

PSS MAIL SERVICE

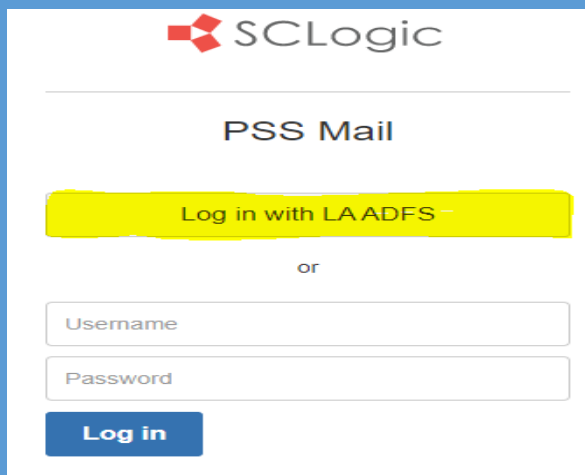
REQUEST PORTAL

TRAINING MANUAL



In trying to streamline the process of mailing and make it more efficient we have move to an online version of the “Mail Service Request Form” which is located on a new PSS Web Portal at la.sclintra.com . When entering the portal everyone will have to register for the site and wait for the confirmation email in order to access the forms.

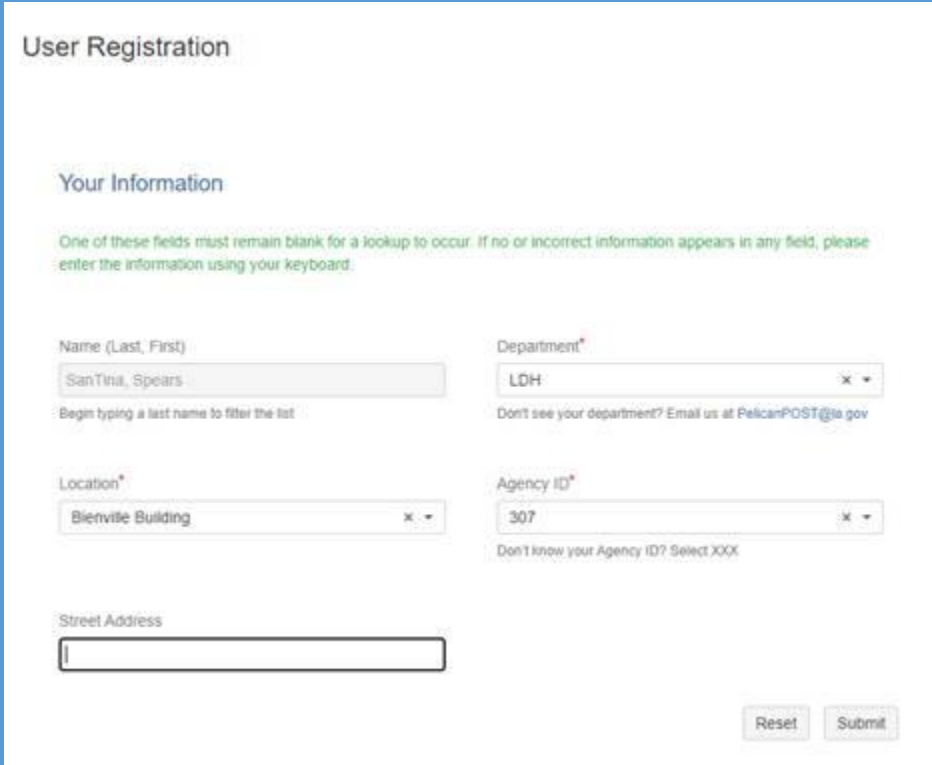
The first step is once you enter the portal you will click on the box that says “Log in with LA ADFS”.

A screenshot of the SCLogic PSS Mail login page. At the top left is the SCLogic logo, which consists of four red squares arranged in a cross pattern. Below the logo is the text "SCLogic". Underneath is a horizontal line, followed by the text "PSS Mail". A yellow rectangular button with the text "Log in with LA ADFS" is highlighted. Below this button is the word "or". There are two input fields: "Username" and "Password". At the bottom is a blue button with the text "Log in".

The next screen is where you register for the portal.



It will then take you to a screen where you fill out your information which includes name, department, building, agency and address.



User Registration

Your Information

One of these fields must remain blank for a lookup to occur. If no or incorrect information appears in any field, please enter the information using your keyboard.

