

Hasler Online Services Customer Web Registration

Online Service web access is included in the purchase of your Hasler WJ185 / WJ220 / WJ250 mailing system.

Set up your account to view information about your mailing system and to access Total Management and E-Services tracking reports (see section 3.1 - 3.6 of the Online Services User Guide).

My Account Registration (Setting Up Your Hasler My Account User ID And Password)

After installation of your WJ185 / WJ220 / WJ250 mailing system, follow the instructions below to set up your Hasler My Account user ID and password. This process will take a few minutes. Once activated, you can begin to use your Online Services account immediately.

Online Service Account Requirements:

Before you begin you will need the following:

- A- Your TMS account number
- B- Your Mailer Agreement number

Both the TMS Bank Account and Mailer Agreement numbers will be provided to you at the time of your mailing system's installation. If these numbers are misplaced, please call Hasler Customer Service at (800) 248-8013 to request assistance.

C- A valid e-mail address and e-mail access

A valid e-mail address is required in order to use Online Services, to receive Total Protection rate change notifications and ink alerts, and to receive E-Services delivery alerts.

D- A username login ID and password.

The username login ID that you select is permanent. The username may consist of a-z, 0-9 and underscore characters. Your username is your login ID and cannot be changed once selected. Your password must consist of six characters or more. Capitalization matters!

My Account Registration

1. Go to the Hasler web site home page (www.haslerinc.com).
2. Click on the customer area link on the customers drop down menu.



3. Click the My Account link on the left menu bar.



4. In the Need an Account area on the My Account page, enter your TMS Bank Account and Mailer Agreement numbers in their respective fields.

5. Click on Register Now.

First Time Users

Register

Fill in your TMS and Mailer numbers below to begin registration.

TMS Bank #:

Mailer Agreement #:

Register Now

6. Enter the requested fields on the Register Account screen. Required fields are indicated by an asterisk.

Register Account

Username *

Password * Password (confirm) *

Prefix:

First Name * Last Name

Title Company

Email address * Phone number

* = required field

7. After you have completed the required fields, click on the Register button and a registration confirmation e-mail will be sent to your e-mail address.

8. Click on a link in the e-mail.

9. Log on to the e-mail account that you identified during the registration process. You will have 48 hours in which to act on the registration confirmation e-mail.

If 48 hours has passed, or if the e-mail address you entered was not valid, you must restart the process.

10. Locate the confirmation e-mail in your mailbox. You may need to check the bulk or similar folder. Open the e-mail and click on the link in the e-mail to complete the user registration process.



The link will return you to the haslerinc.com web site. Registration is complete.



Using My Account

Once you have signed up and your registration is complete you can now access the features of My Account.

1. Click on the customer area link and log in to your Account using the username and password you selected.

2. Click on the Online Services link on the left menu bar to open your Online Services homepage.

Hello Juan Smith

SYSTEMS

WJJ2 Meter: 123456789 in New Haven, CT
Click here or on Systems for more information

REPORTS

Your usage within the last year is:
Meter 123456789 183,539 items \$114,667.333
Click here or on reports to view details about your Postal and Departmental activity

E-SERVICES

Your last 10 posted items:
Click here or on E-Services for package tracking services

Changing Passwords and Contact Information

You can maintain your My Account profile on the Edit My Profile page. While you cannot change the username login ID, you can select a new password and change your e-mail address, as well as update your user name and contact phone number.

To access the My Profile maintenance page, go to the Hasler web site home page (www.haslerinc.com).

1. Click on the customer area link on the customers drop down menu.
2. Click on the My Account > My Profile link on the left menu bar.
3. Maintain your profile data on the Edit My Profile page.

Edit My Profile

Use this page to edit your personal details and/or to change your password

Old Password

New Password **New Password (confirm)**

Prefix

First Name * **Last Name**

Title **Company**

Email address * **Phone number**

Save Changes

Forgotten and Misplaced Passwords

Go to the Hasler web site home page (www.haslerinc.com).

Click on the customer area link on the customers drop down menu.

Click on the My Account link on the left menu bar.

On the My Account page, click on the I forgot my password link.

Registered Users

Login

Username:

Password:

Login

[I forgot my password](#)

[I forgot my username](#)

On the Password Assistance page, enter your username and click on the Send Password

button. A temporary password will be e-mailed to your e-mail account.

Password Assistance

Enter the username used when registering for "My Account" then click the *Send Password* button to have a temporary password emailed to you. Keep in mind that you will have to reset your password when logging back in.

Send Password