

How to View Monthly Postal Charges

Overview

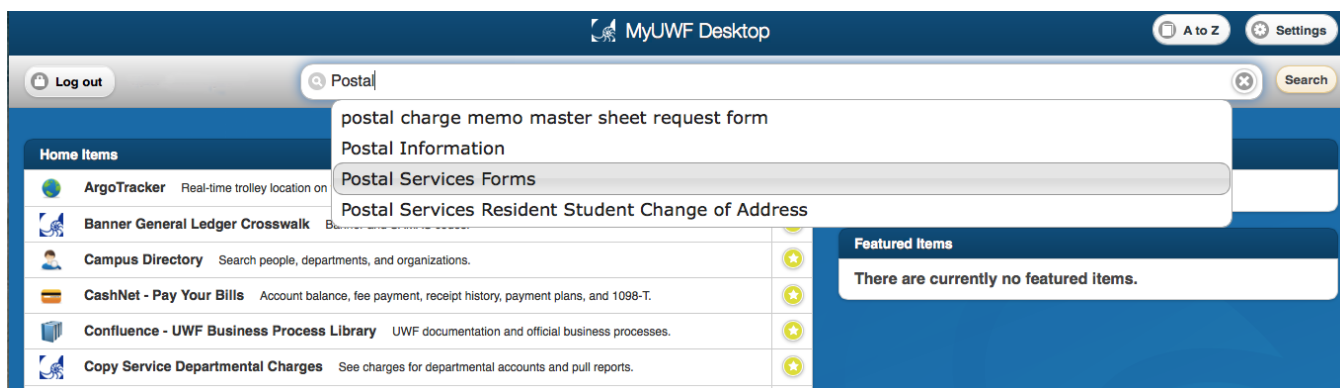
Departments are charged on a monthly basis for the postage they use. These charges may be found online via MyUWF and are updated each month for the month prior.

Instructions

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

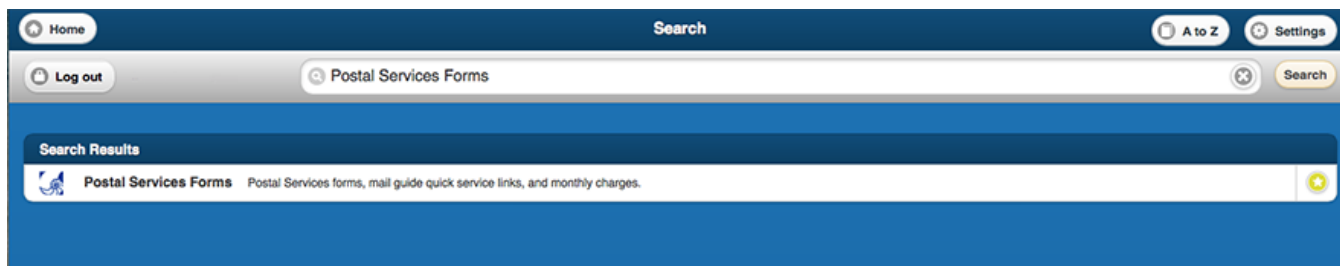
Step 1

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

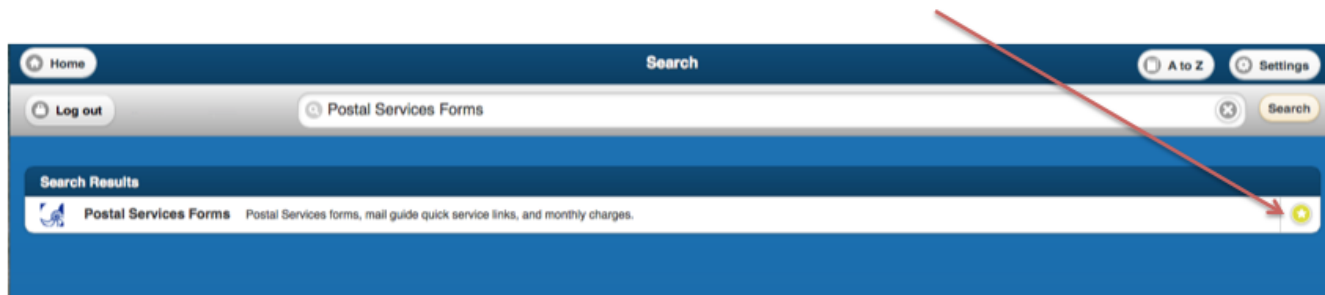


Step 2

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

When you click on the link, the Excel file will download. (It does not open in the browser.)



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Postal Services Overview

For UWF Departments

For Resident Students

UWF Mail Guide

Passport Information

Rates, Zip Codes, Tracking

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Postal Forms

Forms

[Postal Charge Memo Master Sheet Request Form \(webform\)](#)

[Stamps by Campus Mail \(pdf\)](#)

[L004 Bulk Mail Sortation \(pdf\)](#)

[Mail Guide - Quick Service Links \(webpage\)](#)

Departmental Charges

[2013-14 Year End Charges \(excel\)](#)

[Department Monthly Charges 2014-15 \(excel\)](#)