

Directions on how to access and fill out new Mail Services Blue and Gold forms via Mail Services Web Site

To access Mail Services Website, type in <http://aux.uncc.edu/mail/>

The screenshot shows the Mail Services website homepage. The header includes the 'Auxiliary Services' logo and the UNC Charlotte logo with links for '49er Card', 'Map', and 'Contact'. A navigation menu contains 'Home', 'Dining', 'Meal Plans', 'Bookstore', 'Mail Services', 'Copy & Print', 'Parking', 'Contact', and 'Food for Flu'. The main content area is titled 'Mail Services' and features a Twitter feed with two tweets about electronic slips and December Grad announcements. A sidebar on the right lists 'MAIL SERVICES' categories: Letters, Bulk Mail, Packages, Stamps, Student Mail Dates, FAQs, USPS Abbreviations, and Current USPS Rates. A '2009 Holiday Shipping Cut Off Dates' link is visible at the bottom left.

Scroll down to the middle of the site where you will see some options to click on the Blue and Gold slips.

This screenshot shows a section of the website with two red arrows pointing to the 'Blue Form' and 'Gold Form' links. The 'Blue Form' section includes links for 'Letters' and 'Packages'. The 'Gold Form' section includes links for 'Bulk Mail' and 'Stamps'. To the right, contact information for the Director, Assistant Director, Floor Supervisor, and Bulk Mail Technician is provided. Below this, a 'We Accept:' section lists payment methods: Cash, Check, Visa / Mastercard, and 49er Account. At the bottom, there are three columns: 'Wrong Mail?' (instructions on handling misdelivered mail), 'Change of Address' (instructions on updating permanent addresses), and 'Send Mail to a Student' (instructions on addressing mail to residence hall students, including a link to an 'example of how to address the envelope'). A mission statement is located at the bottom right.

Next, choose the form that you need. Blue for Domestic Mail, and Gold for International Mail.

The forms will appear in a separate window or tab and you will have access to type in and print all information needed from the form itself. Please pay attention to the following:

1. Name of Department
2. Organizational Code (5 digit code can be found at <http://www.finance.uncc.edu/Banner/BannerLinks.html>)
3. Index/Fund Barcode: Here you will have to click in the square where the barcode is located and type in your Banner Index/Fund Number. Please use caution to make sure that all numbers contained in the sample are removed and only your 6 digit Index/Fund number remains. This will generate a barcode for your departments Index/Fund number.
4. Choose the class of mail
5. Enter the Number of Pieces
6. Enter a valid phone # you can be reached
7. Enter the Date of the mailing
8. Type your name, First and Last

Once the form is printed you **MUST SIGN** the form on the Signature line. Any form missing a signature on the signature line will not be accepted until signed.

****Don't forget to press "Print Form" located in the lower right hand corner****

If you are filling out the Gold International Mail Slip, please follow usual procedures in the case that it may require a customs form. Please call 704-687-2350 if you have any questions regarding customs forms.

After you have completed filling out and printing either form, Please Sign the Signature space and attach to the mail that needs to be mailed out.

This form does have tabbing functions for your convenience. You may also continue to use your blue and gold slips until you run out. Mail Services will no longer be providing departments with Blue/Gold Slip pads.

For your convenience, you may save this form to your computer for easy access. The form will be updated periodically so please check for updates. To save please click on the floppy disk icon in the upper left hand corner and choose a location. You may save the form multiple times with your Org & Index/Fund codes.

If you do not know what your Org code is please refer to this page.

<http://www.finance.uncc.edu/Banner/BannerLinks.html> and find your Departments Org code located under the heading "Sub-Department (Level 5) column.

If you have additional questions about filling out or using Gold or Blue Slips, please contact Mail Services at 704-687-2350.