

## **Additional Information About the TotalFunds® Postage Payment Service for IM5000 Systems:**

### **How The Program Works:**

Your TotalFunds® account provides you the easiest and most convenient way to order and pay for postage. Just follow these three simple steps:

1. Download the postage that you need, whenever you need it – no need to prepay for postage
2. Review your monthly TotalFunds® postage invoice to account for your postage expenses – each postage transaction shows the city and serial number of your meter(s)
3. Take up to 28 days from the statement date to pay by check or online

It's that simple!

### **Manage Your Postage Account Online:**

Please be sure to visit [www.neopostinc.com](http://www.neopostinc.com) and register for "MyNeopost". Once signed in, click on TotalFunds to:

- See a summary of your current account information
- View current and past TotalFunds® statements
- Make online payments
- Create transaction reports
- Set e-mail alerts

### **Additional Account Terms:**

- Monthly postage downloads up to \$4,000 per month at no transaction fee
  - 1% Flex Limit Fee applies if you exceed \$4,000 (only on the portion of the monthly postage that exceeds \$4,000)
- Total Account Limit is \$8,500 – contact us if you need more
- 28 Days to Pay from Statement Date – pay by check, ach, or online