

US Bank / USPS Deposit Program



Deposit Procedures

Updated: August 2022

Deposit Procedures

Table of Contents

Creating Deposits.....	3
Tracking Deposits.....	10
Deleting Deposits and Shipping Documents	12
Ordering USPS Supplies.....	15
Contacts.....	16

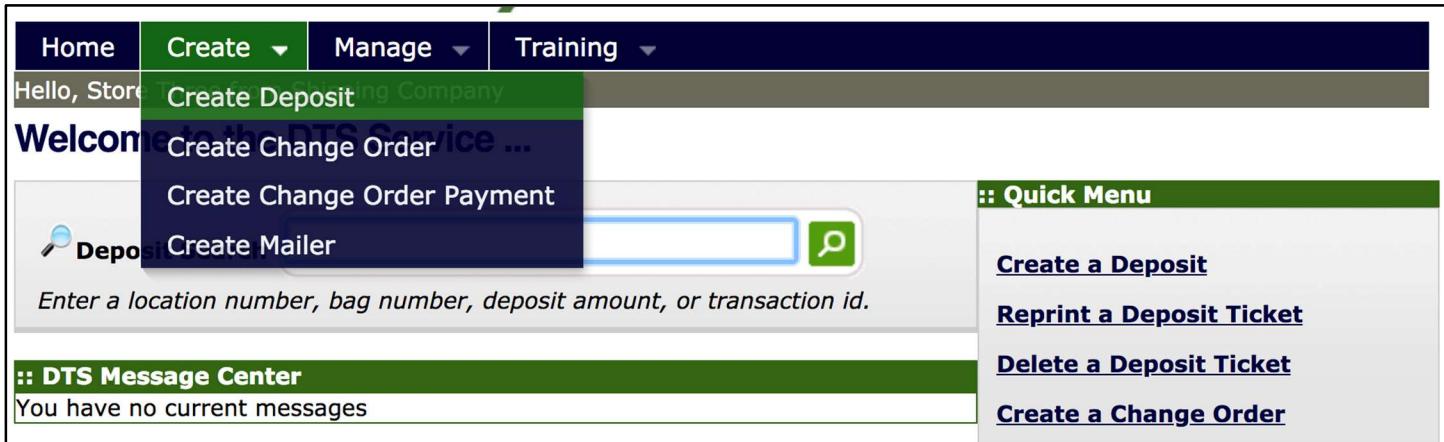
US Bank/USPS Deposit Program Summary: Compare to depositing at local bank branch

Stays Same	New to the Deposit Program
<ul style="list-style-type: none">Stamping back of checks with the endorsement.Using clear plastic deposit bags.Updating the deposit logs.	<ul style="list-style-type: none">Deposit information is entered into banking website and deposit advices and USPS shipping documents print.Coins are not included in the daily deposit; only dollar bills are placed into the deposit bag.Manual deposit slips are required only if checks are received during the business day; cash-only deposits do not require manual deposit slips.The clear plastic deposit bag(s) is inserted into a USPS shipping envelope along with other documents and a mailing label attached to the front of the package.The deposit package is picked-up by a USPS postman on their next visit to the store.Deposits prepared after the USPS postman's visit are stored overnight in a secured area (such as a safe).Witnessing the postman's scan of the USPS envelope(s) replaces the validated deposit slip as proof of deposit.Change orders are requested through the banking website and delivered to the stores 2-4 business days after request.

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Creating Deposits

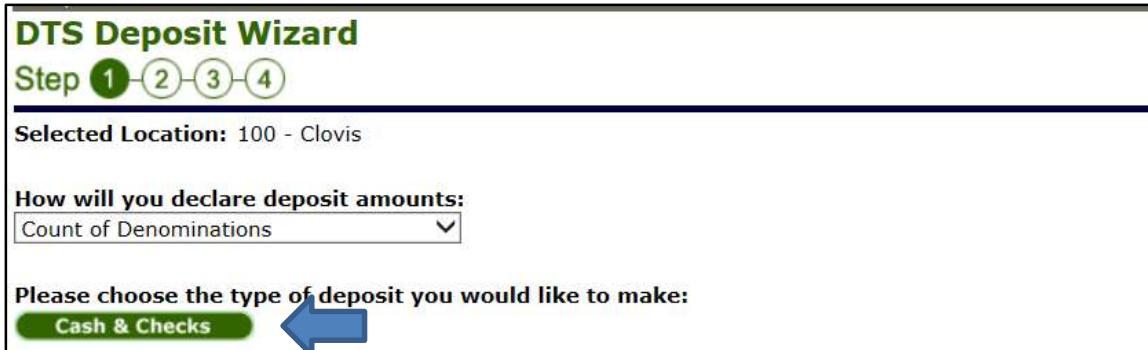
Step 1: Log into the DTS website (www.transactiontracking.com), hover over *Create* and click *Create Deposit* (figure 1)



