



# Has my mailing been sent yet?

## Check your metering

Metered mail transactions are easy to look up on our website. All you need to know is what shortcode was charged. Metered mail transactions update in real time as they are processed.

### **VIEW YOUR METERED MAIL TRANSACTIONS**

- ▶ 1. Go to our online order website: <http://printcopymail.umich.edu/>
- ▶ 2. Click on the words “View Metering Transactions”
- ▶ 3. Enter your shortcode
- ▶ 4. Click “Submit Query”