

How to View Monthly Postal Charges

Overview

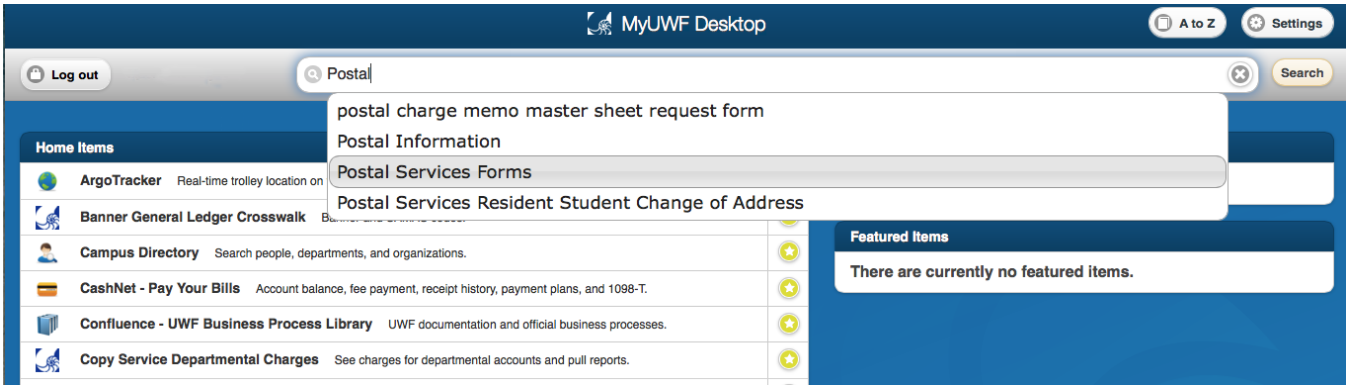
Departments are charged on a monthly basis for the postage they use. These charges may be found online via MyUWF and are updated each month for the month prior.

Instructions

To view your departmental postal charges, login to MyUWF (my.uwf.edu) and follow the steps below.

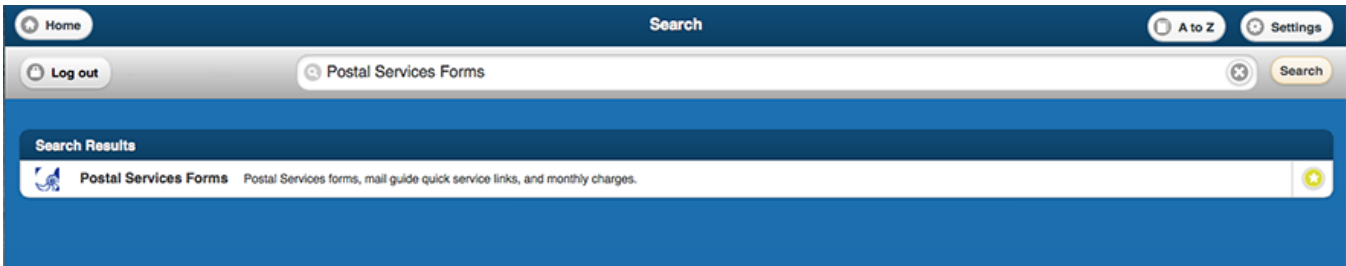
Step 1

Type "Postal" in the Search field. You will see several items in a drop-down manner. Click on "Postal Services Forms".

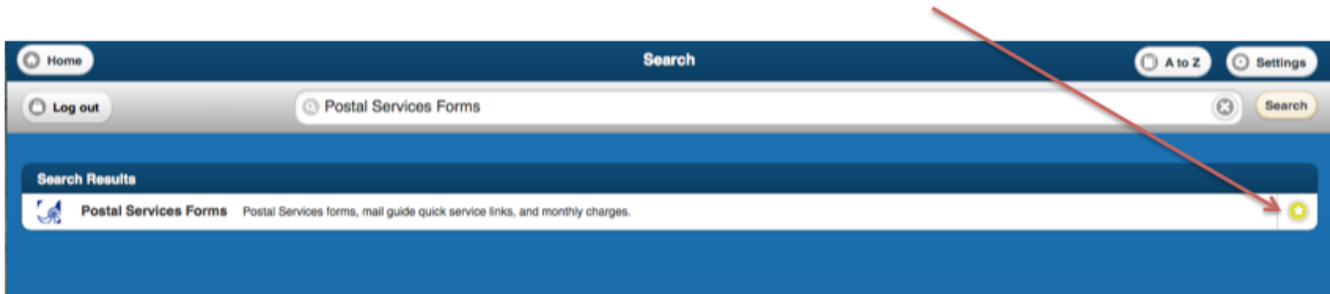


Step 2

Type "Postal" in the Search field. You will see several items in a drop-down manner. Click on "Postal Services Forms". You will now see only the "Postal Services Forms" app.



If you need to view your departmental charges often or on a monthly basis, click on the star at the right end of the app to add this app to your top apps on your MyUWF home page.



Click on the "Postal Services Forms" app to go to the page where you can view your monthly postal charges.

Step 3

Type "Postal" in the Search field. You will see several items in a drop-down manner. Click on "Postal Services Forms". This will take you to a web page where you may access your monthly departmental postal charges. When you click on the link, the Excel file will download. (It does not open in the browser.)

The screenshot shows the University of West Florida website. The top navigation bar includes the university logo, the name "University of West Florida", and links for "Quicklinks", "Alumni", "Online Support", and "MyUWF". Below this is a secondary navigation bar with "ADMISSIONS", "ACADEMICS", "CAMPUS LIFE", "ATHLETICS", and "ABOUT UWF", along with a search box. The main content area is titled "BUSINESS & AUXILIARY SERVICES". On the left is a sidebar menu with categories like "Overview", "Bookstore", "Copy Service", "Dining Service", "Licensing", "Nautilus Card", "Parking and Transportation", "Postal Services", and "Records Management". The "Postal Services" section is expanded, showing "Postal Services Overview" and "For UWF Departments" with sub-links for "For Resident Students", "UWF Mail Guide", "Passport Information", and "Rates, Zip Codes, Tracking". The main content area is titled "Postal Forms" and lists several forms: "Postal Charge Memo Master Sheet Request Form (webform)", "Stamps by Campus Mail (pdf)", "L004 Bulk Mail Sortation (pdf)", and "Mail Guide - Quick Service Links (webpage)". Below this is a section titled "Departmental Charges" with two links: "2013-14 Year End Charges (excel)" and "Department Monthly Charges 2014-15 (excel)". A red arrow points to the second link.