The screenshot shows the DTS Deposit Screen. At the top, there is a navigation bar with 'Home', 'Create' (with a dropdown arrow), 'Manage' (with a dropdown arrow), and 'Training' (with a dropdown arrow). Below the navigation bar, the text 'Hello, Store' and 'Create Deposit' are displayed. A 'Welcome to the DTS Service ...' message is shown, followed by a list of options: 'Create Change Order', 'Create Change Order Payment', 'Create Mailer', and 'Create a Deposit'. A search bar with the placeholder 'Enter a location number, bag number, deposit amount, or transaction id.' is present. To the right, a 'Quick Menu' sidebar is open, containing links: 'Create a Deposit', 'Reprint a Deposit Ticket', 'Delete a Deposit Ticket', and 'Create a Change Order'. At the bottom, a 'DTS Message Center' section indicates 'You have no current messages'.

Figure 1: Maneuvering to the Deposit Screen

Step 2: Click on the green *Cash & Checks* button (figure 2)



The screenshot shows the 'DTS Deposit Wizard' starting at Step 1. The title 'DTS Deposit Wizard' is at the top, followed by 'Step 1-2-3-4'. Below that, 'Selected Location: 100 - Clovis' is listed. A section titled 'How will you declare deposit amounts:' contains a dropdown menu set to 'Count of Denominations'. A section titled 'Please choose the type of deposit you would like to make:' contains a button labeled 'Cash & Checks' with a blue arrow pointing to it.

Figure 2: Starting the Deposit Process

Step 3: Enter the following into the deposit screen (figure 3):

- The quantity (not dollar amount) of each bill denomination in the deposit (for example, figure 3 shows forty (40) \$10 bills being deposited for a total of \$400 in \$10 bills).
- Coins are not to be included in the deposit (coins remain in the store).
- Press the *List Checks/Batches* button for the screen to enter the check numbers and amounts in the deposit, if any (see figure 4). When checks are received during the business day, a manual deposit slip is required in the deposit bag (see Step 6).
- Ensure the *Date of Sale* correctly reflects the date of the sales activity.
- Due to the U.S. Postal Service shipping requirements, the maximum amount of a deposit is **\$5,000**; this includes both cash and checks. If the daily receipts exceed this amount, please create multiple deposits with each deposit in its own plastic deposit bag.

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DTS Deposit Wizard

Step 1 2 3 4

Press **List Checks/Batches** to enter the check numbers and amounts. See Figure 4 for explanation.

Cash		Checks	
Value of \$1 Bills:	0	Number of Checks/Batches:	2
Value of \$2 Bills:	0	Value in Checks/Batches:	150.00
Value of \$5 Bills:	0	List Checks/Batches	
Value of \$10 Bills:	40	Enter as quantities (not dollar amounts)	
Value of \$20 Bills:	25	For example, this deposit includes five \$50 bills (for a total of \$250 in \$50 bills)	
Value of \$50 Bills:	5	Ensure this is the correct sales date	
Value of \$100 Bills:	4	Push for a calendar	
Coin			
Value of Coins:	0	Coins are not included in the daily deposit	
Totals			
Total Cash Amount:	\$1,550.00		
Total Coin Amount:	\$0.00		
Total Checks Amount:	\$150.00		
Total Coupons Amount:	\$0.00		
Total Foreign Amount:	\$0.00		
Total Deposit Amount:	\$1,700.00		

Deposit Details

Date of Sale:	7/18/2018
Sales Type:	Regular

Buttons

- << Back
- Calculate
- Clear All
- Finished

Figure 3: Entering Deposit Amounts

After pressing the CALCULATE button, ensure this is the correct amount of the deposit

Press FINISHED to continue (after deposit amounts are verified)

Press the **Calculate** button and ensure the Total Deposit Amount in the bottom left-hand corner equals the actual value of the deposit.

Press **Finished** when complete.

Add Checks/Money Orders << Back Clear All Cancel

Press Add Checks / Money Orders when finished.

