

# Business Reply Service

Quick and easy to arrange in Mijn PostNL



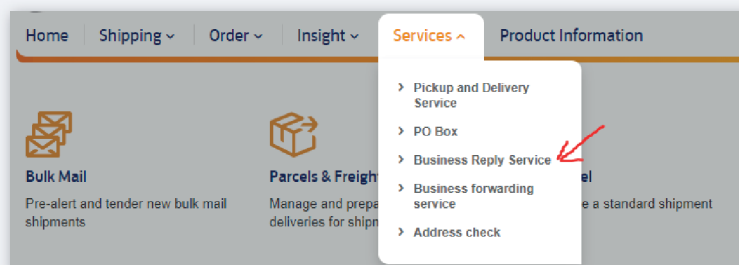
## 1. How can I request a business reply number?

### Step 1: Log in to Mijn PostNL

Log in to Mijn PostNL using your e-mail address and password.

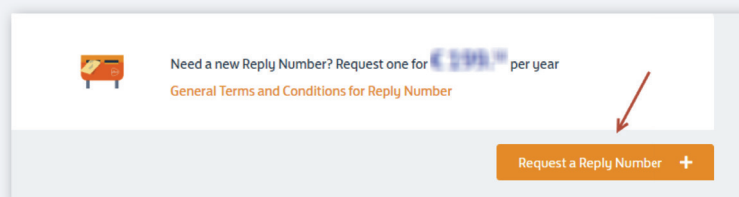
### Step 2: Go to Services

On the Mijn PostNL home page, click on 'Services' and choose 'Business Reply Service' from the menu. This will take you to an overview page listing all of your business reply number contracts.



### Step 3: Click on 'Request'

At the bottom of the page is a button 'Request a Reply Number'. Click on this; the rest is self-explanatory.



## 2. How do I change the delivery address of my business reply number?

### Step 1: Log in to Mijn PostNL

Log in to Mijn PostNL using your e-mail address and password.

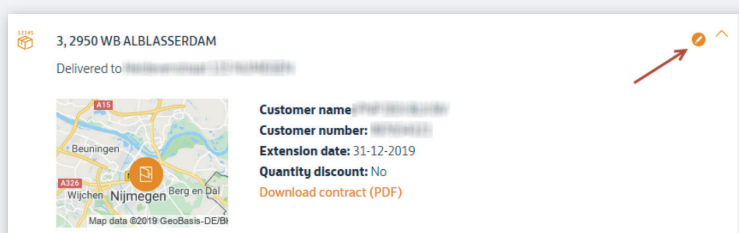
### Step 2: Go to Services

On the Mijn PostNL home page, click on '**Services**' and choose '**Business Reply Service**' from the menu. This will take you to an overview page listing all of your business reply number contracts.

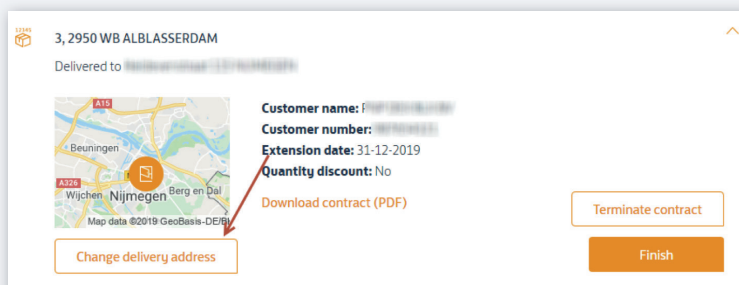


### Step 3: Click on the contract you want to change

When you do this, it will expand automatically and you'll see a little pencil icon appear.



You can click on this to edit things yourself. One option is '**Change delivery address**'. If you click on this, you'll be able to change your address.



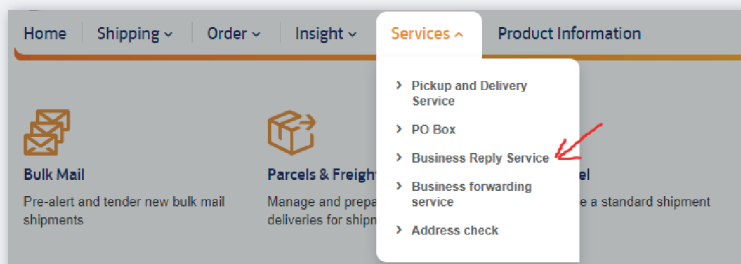
### 3. Where can I find my business reply number usage?

#### Step 1: Log in to Mijn PostNL

Log in to Mijn PostNL using your e-mail address and password.

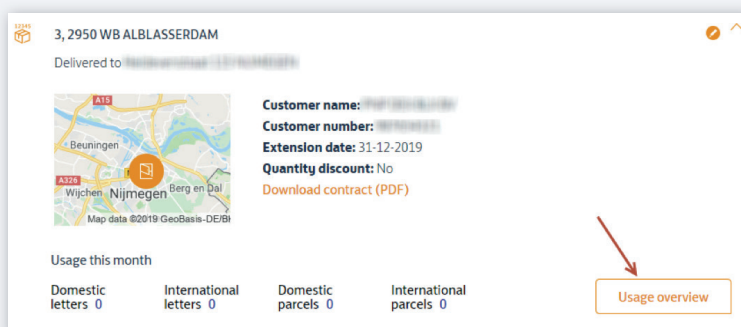
#### Step 2: Go to Services

On the Mijn PostNL home page, click on **'Services'** and choose **'Business Reply Service'** from the menu. This will take you to an overview page listing all of your business reply number contracts.



#### Step 3: Click on the contract you want to check

When you do this, it will expand automatically and you'll see the **'Usage overview'** button.



If you click on this, you'll be able to view your usage and download a detailed overview.

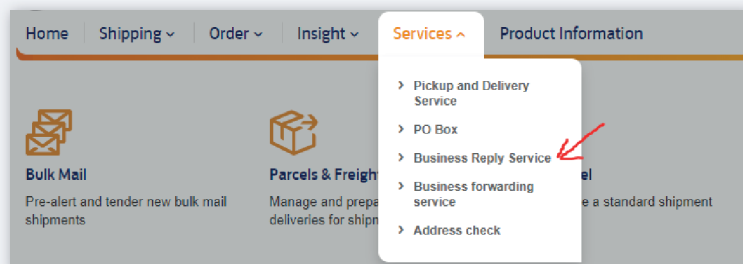
## 4. How do I cancel my business reply number?

### Step 1: Log in to Mijn PostNL

Log in to Mijn PostNL using your e-mail address and password.

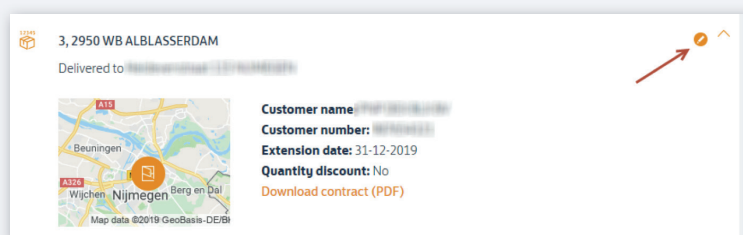
### Step 2: Go to Services

On the Mijn PostNL home page, click on '**Services**' and choose '**Business Reply Service**' from the menu. This will take you to an overview page listing all of your business reply number contracts.



### Step 3: Click on the contract you want to cancel.

When you do this, it will expand automatically and you'll see a little pencil icon appear.



Click on this, and then press the '**Terminate contract**' button to commence the

