

Mail Services

Beginning July 1, 2014

A new and convenient way for departments to send outgoing metered mail with Mail Services!

The new Online Meter Request Form offers benefits and features such as:



CAS login

Logging in with your Princeton NetID and password pre-populates the form with your contact information, home department, and date.



Store multiple Princeton Prime chartstrings

Frequently used chartstrings may be stored in your profile and conveniently accessed via drop-down menu.



Instant chartstring validation

The system automatically checks to ensure that a valid chartstring has been entered. An alert will appear if the chartstring is invalid.



Batch printing

Complete and print up to three forms at a time and easily switch between domestic and international mail requests.



Faster request processing

Chartstrings are converted into printed barcodes that Mail Services can scan to accurately process requests quickly and efficiently.



**START USING THE
NEW ONLINE METER
REQUEST FORM TOOL**