## The process of sending letters with address labels is being digitalized

The process of sending letters with address labels is being digitalized rapidly, and the use of address labels will be gradually discontinued at Posti outlets. Cash on Delivery items and Registered Letters are already being sent without address labels. This means that when you send a Registered Letter or a Cash on Delivery Letter from a Posti outlet, you do not need to use a self-copying address label. Instead, the information will be saved directly to Posti's electronic system at the Posti outlet's checkout. The sender and recipient information must be written on the letter. For Cash on Delivery Letters, you must also include the other required information. Saving the information can take a little time, and leaving extra time for the process when sending multiple letters at once is recommended.

Cash on Delivery Letters and Registered Letters can be ordered using the web service for sending items. We recommend <u>learning more about the service</u>.

Sending items online is cheaper, and items can be prepared and paid for in advance—at your own pace and without waiting in line.

When buying from the web service, you can either print the address label and attach it to the letter or use the Helposti code offered by the service that enables the printing of the item ID and the required labels at the Posti outlet.

The trackable letters (Registered Letter, Cash on Delivery Letter or Express Letter) bought using the web service must always be taken to a checkout at a Posti outlet, as these valuable mail items must not be dropped off in a mailbox.

When buying the service at a Posti outlet, you may also pay for these trackable letters with stamps. For services that do not use an address label, the required labels and the tracking code are printed from the point-of-sale system and attached to the letter.