

## Electronic Shipping Tools Updates (2015)

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### March 2015 updates to shipping tools include:

#### EST 2.0 shipping tool now available to small business customers

Members of Solutions for Small Business (formerly the VentureOne program) can now create and print shipping labels using our free desktop shipping software, EST 2.0.

[Learn more about EST 2.0 and get the free download.](#)

Learn more about [Solutions for Small Business](#).

With EST 2.0, you can:

- Automatically receive your small business savings on every shipping label you create.
- Import and manage address books and shipment data.
- View and export 90 days worth of order history.
- Print paper or thermal labels for shipping.

#### Surcharge for unpaid shipping labels

- If you are a commercial customer with a contract, you must transmit your shipments and create a manifest (from the **End of Day** screen in EST 2.0).
- If you fail to create a manifest, a surcharge will be automatically charged to your account for all labels used. You'll receive a manifest listing the surcharges and you'll be notified the next time you sign in to EST 2.0.

#### Cancel a label automatically

- You can now cancel a previously transmitted manifest directly from EST 2.0 – use the new button in the History screen.
- You will receive a service ticket number for the cancellation request by email.

#### New user validations required before transmission

- We have improved the **End of Day** mailing screen to help you select the appropriate mailing for transmission. The screen now shows information about each Statement of Mailing – including total charges, piece counts and weight – before you transmit your statement.

#### Changes to Personalized Mail (formerly Addressed Admail™) in EST

- We have simplified how you enter and prepare a Canada Post Personalized Mail™ order using EST 2.0 or EST Online. Learn about the [changes to Personalized Mail™](#).