



Steps for Submitting a Certified Letter

* For **first-time** users, please send an email to mailer@clayton.k12.ga.us and we will create an account for you.

- Go to <https://claytonk12gaus.sendproenterprise.com/Composer/Runtime/Index/Desktop%20App>
- Log in using your username and password
- Click on **My Apps** tab
- Click on **Certified Mail App**
- Under the **Ship To** tab enter shipping information:
(Attention to, Company Name and Address)
 - o If you do not have a company name put a dash (–) in the box.
- Click on **Accounting and References** tab
 - o Enter Cost Center Number – **09**
 - o Document type: Click **Ship Request Form**
 - o Click **Print** (green button)
- Print a copy of the Ship Request form and bring it alone with your self-seal envelope to Printing Services.