



*...from Printing to Postage*

## **Directions for Setting-Up/Changing MyOne FP Info (Changes to ACH/Direct Debit)**

1. Go to FP-USA.com, click on green button in upper right hand corner (MyOne FP).
2. If you already have an account, log-in. If not, make an account and follow the directions. You will need your customer number (9 digits, starts with 600) and machine serial number (8 digits, starts with 618), access to the bank account you register under, and zip code.
3. After logging in/creating account, click on “direct debit sign up” or “change direct debit”.
4. You now need the info from the bank account from which you want to draw: routing number (9 digits), account number, name of the bank (as seen on checks).
5. If you care to make your postage downloads password protected (which means you need to sign on to MyOne FP and authorize funds when you need them, THEN you can download), go ahead and create a password. If you DO NOT want password protected Direct Debit, then DO NOT create a password.
6. Print, fill out, and fax (to the number on the form) FP the ACH form.
7. In 24-36 hours, the new Direct Debit will be set up and ready to use!

Call Caitlin at 609-214-6000 if you have any questions.