

# New Release!

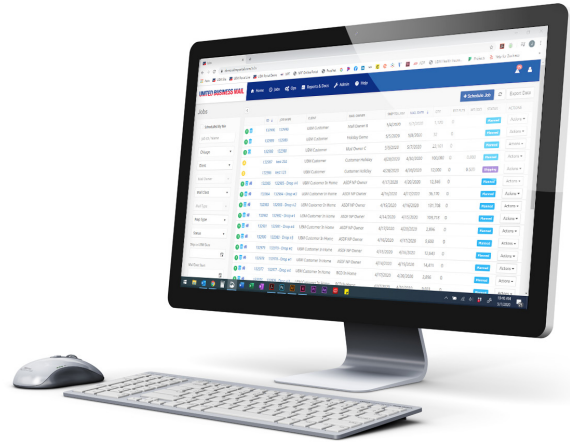
UNITED BUSINESS MAIL

ONLINE PORTAL

## 4B RELEASE UPDATES

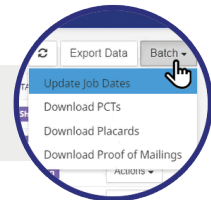
Portal enhancements effective 5/20/2020

United Business Mail's online portal is continuously improved based on our customers' needs. The enhanced portal features include the following updates:



### ▶ CHANGE MULTIPLE JOB DATES WITH ONE CLICK

Select several jobs with various dates and quickly change multiple fields with one click. Increase productivity and efficiency with all print jobs in the Portal utilizing this feature.



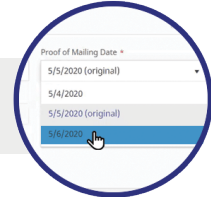
### ▶ QUICKLY DOWNLOAD FILES

Download Placards, POM and PCT's at the click of a button. This Portal enhancement allows for an efficient and seamless process, not only throughout the Portal but also with organizing paperwork.



### ▶ OPEN 100+ PALLET PLACARDS IN SECONDS

This update allows users to add as many Placards as needed! The 50 Placard limit is removed. Up to 500 Placards can be added at once. Download Placards in seconds, huge time saver!



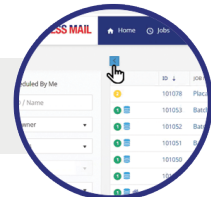
### ▶ EDIT COMPLETE JOBS

This enhancement allows the POM Rate and the Job Date to change after the status hits Complete in the Portal. Update print jobs on the fly without having to send a request to United Business Mail.



### ▶ COLLAPSE SIDE PANEL

The homepage side panel in the Portal can easily collapse at the click of a button. Increase overall efficiency and enjoy the view of all print jobs with a larger, more comfortable viewing space.



Questions? Don't hesitate to contact the UBM Customer Support Team at [customerservice@unitedbusinessmail.com](mailto:customerservice@unitedbusinessmail.com) or call the Chicago Office at (708) 356-5188.

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