



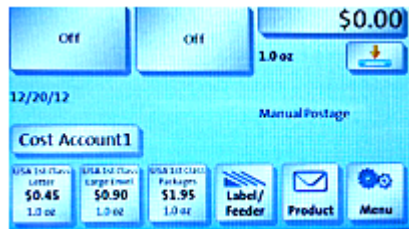
How to Update Postal Rates

Instructions to Update Rate Table for FP PostBase Machine

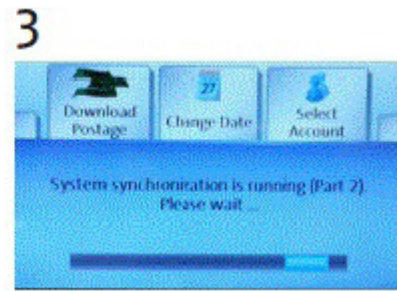
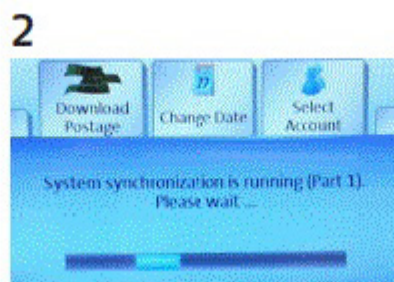
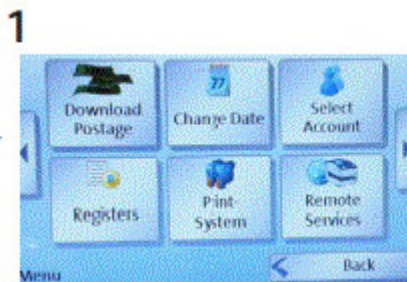
1. Make sure PostBase is connected via ethernet.



2. From the **HOME SCREEN**, press the **MENU** button.



3. From the **MENU**, press **REMOTE SERVICES**. Your PostBase will start the update to the latest rates. This may take a few minutes as the system synchronization runs Part 1 & Part 2. **DO NOT POWER DOWN/UNPLUG THE MACHINE DURING THIS PROCESS.**



4. Once the download is complete follow the prompts on the **MENU**. The PostBase may ask you to reboot.

To verify the new Rates were successfully downloaded check your Rate Table on the PostBase.

*For instructions on how to check your Rate Table [click here](#).

*For more information from FP on the rate change [click here](#).

*For instructions from USPS (Stamps) on the rate change [click here](#).