Check #	Check Amount	Notes
123	72.20	Jane Doe
456	77.80	
Enter check numbers and amounts		
OPTIONAL: Enter the name of the individual submitting the check		

Figure 4: Entering Check Numbers and Amounts (required only if checks are received during the business day)

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Step 4: Enter the deposit bag number, verify the deposit amount, and press the *Create* button to save the information (figure 5). A message can be added to the deposit on this screen (if necessary).

DTS Deposit Wizard

Step 1 2 3 4

Please enter the bag/envelope number, review the total and then press Create to view your deposit ticket

If you want to make changes, please press the browser's back button, make your changes, return to this page and press Create. Note: All # signs will be removed from the bag number.

Details

Bag/Envelope Number:	56754635	Enter
Deposit Total:	\$1,700.00	Verify

Options

Add Deposit Note

OPTIONAL. Add a message to the deposit

<< Back Create Press when complete

Figure 5: Recording the deposit bag number

Step 5: Print **TWO (2) copies** of the deposit advice (figure 6). One copy will be placed in the deposit bag with the barcode facing out (so it can be scanned by the bank when received) and the other copy is retained in the Bank Deposit Log. This is covered in later steps.

DTS Deposit Wizard

Step 1 2 3 4

Thank you. Your deposit has been registered with DTS.
Your transaction number is: ZXNMLSVBCHFJ. Please follow the steps below:

1. Print the deposit advice.
2. Place deposit advice in bag with barcode facing out and visible through front of bag.

This page must be included in deposit bag # 56754635

Shipping Company 7/19/2018

4 (Deposit and CO) - 4

Sales Date: 7/19/2018	Sales Type: Reg	Press the Print button twice	This is the deposit bag number	Cash: 1550.00	Coin: 0.00	Checks: 150.00	Foreign: 0.00
				\$ 1 7 0 0 . 0 0			

The Bank Cincinnati

ZXNMLSVBCHFJ : 56754635 : 1000400070

Print Create Another Deposit

Figure 6: Deposit Advice

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Note: if you forget to print 2 copies of the deposit advice, the advice can be regenerated by hovering over **Manage** and click **Reprint Deposits** (figure 7).

Home Create ▾ Manage ▾ Analyze & Report ▾ Training ▾

Hello, Store 100 from Disc.

Create Shipping Labels

Location: 100 - Clovis

Reprint Deposits

Delete Deposits

Include Deposits in Shipment

Include	Print	Date	Bag #	Amount	Cash Portion
<input type="checkbox"/>	10/26/2018	1234	\$807.00	\$650.00	
<input type="checkbox"/>	9/21/2018	5	\$510.00	\$510.00	

You cannot create a mailing label for a deposit that has a total amount of at least 2,000.00.

Cancel Mailing/Shipping Labels

Requested Pickup Date: Friday, October 26, 2018

Figure 7: Reprint Deposits

Locate the deposit and press the **Reprint** button (figure 8).

Reprint Deposit Document

Location: 100 - Clovis

Below are all transactions for the selected location, that occurred within the last 60 days. Click on Reprint to view a copy of the original EDT. Please click on the page numbers at the bottom of the screen to move to the next set of transactions.

Reprint	Transaction	Location	Store #	Prepared Date	Sales Date	Bag Number	Total Deposit
Reprint	SQVYTWWBEJDE	100 - Clovis	100	10-05-18	10-04-18	MDTest2	\$60.00
Reprint	MUYYYYVZBEJDD	100 - Clovis	100	10-05-18	10-04-18	MDTest1	\$2,551.25
Reprint	TWZVNPVBEJDC	100 - Clovis	100	10-05-18	10-03-18	MD12345	\$2,200.00
Reprint	OUZUMPPBEIIBE	100 - Clovis	100	10-02-18	10-01-18	1234	\$807.00
Reprint	BEEII	100 - Clovis	100	09-21-18	09-20-18	5	\$510.00
Reprint	WYYLZUMBDGCF	100 - Clovis	100	08-28-18	08-27-18	450983250932	\$1,600.00
Reprint	XTMNQTTBDGCC	100 - Clovis	100	08-28-18	08-28-18	094850498520	\$340.00

Figure 8: Reprint Deposits

Step 6: US BANK ONLY: This step is necessary only if checks are received during the business day. If a cash-only deposit is being prepared, please skip to Step 7.

Manual deposit slips are required to be prepared when checks are present in the deposit (**only US BANK deposits**); both the cash and checks sections of the manual deposit slip need to be completed (figure 9):

- (1) Total cash in the deposit must be written in the top portion of the deposit slip
- (2) Check total and the number of checks must be noted in the lower portion of the slip
- (3) Overall deposit total must be noted in the lower portion
- (4) It is OPTIONAL to list the check numbers and check amounts

The deposit advices printed in Step 5 contains all the information for preparing the deposit slip.