Name (Last, First)
SanTina, Spears
Begin typing a last name to filter the list

Department*
LDH
Don't see your department? Email us at PelicanPOST@ls.gov

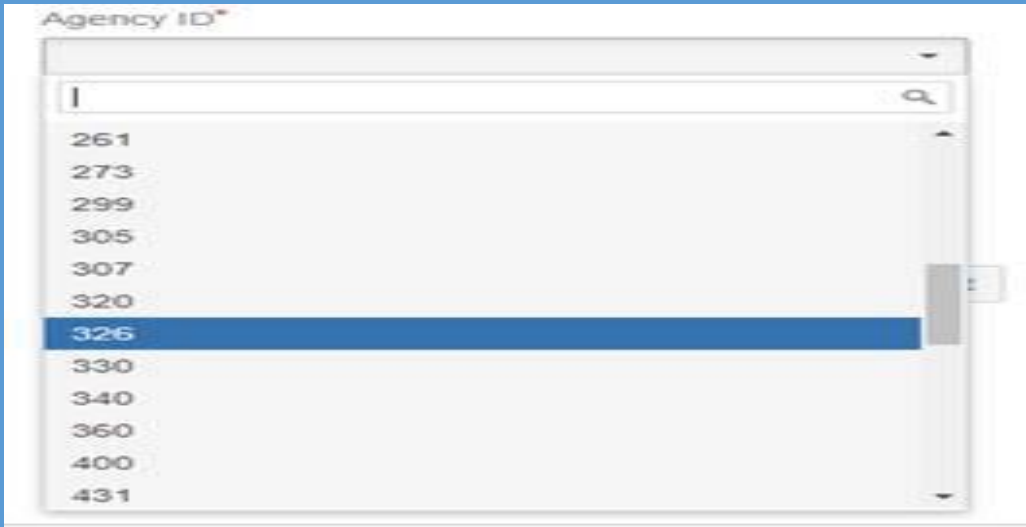
Location*
Bienville Building
Don't know your Agency ID? Select XXX

Agency ID*
307
Don't know your Agency ID? Select XXX

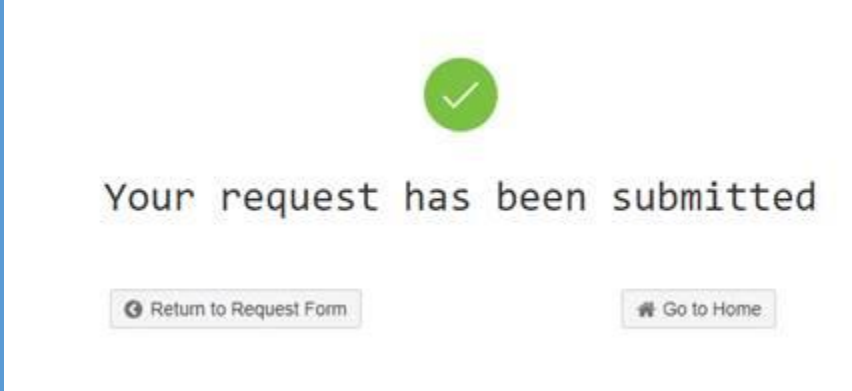
Street Address

Reset Submit

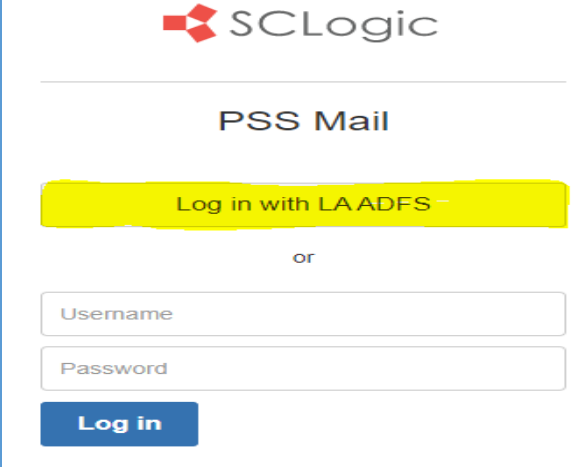
Please make sure that when you put your “Agency ID” in you put the correct one in the drop down list. If you work for the Department of Health you will select 305, 307, 320, 326, 330 or 340 from the drop down menu that is below.



Once you have completed the registration you then press submit and your request has been submitted.



Then you wait until you get the confirmation email and you can go back in to the portal and click the same box "Log in with LA ADFS"



The image shows a login form for SCLogic PSS Mail. At the top left is the SCLogic logo. Below it is the title "PSS Mail". A yellow button labeled "Log in with LA ADFS" is highlighted. Below this button is the word "or". There are two input fields: "Username" and "Password". At the bottom is a blue button labeled "Log in".

and when you do that you will enter the portal. You do not have a user name or password so after you are registered by clicking “Log in with LA ADFS” will take you directly in and you will see this screen where you will press “SEND MAIL”.



Your mail service request page will come up with blanks that have to be filled in and anything with a red * has to be filled out including the Billing Information or Funding code.



Mail Service Request

Your Information

One of these fields must remain blank for a lookup to occur. If no or incorrect information appears in any field, please enter the information using your keyboard.

