

# Post Labels

What is the purpose of this report?

If you need a set of labels for your post

Select the Last Paid date (you can go back to 2018), Address Type (Foreign or Domestic) and sort (By Zip Code or Last Name), then View Report – All items must be filled in before you select View Report

To print the labels select PDF from the Export Drop Down Menu

If you get another window that asks if you want to Open or Save the file – Open the file

You will need Avery 5160 Labels or equivalent to print them

