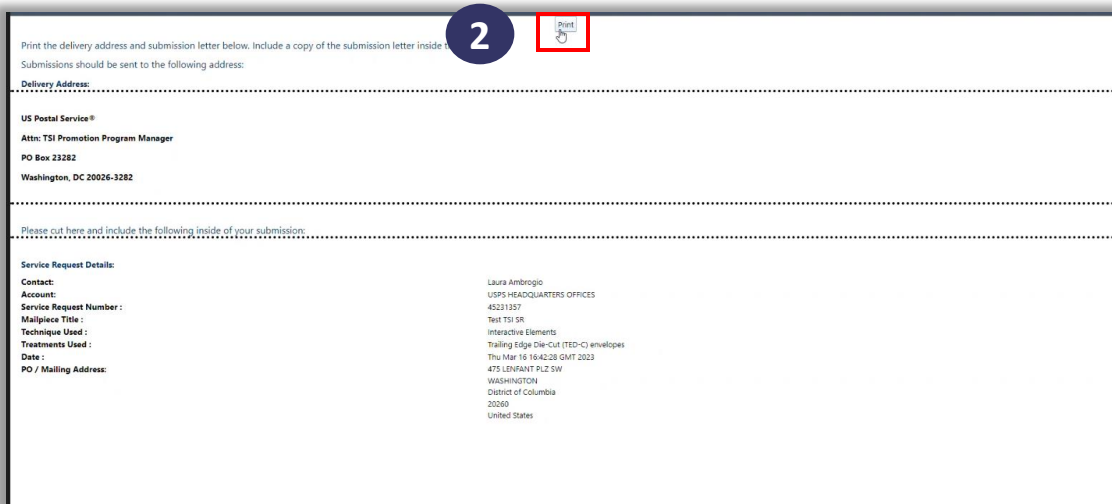
Customers have the ability to save their TSI Submission Letter. Below are the instructions for how to save a copy as a PDF to their computer.

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:



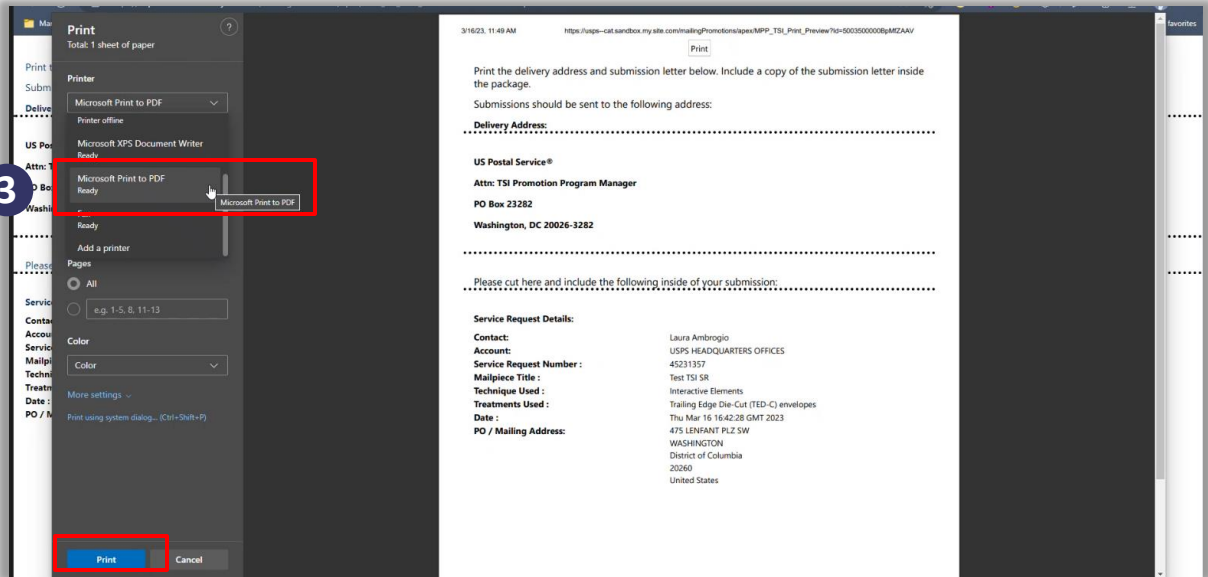
2. A new tab will open with the submission letter, please click the **Print** button in the top middle of the screen.



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- A dialogue will open for the printing options, select **Microsoft Print to PDF** and click **Print** at the bottom once selected.



- 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.

