Steps for Sending Packages or Overnight Items

* 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 **Create a Requisition**

- 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**

- Under the **Package** tab

  o Enter the Weight (lb) as **1** *(Printing Services will adjust)*

- Click **Print** (green button)

- Print a copy of the Ship Request form and bring it alone with your self-seal envelope to Printing Services.