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DEPOSIT TICKET	TO REORDER Email acctg@discounttire.com ORDER #1G3W3715		
Date: <u>Today's Date</u>	Verified By: <u>Printed Name</u>		
Deposit Bag # <u>Bag #</u>			
DISCOUNT TIRE COMPANY			
#002161# 1518200 4653645			
NEEDED: Cash deposit total		OPTIONAL: List the check amounts	
NEEDED: Check total		NEEDED: Number of checks in deposit	
OPTIONAL: List the check numbers		NEEDED: Deposit totals	
TOTAL ITEMS 2		1,700,00	
<small>CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE FEDERAL COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.</small>			

Figure 9: Manual Deposit Slip for Check Deposits

Step 7: Assemble the deposit bag:

- Place the dollar bills and checks in their designated areas: bills in the top portion of the deposit bag and checks in the lower portion.
- If required for deposits with checks, include the white and yellow copies of the manual deposit slip (prepared in Step 6) in the lower portion of the bag.
- Place a deposit advice from Step 5 in the top portion of the bag with the bar code FACING OUT.
- Seal the deposit bag.

Step 8: To print the shipping documents, hover over *Create* and click *Create Mailer* (figure 10).

Home Create ▾ Manage ▾ Training ▾

Hello, Store Owner Shipping Company

Welcome to the DTS Service ...

 Deposits

- Create Deposit
- Create Change Order ...
- Create Change Order Payment
- Create Mailer**

Enter a location number, bag number, deposit amount, or transaction id.

:: DTS Message Center

You have no current messages

:: Quick Menu

[Create a Deposit](#)

[Reprint a Deposit Ticket](#)

[Delete a Deposit Ticket](#)

[Create a Change Order](#)

Figure 10: Maneuvering to USPS labels screen

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The 'Create Mailer' screen:

- (a) Begins the tracking process by assigning deposit bags to a USPS mailing label
- (b) Electronically obtains a tracking number from USPS
- (c) Prints 3 shipping documents
- (d) Alerts USPS that the store address needs a visit from the mailman on his/her next rounds

Step 9: Find the deposits you wish to include in the USPS envelope and place a check-mark in the left-most column (reference figure 11).

Important: The shipping documents will generate only when the *cash portion* of the check-marked deposits on the 'Create Mailing Label' screen sum to an amount of at least **\$700**. Using Figure 11 as an example, the \$500 deposit created on 7/17 is not be eligible for shipment so the deposit bag containing the \$500 would be secured in the store overnight. On 7/18, a \$1,700 deposit bag with a cash portion of \$1,550 is prepared and by check-marking both bags on Figure 11, the combined cash total of \$2,050 allows the shipping documents to print. Both deposit bags (the \$500 and the \$1,700) would be included in the same USPS envelope.

Due to the U.S. Postal Service shipping requirements, the maximum *cash* amount allowed in a USPS envelope is **\$5,000**; the website will display an error message if this amount is exceeded. When this happens, create multiple mailing labels for the deposit bags listed on the screen. Remember, the deposit bag number(s) check-marked on the screen are included in the mailing labels that print.

Note: on days when a change order deposit is processed, there will be at least two deposit bags to include in the USPS envelope; be sure to check-mark the daily deposit(s) and any change order deposits on the 'Create Mailing Label' screen (see the 'Processing Change Orders' training document).

Create Mailing Label					
Location: 4 (Deposit and C					
Include Deposits in Mailing Label (Check All / UnCheck All)					
Include	Prepared	Sales Date	Bag #	Amount	Cash Portion
<input checked="" type="checkbox"/>	Check to include deposit bag(s) in USPS Package	07/18/2018	56754635	\$1,700.00	\$1,550.00
<input checked="" type="checkbox"/>		07/17/2018	56754643	\$500.00	\$500.00

Ensure the *Requested Pickup Date* displays the next business day (with USPS, Saturday pick-ups are possible).

On 7/18, a deposit is prepared with a cash portion of \$1,550. By check-marking both deposits on this screen, the combined cash total exceeds the \$700 threshold and the shipping documents print.

Requested Pickup Date: Friday, July 20, 2018

Since the cash portion of the deposit amount on this day is less than \$700, no shipping documents print on 7/17. The deposit bag should be stored overnight and paired with subsequent deposits over the coming days.