Name (Last, First)*	Department*	
<input style="width: 100%;" type="text" value="Nathan, Vitale"/>	<input style="width: 100%;" type="text" value="LDH"/>	
<small>Begin typing a last name to filter the list</small>		
Location*	Agency ID*	Billing Information
<input style="width: 100%;" type="text" value="Bienville Building"/>	<input style="width: 100%;" type="text" value="307"/>	<input style="width: 100%;" type="text"/>

Under “Your Information” is the section called “Service Type” and this is where you select the mail type PelicanPOST or USPS mail. If you are sending messenger mail you simply click the PelicanPOST button, put the number of pieces and complete the section under it which is “Request Details”. In that section you can look up co-workers by name, department and location. There is even a link if you need to know where they deliver messenger mail to. After the location is “Inter-Office Service”

Inter-Office Service

- Messenger Mail
- PelicanPOST Courier Mail
- PelicanPOST Parcel


where you click “Messenger Mail” and there is a box

under that where you can put notes about your mail. If you have specific directions on how this mail needs to be delivered or who exactly does it need to be delivered to.

Notes & Comments

Limit 255 characters

Once you are finished you press submit and it will bring you to a screen where it ask you to download receipt, return to request form or go home.




Your request has been submitted

When you press download receipt it will download the PelicanPOST mail service request form which is just like the paper copy that we have been using and it’s already filled out. You simply print the document out and attach it to your mail to




send off. Another good thing about using the online portal is that you will be able to track your package as it being sent.



MAIL SERVICE REQUEST

DO NOT RE-USE OR PHOTOCOPY THIS REQUEST FORM



PK21750

REQUESTER INFORMATION

Number of Pieces:	<input type="text" value="1"/>		Indicate the quantity of items on this request
Department:	LDH	Date:	5/16/2022 7:58:50 AM
Your Name:	Nathan, Vitale	Email:	Nathan.Vitale@la.gov
Phone Number:	<input type="text"/>		
Billing Information:	<input type="text"/>		

SERVICE OPTIONS

INTEROFFICE MAIL SERVICES

- Messenger Mail
- PelicanPOST Courier Mail *Requires PelicanPOST envelope
- PelicanPOST Parcel *Requires agency subscription

DELIVER TO:

OPTIONAL INTEROFFICE SERVICES:

- Delivery Alert Requested
- Full Tracking Requested
- Signature Required for Delivery

USPS MAIL SERVICES

SERVICE CLASS

- First Class Mail ®
- Priority Mail ®
- Priority Mail Express ®
- Best Available


*Domestic, International, and extra services as needed

OPTIONAL SERVICES

- Certified Mail ®
 - Return Receipt
 - Certificate of Mailing

*Requires USPS Postal Form PS 3817 or PS 3665

Services provided by:



NOTES & COMMENTS:

When sending a regular USPS piece of mail you are to fill out the information on the top which is your information, agency you work for, and billing information. Under the “Service Type” instead of clicking PelicanPOST you would click “USPS Mail Services” and how many pieces of mail it is then pick which mail class you would like to use. The options you have is First Class, Priority, Priority Mail Express, and Best available. If you click “First Class” it will then ask you to pick “Certified” and if you do then two other boxes under Certified comes up return



receipt and Certificate of mailing. Then another box will pop up with “Label #” which is where you put the label number from the certified mail green card.

After that you can put any notes and comments and click submit.

A screenshot of a web form for selecting USPS mail classes. On the left, a vertical list of radio buttons includes "First Class Mail", "Priority Mail", "Priority Mail Express", and "Best Available". To the right, under the heading "USPS Mail Class", the same four options are listed with radio buttons. Further right, there are three checkboxes: "Certified Mail" (checked), "Return Receipt", and "Certificate of Mailing". Below these is a text input field labeled "Label #" containing the text "No Selection". A note below the field reads: "Enter 'Multiple' if there are multiple labels or enter 'No Selection' if unsure [not case sensitive]".A screenshot of a "Notes & Comments" form. It features a large text input area with a "Limit 255 characters" warning below it. At the bottom right of the form are two buttons: "Reset" and "Submit".

After you click submit it will take you back to the screen where you can download a copy of the Mail Service Request form to print out and attach to the mail.

Please be sure to be specific and detailed on where your mail needs to go and if there is an individual it needs to go to please put their name. If there is a bin # please put that on it as well. If you put LDH 628 N 4th St. Baton Rouge, La



70802 it might take some time trying to figure out exactly where that piece of mail goes and if the material is time sensitive it might fail to meet the timeline. Also, please keep in mind that if you have 300 pieces of mail with 300 different addresses as long as they are going in the same mail class (certified, priority, regular) and under the same funding code all you need to fill out is one form.