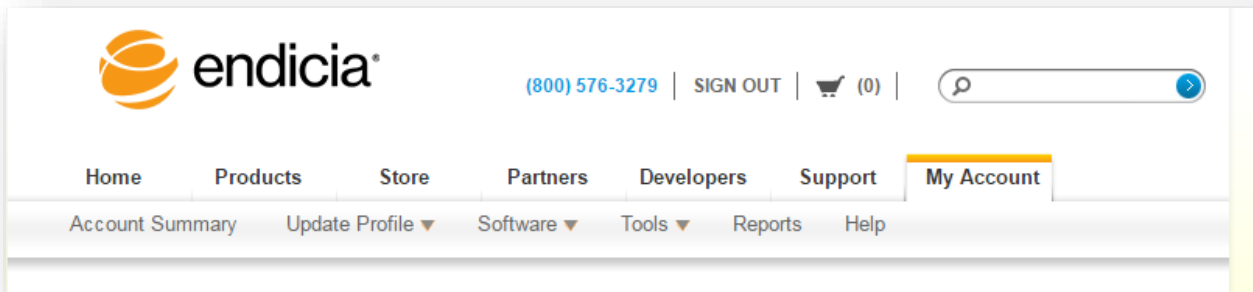


How to close out in Endicia

1. Log on to your Endicia Account

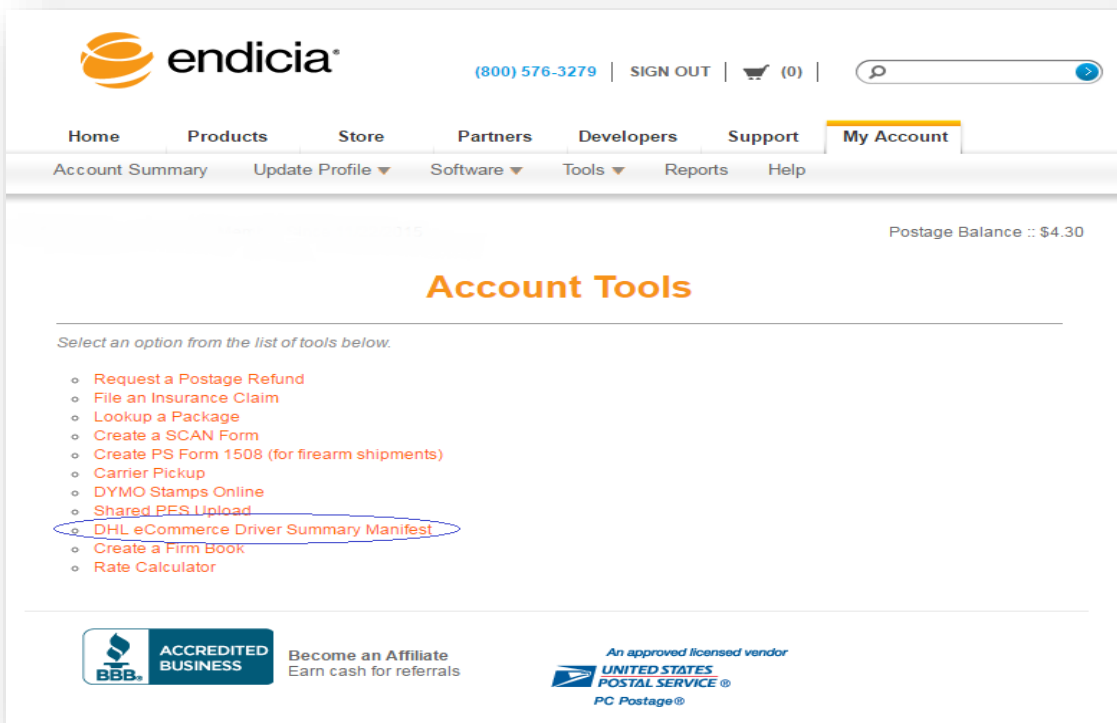
