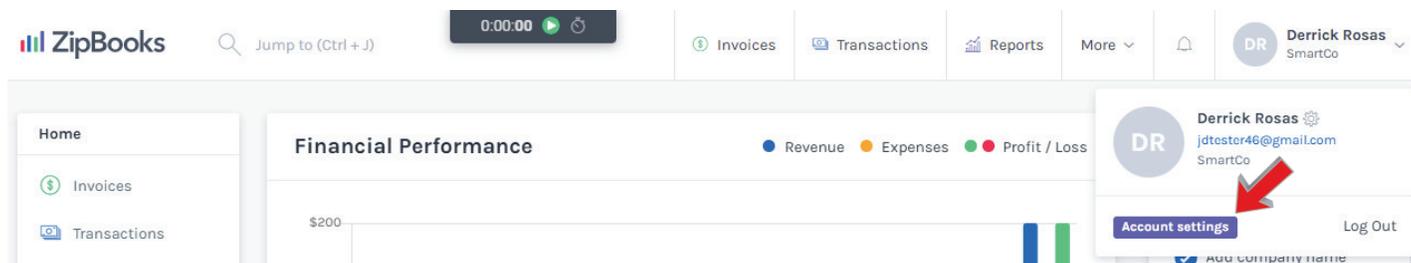
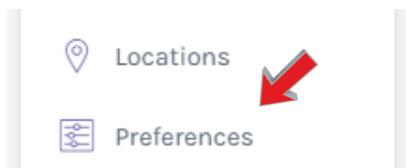


How to Send & Print Invoice from ZipBooks

First you will login to your ZipBooks portal
Then click on Account Settings



Now click on Preferences



If you want **ALL** of your customers to receive a paper invoice every month, then change the BCC address to: send@secure.postalmethods.com But, **if you DO NOT** want **ALL** to receive an invoice, then **do not** change it.

Invoice & Estimate Preferences

Default BCC address

Default reply to address

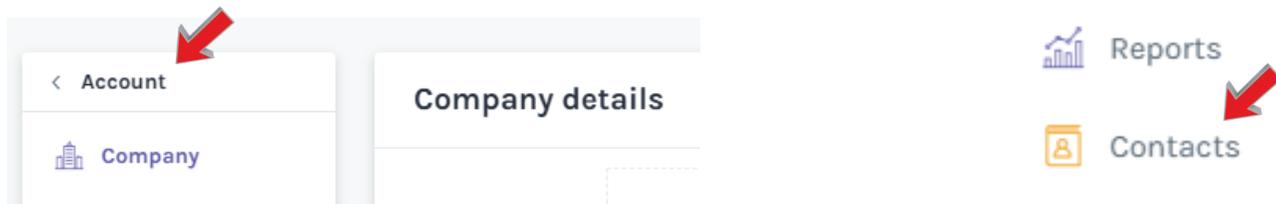
Make sure the Default reply to address, **matches** the email address that was used to setup your Postal Methods account

Also, make sure that **Attach PDF by default** is marked **ON**. Then after all changes are made, **click on SAVE**

Attach PDF by default

Save

Now click on **Account**, then select **Contacts**



If you opted NOT to send an Invoice to ALL of your customers by inputting send@secure.postalmethods.com in the BCC box, then you will need to **go into the profile** of every customer **whom you want to receive a paper invoice** and add a comma by their email address, and then add: **send@secure.postalmethods.com, then Click on Save**

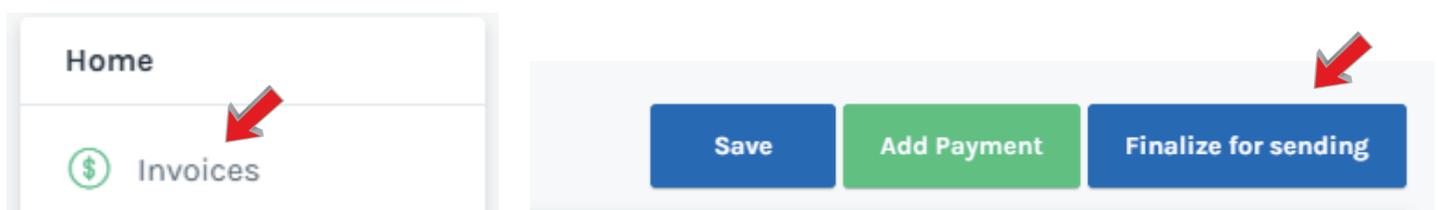


Edit Contact

First Name John	Last Name Tester
Contact Email jdtester46@gmail.com,send@secure.postalmethods.com	



Now **Click on Invoices** and select an invoice, then **Click on Finalize for sending**



Now **Click on Finalize and Send**



Processed Documents Page

Now that the invoice or invoices have been sent to Postal Methods, you can then **see them on the Processed Documents page, after you have refreshed your screen.**

This will not show completed until after 4 a.m. CST. Until that time, you can cancel by clicking on Trash Can

Green checkmark indicates that the address is valid.

No. of Pages	Total Documents	Valid Documents	Invalid Documents	Invalid Addresses
1	1	1	0	0

Destination	Address Type	Id	Price	Actions	Tracking Number
BILL TO John Tester 3005 Mitchell Ave Waco, TX 76708 430-444-1292	Local	5185671	\$0.00	<input type="checkbox"/>	