Create Mailing Label **Press to Continue**

Figure 11: Selecting deposits to include in USPS package

Ensure the *Requested Pickup Date* field displays the next business day. This date is electronically communicated to the Postal Service through the website as to when the package should be picked-up.

Press the green **Create Mailing Label** button.

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Step 10: Press the green ***Print*** button to print the shipping documents (figure 12).

Your Mailing Label is Below ...

1. Please print this label by pressing the Print Button below or your browser's print button.
2. Include the mailing label on the outside of the package per company instructions.
3. Include the packing slip inside your package.

Print 

Packing Slip:

From:
Shipping Company
4 (Deposit and CO)
Westminster
MD

Both deposit bags should be placed in the same USPS envelope.

#	Bag #	Amount	Prepared
1	56754635	\$1,700.00	7/19/2018
2	56754643	\$500.00	7/17/2018

Figure 12: Printing the USPS shipping documents

Three (3) documents will print (all discussed in the following steps):

- Packing Slip
- 2 Shipping Labels

Step 11: Prepare the USPS Envelope:

- Fold a shipping label in half and place in the clear adhesive sleeve; remove the backing from the sleeve and attach to the outside of the Flat Rate Envelope.
- Insert the deposit bag(s), packing slip, and the second shipping label into the envelope.
- Seal the USPS Priority Mail Envelope.

Step 12: Store the USPS envelope in a secure location until the postman's next visit.

Step 13: When the USPS postman arrives, give him/her the package and observe the individual scan the package with their hand-held device. The act of witnessing the scan is the acknowledgement that the hand-off to USPS has occurred. **Important:** if, for any reason, the postman does not scan the package in front of a Discount Tire associate, do not allow the mailman to leave the store with the package.

Step 14: Complete the Bank Deposit Log (figure 13):

- Write the deposit bag number (the Deposit Advice printed in Step 5 has the bag number).
- Write the Deposit Amount (the amount is noted on the Deposit Advice from Step 5).
- Write "USPS" in the "Deposit taken to bank by" column; if a deposit bag in the USPS envelope relates to a change order, it is recommended to write "USPS/Chng Ordr".

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- Signature of person who handed the package to the USPS postman and witnessed the scan by the mailman.
- Since there is nothing tangible to verify by the manager, the pick-up date should be recorded in the last column.
- File the following along with the Bank Deposit Log:
 - Deposit Advice (printed in Step 5)
 - ONLY for deposits with checks, include the pink copy of the manual deposit slip (prepared in Step 6)

   Bank Deposit Log					
Store #: _____		Month: _____		Year: _____	
Date	Bag #	Amount of Deposit	Deposit taken to bank by <i>(print name)</i>	Signature of employee taking deposit to bank <i>(required)</i>	Mgr Date Receipt Verified
Daily Deposit	1	Bag #	\$ Amount	USPS	Person Handed to USPS
Change Order	1	Bag #	\$ Amount	USPS/Chng Ordr	Person Handed to USPS
	2			"USPS" or "USPS Chng Order" is noted in this column	Signature of the person who handed the deposit package to the USPS postman
	2				Date the package was handed to the mailman
	3				
	3				
	4				

Figure 13: Bank Deposit Log

Tracking Deposits

One of the benefits of using the DTS website is the ability to track deposits from the point of pick-up by USPS to the bank's acknowledgement of processing the deposit. The following is an overview of the tracking information available to us.

To track a deposit, hover over **Manage** and click **Search Deposits and Payments** (figure 14)

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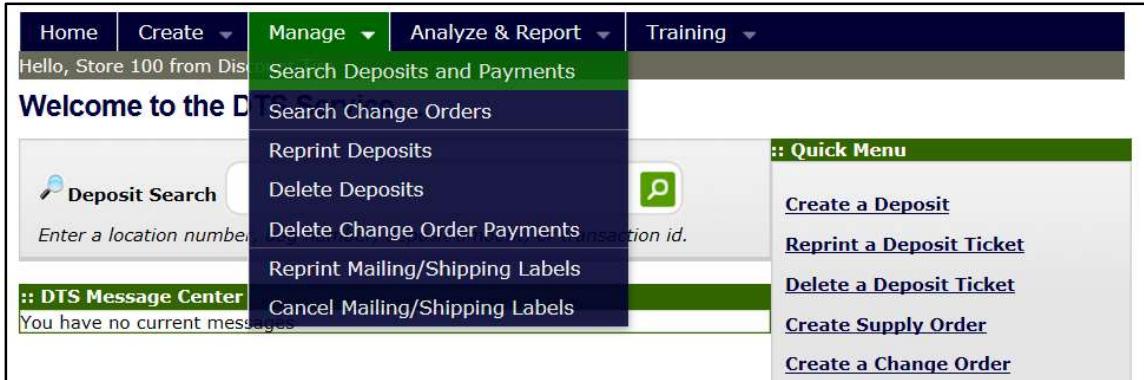


Figure 14: Maneuvering to Search Deposits screen

Deposits can be searched by a number of items such as site code, bag number, deposit amount, or deposit date. See Figure 15.