<https://www.endicia.com/login>

2. Select the “My Account” Tab



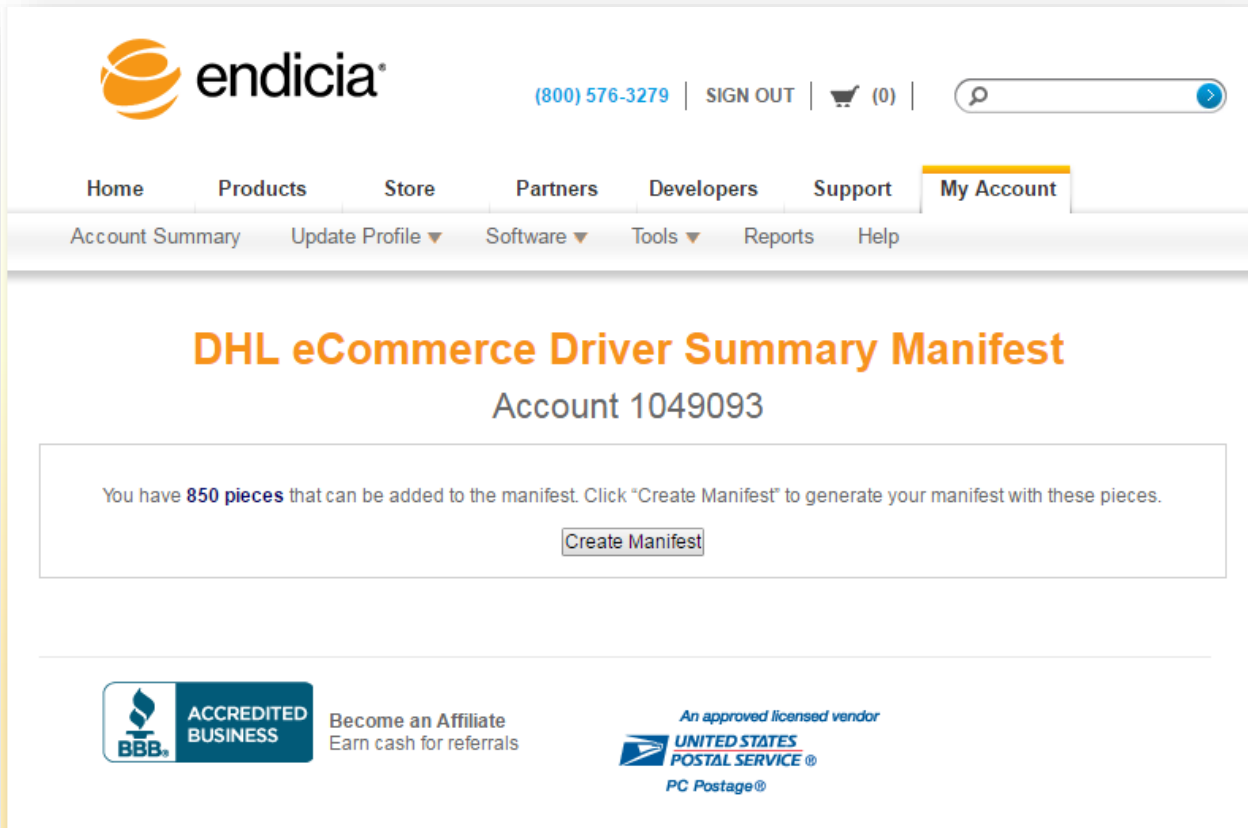
3. Select “Tools”

