



## **View Your Paper Mail Online**

Get a remote mailbox address and keep in contact with your paper mail wherever you are. Mailbox Forwarding provides you with a mailing address which is accessible online. When a piece of mail arrives, our staff will automatically scan the envelope, then allow you to manage it through your online control panel, where you can request that we open and scan the contents, shred and recycle the item, or forward it to your home address.

Manage all your mail online: letters, documents, and packages, whether delivered by the USPS, FedEx, or UPS. With pricing starting at only \$9.95/mo with no setup fees, contracts, or prepaids, our service is a fraction of the cost of traditional mailbox services and PO boxes that don't even provide mail scanning and online access.

Your online control panel makes it easy to manage your mailbox just like you manage your email. At the click of a button you can have your mail or packages forwarded globally, scanned so you can read the contents through your secure online account, or shredded and recycled.

We enforce high security standards to ensure that your mail remains private and confidential. You can actively choose when you want a piece of mail scanned and when you want it forwarded to you unopened. Our staff are monitored during all mail handling activities, and your mail will never leave a sealed envelope for longer than is necessary to scan it.

## **Access Your Mail Online**

Log in to your online control panel for easy access to all of your mail anywhere there's an internet connection. You will receive an email notification whenever a new piece of mail arrives, and can log in to view the sender, date received, and a full-color image of the front of each envelope.

After reviewing your mail items, you can choose how we handle your mail items. If you want to see the contents, you can have us securely open and scan the letter, which will then be easily accessible from your online control panel. If you need the physical piece of mail or package, we will mail it and any other items you request to have forwarded to any address in the world. And if you no longer have any need for the item, you can have it securely shredded and recycled.

## **Secure Mail Scanning**

You no longer need to wait for mail to be forwarded to view and respond to important documents — simply request to have a piece of mail scanned and a PDF file containing an image of the envelope and its contents will be posted to your account within 1 business day. All plans include a set number of scans per month, and you can pay on a per-scan basis after that.

All scans are performed in beautiful full-color 200 dpi and are optimized for maximum readability. We scan both sides of your documents, and our software automatically detects and removes blank pages from the final scan. Mailbox Forwarding's mail scans are quality images that can be viewed, saved, and printed from wherever you are.

All scans take place in a fully secured environment. Your mail will only be out of its envelope long enough to scan it, after which the envelope will be resealed and placed back in storage.

## **Forward Mail Anywhere in the World**

After you've decreased the number of items in your mailbox by destroying junk mail and scanning items that you may not need physically, you can have any pieces of mail that you need forwarded to you at some of the industry's lowest shipping costs. We can ship items anywhere in the world at either express or economy speed through FedEx or the U.S. Postal Service. In addition, whenever possible, we will combine your items into a single shipment to reduce costs.

## **Shred and Recycle Your Mail**

When you request that we destroy a mail item it will be shredded on site before being recycled. This eliminates the threat of two of the most common forms of identity theft, dumpster diving and mail theft.

According to the U.S. Environmental Protection Agency, only 39% of direct mail was recycled in 2006, and the most common reason for not recycling mail was simply inconvenience. Mailbox Forwarding makes it easy to recycle with the click of a button, and with this level of convenience, we find that over 70% of the mail that passes through our facility is recycled - almost double the national average! Additionally, overt junk mail addressed to "Current Resident" or "Occupant" is immediately recycled.