1. Enter the search item (site code, bag number, deposit amount, etc.) in the **Search** field. If this field is left blank, all deposits in the specified date range will be displayed. Store associates can only view deposits for their location so this step may be unnecessary for store management.
2. Identify the date range to search and press the green magnifier glass From and **To** date fields displays a calendar to help with selection.

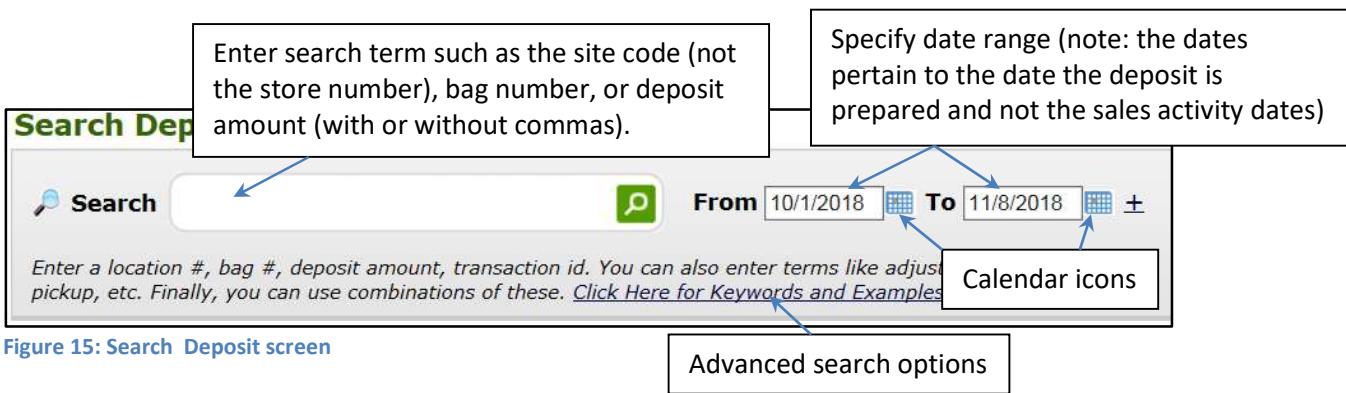


Figure 15: Search Deposit screen

The tracking screen appears (Figure 16) with the deposits matching the search criteria.

Transaction	Location	#	Sales Date	Bag #	Total	P	A	R	C	V	Show Key
SQVYTWBWEJDE	100 - Clovis	100	10/4/2018	MDTest2	\$60.00						Show Key
MIUYYYVZBEJDD	100 - Clovis	100	10/4/2018	MDTest1	\$2,551.25						Show Key
TWZVNPVBEJDC	100 - Clovis	100	10/3/2018	MD12345	\$2,200.00						Show Key
QUZUMPPBEIBE	100 - Clovis	100	10/1/2018	1234	\$807.00						Show Key

Figure 16: Deposit Tracking screen

Click envelope to view the usps.com tracking screen

Deposit Statuses

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The following is an overview of the five (5) statuses located at the right-hand side of the screen.

Key	Status	Description
P	Prepared Deposit	Once the Deposit Advice prints in Step 5, a check mark  will appear indicating the deposit has been prepared. A similar symbol,  , represents a deposit associated with a change order.
A	USPS Transport	After the shipping labels are printed in Step 10, an envelope icon,  , will appear. The envelope icon turns green (on-time) or red (later than expected) after the package has been marked as 'in-transit' by the mailman in the USPS tracking network. Once the package arrives at the USPS facility in Cincinnati, OH, a grey check mark will appear on the envelope,  , indicating the package has reached the final destination. To trace the package, click on the envelope icon,  , to view the tracking number on usps.com .
R	US Bank received the deposit bag	When an individual scans the Deposit Advice barcode at US Bank in Cincinnati, a check mark  appears in this column.
C	US Bank provided bank credit for deposit	After US Bank processes the deposit at their Cincinnati facility, a check mark  appears.
V	US Bank verified deposit	If the contents in the deposit bag (bills and checks) match the amount listed in the Deposit Advice, a check mark,  , appears in this column. If there is a discrepancy, a deposit adjustment icon,  , appears in the column to indicate the bank processed an adjustment to the amount on the Deposit Advice.

