

# Did you receive this email and wonder what it's all about?

Mele Printing now offers a service to track your mail!

Below is a step-by-step guide to using the mail tracking site.

## Logging In



**MELE PRINTING**

**Great News! The mail is in!**  
Your direct mail campaign is starting to deliver.

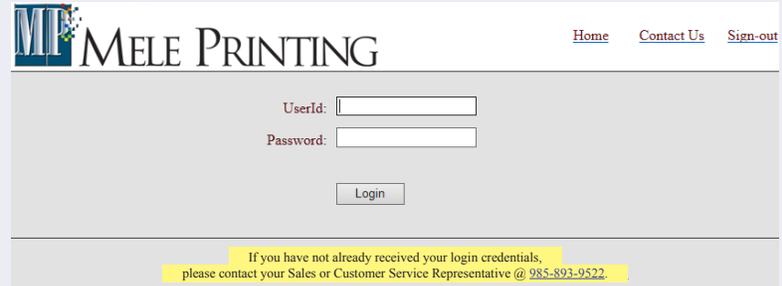
We are tracking your catalog, direct mail or periodical through the U.S. Postal Service. Right now, it is showing your mailpiece has reached your local post office and is being delivered to your customers. More scans will continue to come in. You can expect your mail to be delivered over the next few days. To see the details of your campaign log into your dashboard [here](#).

TRACKING INFORMATION

Mele Printing  
123456 - Statement Mailing

DATE OF THE FIRST SCAN	FIRST PROJECTED USPS DELIVERY DATE	THIS MAILINGS TOTAL PIECES
DECEMBER <b>30</b>	JANUARY <b>3</b>	5000

Click on the link in the email you receive, or go to [meleprinting.com](http://meleprinting.com) and click on **Mail Tracking** under the Links tab.



## Choosing the Job to Track

SNAILWORKS™ 855-MySnail (855-697-6245)

Subscribe to E-Newsletter | Contact Us | Sign-Out

MeleTSP

Mail Tracking

Click on the Job Name.

Company	Job Id	Job Name	Job/Split Description	Type	Mail Date	Mailed Quantity	Tracked Quantity	Scan Count	Scan %
Mele Printing Company LLC Demo	47173	Demo		O	2/11/2016	7,967	7,967	7,790	97.78%

Displaying rows 1 to 1 of a total of 1 rows

# Searching for Individual Mail Pieces

- Select *Mail Piece Lookup* under *Report Type*.
- Use one of the following fields to search: *Customer ID, Full Name, or City/State/Zip*.
- **NOTE:** Only filling in City, State & Zip may not produce expected results since our mail software corrects delivery information.

**Mail Tracking**

Mail Tracking - Job Summary Report Type: Mail Piece Lookup

Company:	Mele Printing Company LLC / Mele Printing Company LLC Demo	Estimated Qty:	7,967	Date Created:	1/29/2016
Job Id/Name:	(47173) Demo	Tracked Qty:	7,967	Campaigns:	
Description:		Mail Class:	Standard Mail	Effort:	
Split Id/Name:	(1) Demo	Piece Type:	Letter	Total Scans:	7,790
Split Description:	Demo Tracking Job	Drop Date:	2/11/2016	Total Scan Pct:	97.78% - *Delivery Dates

Mailpiece Lookup

**Search Criteria**

Customer Unique Id:  [Full or partial match]

MID:  [Exact Match 6 or 9 digit MID]

Serial Number:  [Exact Match 6 or 9 digit Serial Number]

Last Name:  [Full or partial match]

First Name:  [Full or partial match]

Full Name:  [Full or partial match]

Company:  [Full or partial match]

State:  [2-char State exact match]

City:  [Full or partial match]

Zip or Postnet:  [Full or partial match]

[Full or partial match]

[Full or partial match]

Submit

*This is the account number sent with your data.*

*Only last name is required.*

**Search Results**

Job Id	Split Id	Cust Id	First Name	Middle	Last Name	Full Name	Company	City	State	Postnet	MID	Serial Number
47173	1	000000000000000004301	XXXXX		XXXXXX	XXXXX XXXXX	Mele Printing	Covington	LA	70433-1476	200572	424786694
47173	1	000000000000000004825	XXXXX		XXXXXX	XXXXX XXXXX	MELE PRINTING	COVINGTON	LA	70433-1476	200572	424787218
47173	1	000000000000000005466	XXXXX		XXXXXX	XXXXX XXXXX	Mele Printing	Covington	LA	70433-1476	200572	424787858
47173	1	000000000000000006860	XXXXX		XXXXXX	XXXXX XXXXX	MELE PRINTING	COVINGTON	LA	70433-1476	200572	424789247
47173	1	000000000000000007036	XXXXX		XXXXXX	XXXXX XXXXX	MELE PRINTING	COVINGTON	LA	70433-1476	200572	424789422

Select the Serial Number of the statement you are trying to track.

You will be directed to the Scan Details for that specific mail piece.

# Benefits of Tracking Your Mail

See what day your mail went to the Post Office

Mail Tracking - Job Summary Report Type: USPS Postal Scans

Company:	Mele Printing Company LLC / Mele Printing Company LLC Demo	Estimated Qty:	7,967	Date Created:	1/29/2016
Job Id/Name:	(47173) Demo	Tracked Qty:	7,967	Campaigns:	
Description:		Mail Class:	Standard Mail	Effort:	
Split Id/Name:	(1) Demo	Piece Type:	Letter	Total Scans:	7,790
Split Description:	Demo Tracking Job	Drop Date:	2/11/2016	Total Scan Pct:	97.78% - *Delivery Dates

Scan Details For Mailpiece: 424787218

BarCode	ServiceTypeId	MID	Serial Number	*Delivery Date
00	271	200572	424787218	02/19/2016

See what day your customer received their statement

Make sure the mail was delivered to the correct address.

**Addressee**

XXXX XXXXX  
619 N Tyler St  
COVINGTON, LA  
70433-1476

Scan Date	FCLT ID	Facility	District	OpCode	Mail Level	Mail Phase	Stop The Clock	Postnet
2/18/2016 7:56:31 PM	70113	N O MAIN OFC WINDOW SVE	LOUISIANA	918	DPS Sequencing	Phase 3c- Destination Sequenced Carrier Sortation	Y	70433147619
2/19/2016 12:27:06 AM	70113	N O MAIN OFC WINDOW SVE	LOUISIANA	919	DPS Carrier Sort	Phase 3c- Destination Sequenced Carrier Sortation	Y	70433147619