



Mail Notification Set-up

Our mail notification platform offers a wide variety of rich features that will allow us to enhance your notification experience. We will send you a photo of each piece of mail that we receive. After you see the mail you receive, you can instruct us to forward, shred, open and scan, or hold the piece of mail.

The system will alert us of your request and will then let you know when the task is complete.

When you receive your invitation, please follow these steps to set up your account:

1. You will receive an email from Anytime Mailbox to set-up your account.
2. Set up your username and password.
3. Go to **Settings**.
4. Under **Profile**, there is the option to enter a cell phone. If SMS notifications are enabled, you will receive a text notification regarding the mail you received.
5. **Input Forwarding Addresses:** Add all the potential addresses that you would want us to send your mail to. This is helpful if you travel a lot. A new address can be added at any time.
6. **Automatic Actions:** If you would like to have all your mail forwarded, scanned or held, you can set up the automatic instructions in this area. You can even schedule the days you want your mail forwarded.
7. **Authorized Recipients** will allow you to add as many names to your company directory as you like. Note, there is only one email address per company. Direct notification to everyone can be added at \$10 per month per person. Contact me to set up a second recipient.
8. Under **Billing**, there is the option to enter a credit card. Do not add any information here.
9. Under the **mail tab**, you can view your history.
10. Download the App
11. Go to the App store and do a search for Anytime Mailbox Renter. The icon is black and white. See below

12. Download the app
13. Log in using the credentials used to set up your account on the website.
14. Use the app to direct your mail as needed.
15. You are now set up and ready to be notified when you receive mail.



How it Works

1. By way of email and/or text, you will receive a photo of each piece of mail that arrives for you.
2. When you receive a notification email, the subject line will be "Workspace by Rockefeller Group."
3. The email address that this comes from will be no-reply@anytimemailbox.com. Although this might appear to be spam, it is not; you can proceed. Please make sure that these emails are not making it to your spam or junk folder.
4. In the email, click on the "View Email" button.
5. Log in
4. This will take you to your dashboard
5. Hover over and click the inbox.
6. Here, you will see all your mail.
7. Hover over and click the blue identifying number. Now you can see a larger photo of the mail.
8. Above the ID number, you can click on the action button. Here, you will have the option to scan, shred, forward, or ask us to hold it. If this is not your mail, you can indicate this so we can forward to the right person. We will be alerted to your request once you indicate how you would like us to proceed.
9. Repeat for each piece of mail.

10. While there is no additional cost for the notification service, the following rates do apply when you instruct us.

- **Hold the mail:** no cost. However, if you start to accumulate more mail than your mailbox holds, we will forward it to you at the standard forwarding rate.
- **Forward:** the same \$10.50 plus USPS or FedEx charges will apply.
- **Shred:** \$0.15 per piece
- **Scan:** \$1.00 per request, \$0.50 per scanned page.
- **Packages** that are held for more than 10 business days will incur a storage fee of \$0.50 per day.
- The system is designed to notify your company by way of one email and text number. If you would like us to send mail directly to the individuals in your company, the cost is \$10 per month, per person.

If you prefer not to receive these notifications, please let me know that you opt out of this service by replying to this email. However, I ask that you experience the program before deciding. You can terminate this service anytime by speak with any staff member.