USPS has three unique statuses in their tracking network. All of them relate to the workflow once the packages arrive at the Cincinnati mail facility:

Status	Description
Arrived at Unit	The package arrived at the PO box within the Cincinnati mail facility that is reserved for US Bank deposits.
Available for Pickup	The package is available for pick-up by the armored carrier service.
Delivered	The package has been picked-up by the armored carrier and is in route to the US Bank facility in Cincinnati, OH.

Deleting Deposits and Shipping Documents

If you discover an error with the deposit after printing the Deposit Advice (Step 5 under Creating Deposits), the only corrective action is to delete the incorrect deposit and create a new one.

If shipping documents were created for the deposit (during Step 10), it is recommended to cancel the shipping documents first (this will cancel the USPS tracking number) and then delete the deposit. If the shipping documents were not created, proceed to the Delete Deposits screen (Figure 19).

To cancel shipping documents, hover over **Manage** and click **Cancel Mailing/Shipping Labels** (figure 17).

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Figure 17: Maneuvering to Cancel Shipping Documents

Locate the tracking number to cancel and press the ***Cancel*** button on the right-hand side of the screen (figure 18).

Cancel Shipping Labels																				
Location 100 - Clovis <div style="float: right;"> <input type="button" value="Print Labels"/> <input type="button" value="Print PDF"/> <input type="button" value="Cancel"/> </div>																				
Below are all mailing labels for the selected location, that were created within the last 60 days. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Created</th><th>Tracking Number</th><th># of Deposits in Shipment</th><th>Cancel Label</th></tr> </thead> <tbody> <tr> <td>10/4/2018</td><td>1Z1WE6040193046657</td><td>2</td><td><input type="button" value="Cancel"/></td></tr> <tr> <td>10/4/2018</td><td>1Z1WE6040199035587</td><td>1</td><td><input type="button" value="Cancel"/></td></tr> <tr> <td>8/28/2018</td><td>1Z1WE6040191749740</td><td>3</td><td><input type="button" value="Cancel"/></td></tr> </tbody> </table>					Created	Tracking Number	# of Deposits in Shipment	Cancel Label	10/4/2018	1Z1WE6040193046657	2	<input type="button" value="Cancel"/>	10/4/2018	1Z1WE6040199035587	1	<input type="button" value="Cancel"/>	8/28/2018	1Z1WE6040191749740	3	<input type="button" value="Cancel"/>
Created	Tracking Number	# of Deposits in Shipment	Cancel Label																	
10/4/2018	1Z1WE6040193046657	2	<input type="button" value="Cancel"/>																	
10/4/2018	1Z1WE6040199035587	1	<input type="button" value="Cancel"/>																	
8/28/2018	1Z1WE6040191749740	3	<input type="button" value="Cancel"/>																	

Figure 18: Cancel Shipping Documents

To delete the deposit, hover over **Manage** and click ***Delete Deposits*** (figure 19).

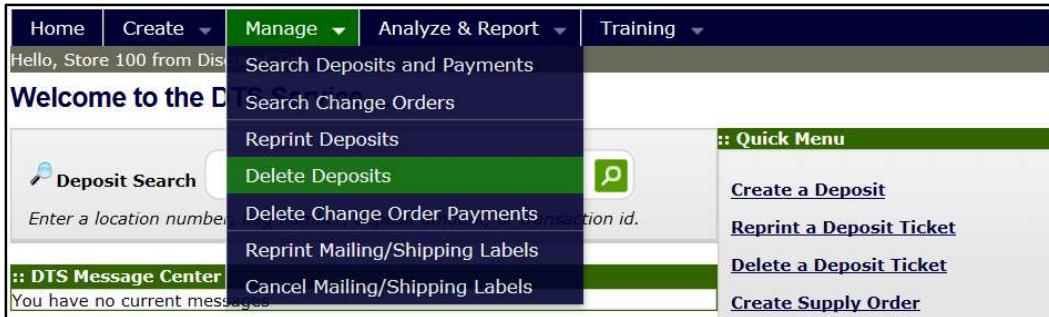


Figure 19: Maneuvering to the Delete Deposit screen

Locate the deposit to delete and press the ***Delete*** button on the left-side of the grid (see Figure 20).