4. Select “DHL eCommerce Driver Summary Manifest”



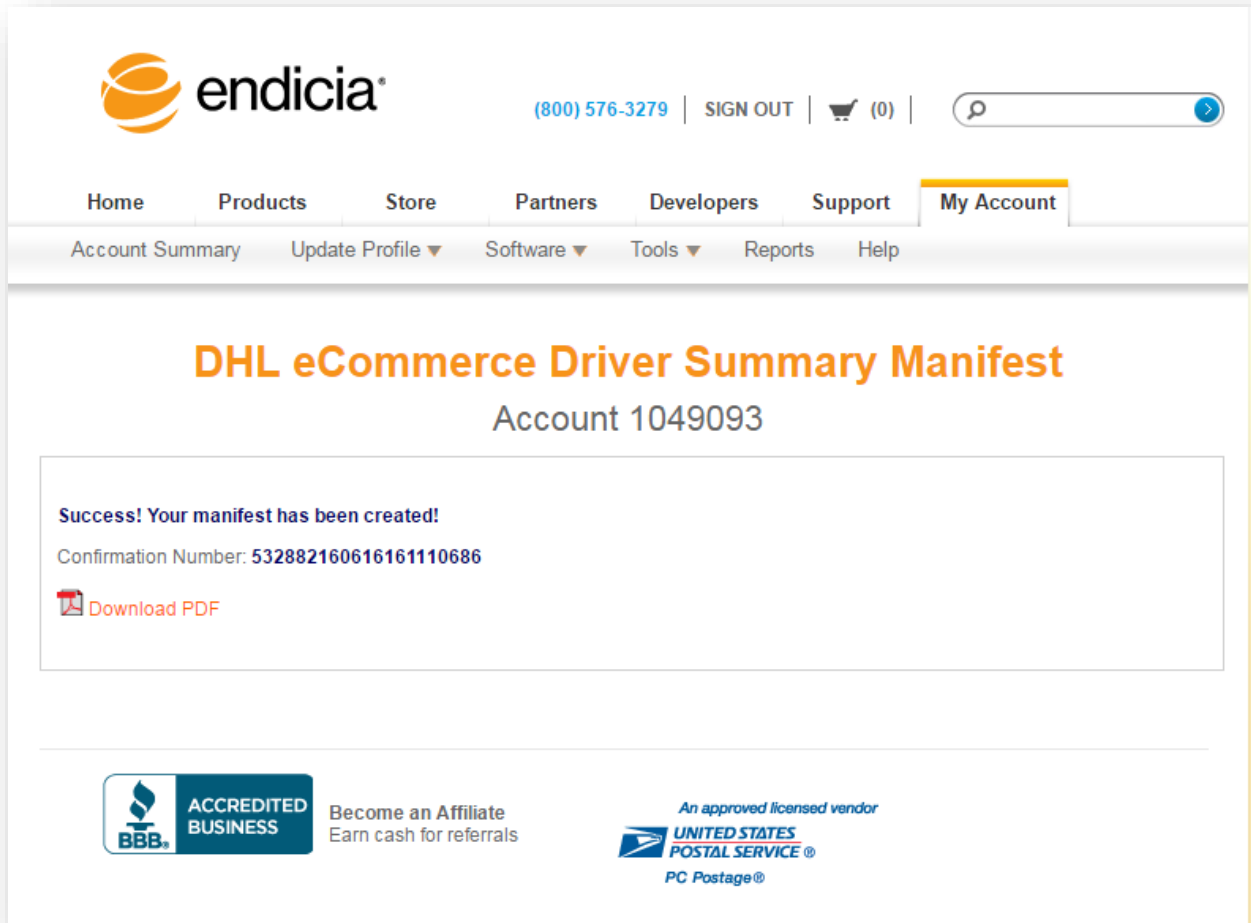
This will show a piece count of all of your open shipments

5. Select **“Create Manifest”**



The screenshot displays the endicia.com website interface. At the top left is the endicia logo. To its right are contact details: (800) 576-3279, a SIGN OUT link, a shopping cart icon with (0) items, and a search bar. Below this is a navigation menu with links for Home, Products, Store, Partners, Developers, Support, and My Account (which is highlighted). Under My Account, there are sub-links: Account Summary, Update Profile, Software, Tools, Reports, and Help. The main content area features the heading "DHL eCommerce Driver Summary Manifest" and "Account 1049093". A message states: "You have 850 pieces that can be added to the manifest. Click 'Create Manifest' to generate your manifest with these pieces." Below this message is a "Create Manifest" button. At the bottom of the page, there are two promotional banners: one for BBB Accredited Business with the text "Become an Affiliate Earn cash for referrals" and another for United States Postal Service PC Postage, labeled as "An approved licensed vendor".

A “**Driver Summary Manifest**” (SCD) will populate



The screenshot shows the endicia website interface. At the top left is the endicia logo. To its right is the phone number (800) 576-3279, a SIGN OUT link, a shopping cart icon with (0) items, and a search bar. Below this is a navigation menu with links for Home, Products, Store, Partners, Developers, Support, and My Account. Under My Account, there are sub-links for Account Summary, Update Profile, Software, Tools, Reports, and Help. The main content area features a large orange heading: **DHL eCommerce Driver Summary Manifest**, followed by the account number **Account 1049093**. A success message in a white box states: **Success! Your manifest has been created!** Below this is the Confirmation Number: **532882160616161110686**. A red icon with the text **Download PDF** is positioned below the confirmation number. At the bottom of the page, there are two logos: the BBB Accredited Business logo with the text "Become an Affiliate Earn cash for referrals" and the United States Postal Service logo with the text "An approved licensed vendor UNITED STATES POSTAL SERVICE® PC Postage®".

6. Click “**Download PDF**”
7. Save or Print your manifest