

## Mail Notification Service by Anytime Mailbox

Anytime Mailbox is the software used to provide you with mail notifications and give you the ability to instruct our staff on how you would like your mail handled. Every time you receive mail at Workspace, you will receive a photograph of each envelope. You will be given the option for us to hold it for pick-up, shred it, open and scan, or forward it to you.

Shortly after your account activates, you will receive an email from Anytime Mailbox. Use the link in this email to set up your password and account information. Here are easy steps to set-up everything you need to have your mail handled with your preferences.

1. Log into the website, [www.anytimemailbox.com](http://www.anytimemailbox.com).
2. Go to **Settings**
3. Under **Profile**, there is the option to enter a cell phone. If SMS notifications are enabled, you will receive a text message when you receive mail.
4. **Forwarding Addresses**. Add all the potential addresses that you would want us to send your mail to. Indicate which is your primary address.
5. With **Automatic Actions**, you can automate any request if you don't want to provide instructions for each piece of mail.
  - a. including mail forwarding with custom frequency
  - b. open and scan mail
6. **Authorized Recipients**, here you can add as many names to your company directory as they would like. Note, there is only one email address per company. Direct notification can be added at \$10 per month.
7. Under the **billing** section, there is the option to enter a credit card. Do not add your card, you will be charged on your monthly invoice for Workspace for any special requests. The cost of the notification service is included in your plan.
8. Under the **mail tab**, you can view your history.
9. Download the App
  - a. Go to the App store and do a search for Anytime Mailbox Renter. The Icon is black and white.
  - b. Download the app
  - c. Log in using the credentials used to set up the website.
  - d. Use the app to direct your mail as needed.

## 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 an email, the subject line will be “Workspace by Rockefeller Group.”
  - a. The email address that this comes from will be [no-reply@anytimemailbox.com](mailto: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.
  - b. In the email, click on the “View Email” button.
  - c. Log in
  - d. This will take you to your dashboard
  - e. Hover over and click the inbox.
  - f. Here, you will see all your mail.
  - g. Hover over and click the blue identifying number. Now you can see a larger photo of the mail.
  - h. 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.
  - i. Repeat for each piece of mail.
3. While there is no additional cost for the notification service, the following rates do apply when you instruct us.
  - a. **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.
  - b. **Forward:** the same \$10.50 plus USPS or FedEx charges will apply.
  - c. **Shred:** \$0.15 per piece
  - d. **Scan:** \$1.00 per request, \$0.50 per scanned page.
  - e. 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 your preference is not to receive notifications, please let the mail room know that you would like to opt out of this service. However, I ask that you experience the program before making a decision. You can terminate this service anytime by speaking with any staff member.

If you have any questions about this program, you are welcome to reach out to me at any time.