Shipping & Mailing
Postage Meters

SendPro +
Creating a SendPro + Sendle Account

PC Setup

> **Note**: This process is only relevant for clients using a SendPro + machine. SendPro C clients should disregard this document.

1. Go to this URL: **https://sendpro.sendle.com/users/sign_up**
2. Complete the Name, email and password options. Select the business radio button and click the **Get my free account** button.
3. Sendle will then send you a verification email. Click on the **Verify your email** button.
4. You are now taken to the Dashboard screen in Sendle. Click on the **Billing** tab on the left side of the screen. Complete the required fields.
5. You are then required to add your credit card details. Click on the **Add a new card** button.
6. Now click on the **Settings** tab on the left side of the screen. Within the Account tab, enter your time zone. Click the **Update Details** button.
7. Still in the Settings menu, click **Pickup**, complete the form and tick the declaration for dangerous goods.
8. Click **Save**.

9. Now go to the Payment tab. Complete the **Billing Contact** fields. Confirm these fields by clicking the **Save billing contact** button.
10. You have now completed the setup on your PC. The next part of the process needs to be completed via your meter.

SendPro + Setup

1. Tap **Trackable Labels** on the Home screen.
2. Now enter your first and last name then your email address that you used earlier. Tap the **green tick** to confirm.
3. Tap **Submit**.
4. A four digit verification code will be sent to your email address. Enter the code and tap **Submit**.
5. Tap the **SendPro + Sendle** button.
6. Enter your email address and password that you used to sign up for your SendPro + Sendle account. Tap the **green arrow** to proceed.
7. Tap **Log in**.
8. Tap **Send a Parcel**.
9. You will now be able to send parcels.