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Delete Deposit

Location

Below are all transactions created in the last two months, that you have access to, that have not yet been transferred to the armored carrier. You cannot delete transactions that have been received. Click on Delete to mark the deposit as deleted.

Delete	Transaction	Location	Store #	Prepared Date	Sales Date	Bag Number	Total Deposit
Delete	MUYYYYVZBEJDD	100 - Clovis	100	10-05-18	10-04-18	MDTest1	\$2,551.25
Delete	TWZVNPVBEJDC	100 - Clovis	100	10-05-18	10-03-18	MD12345	\$2,200.00
Delete	QUZVNPVBEJDC	100 - Clovis	100	10-02-18	10-01-18	1234	\$807.00
Delete	SLSDXVBEJDC	100 - Clovis	100	09-21-18	09-20-18	5	\$510.00

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Figure 20: Delete Deposit screen

Ordering Supplies from EZ Garage

Item	Article number
1. Safe	91719 (Please contact us prior to ordering as we could be ordering this on your behalf)
2. Adhesive Sleeves	91702
3. 2-Part Deposit Bags	104127
4. Deposit Slips	104128
5. Stamps (for deposits)	104129

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Ordering USPS Supplies

USPS Priority Mail envelopes can be ordered from USPS by ordering them online.

Go to: <https://usps.com>

Please do not call using the 800 # any longer to place your envelope orders. USPS does not want to support our reoccurring orders or calls any longer but we can order our envelopes ONLINE which are still free to us.

We have been instructed to advise you to do the following:

Register a **PERSONAL** account, not Business. Don't refer to Discount Tire at all, don't list the store name Discount Tire or America's Tire in the shipping address when setting it up.

Click on the link below to register a personal account for your store....

- Register
- Look for "New to USPS.com?" Click on **Sign Up Now**
- Go through the steps and document the questions/answers so you have them in the future to refer back to
- Step 3: Remember, make it a **PERSONAL** account

Once registration is complete, go to "Shop" at the top of the screen then select - "Shipping Supplies":

- Scroll down and select **Priority Mail Flat Rate Padded Envelope**
 - SKU: EP14PE_X
 - Pack of 10.
- Please place an order once a week, only ordering 10 at a time. **We have been instructed to have you place an order once a week for 10, so it is more in line with a personal account.**
(Be sure to save the address, so next time you place an order it will only take you a couple minutes).
- Shipping method - use Parcel Select: FREE

Plan to receive the supplies **10-14 days** after placing the order.



US Bank & Wells Fargo - Mail-In Deposit Program

To reorder online:

- (1) Go to: <https://www.usps.com/>
- (2) Sign-in
- (3) Go to Shop/Shipping Supplies
- (4) Look for: Priority Mail Flat Rate Padded Envelope, Pack of 10, SKU# EP14PE_X
- (5) They come in packs of 10
- (6) Check out
- (7) Create a shipping address (save it for future use)
- (8) Finalize the process
- (9) Shipping Method: "Parcel Select", arrives in 5-7 business days - \$0.00
- (10) These take approximately 2 weeks to receive, so plan accordingly

Contacts

Area	Contact	Phone	Email
Program administration, password resets, new user names	Jordan Kinney Colleen Bruce Kathryn LaFountain Jacqueline Rumsey	(480) 606-6925 (480) 606-5750 (480) 606-5981 (480) 606-6484	Jordan.kinney@discounttire.com colleen.bruce@discounttire.com Kathryn.lafountain@discounttire.com Jacqueline.rumsey@discounttire.com
Bank deposit questions, ordering deposit slips and check endorsement stamps	Colette Young Kathryn Lafountain Lisa Ho	(480) 606-6907 (480) 606-5981 (480) 606-5757	Colette.young@discounttire.com Kathryn.lafountain@discounttire.com Lisa.ho@discounttire.com acctg@discounttire.com
Ordering plastic deposit bags	EZ Garage		Article no. 91702
Missed USPS pick-ups, missing packages, etc.	Raul Rangel (USPS customer service)	(602) 683-4262	raul.b.rangel@usps.gov
Ordering USPS supplies	Order online		https://www.usps.com
Unable to log into DTS website	Jordan Kinney Colleen Bruce Kathryn LaFountain Jacqueline Rumsey	(480) 708-6465 (480) 285-7383 (480) 606-5981 (480) 606-6484	Jordan.kinney@discounttire.com colleen.bruce@discounttire.com Kathryn.lafountain@discounttire.com Jacqueline.rumsey@discounttire.com