

USPS Form 1583

In order to begin using your iPostal1 Mailbox, you will first need to complete, sign and notarize a Form 1583.

When you click on the link, you will notice that all the information you entered during your sign up, has now populated into the form. All you have to do is print it out, sign it, and have it notarized.



Hi New Customer, your iPostal1 mailbox number is 0000 | [Logout](#)

The screenshot shows the iPostal1 mailbox interface. At the top, there are navigation tabs for INBOX, CONTACTS, and ACCOUNT. Below these are sub-tabs for SHIP, PACKAGE, VIEW, ACTIONS, and RECYCLE. A large yellow notification box is centered on the screen, containing the following text: "In order to process your shipping request, please fill our Form 1583. [Click here to fill out Form 1583](#) (Requires Acrobat Reader to view. [Click here to download Acrobat Reader if necessary.](#)) Please upload your Form 1583 and identification, OR email to: (The email address that appears in this field) Upload Form 1583 Upload Id(s) To get your Form 1583 notarized online, [click here.](#)" The two buttons "Upload Form 1583" and "Upload Id(s)" are circled in red. Below the notification box is a table with columns: Folders (Add, Delete, Rename), Item (checkbox, icon, Welcome!), Date (09/02/2016), Status (Uploaded), From, Storage, and Content (View).

Once your Form 1583 has been notarized, you can scan it along with 2 accepted forms of ID, and do either of the following:

- Upload directly through the iPostal1 site.
- Email your form along with your ID's as attachments to your Shipping Store. (The email address appears in the yellow box.)

To use an online Notary service, click the link.

If you're local, you can just bring it to your Shipping Store in person.

Once your 1583 and IDs have been uploaded or emailed to your Shipping Store, please allow 24 – 48 hours for processing.

The screenshot shows the iPostal1 mailbox interface with a yellow notification box. The text inside the box reads: "YOUR FORM HAS BEEN RECEIVED. Please allow 24-48 hours for the form to be processed. Once your form has been approved you will get an email confirmation. If you have any questions please contact you Mail Center at: () XXX-XXXX Please upload your Form 1583 and identification, OR email to: (The email address that appears in this field) Upload Form 1583 Upload Id(s) To get your Form 1583 notarized online, [click here.](#)"

When they have been processed and approved, the yellow box will disappear, and your iPostal1 Mailbox is ready for use.