

1. In order to have your First Class mail account set up, you will need to print out, fill out, and sign the **attached** registration form and fax it back to the Salem OCCF Office. (503-378-8395).

The registration form can also be found at:

http://www.oregon.gov/occf/documents/miscellaneous/First_Class_Registration_form.pdf

2. If you don't have the First Class Software installed on your machine or want to upgrade, you can download First Class at:

<http://www.firstclass.com/Divisions/FAV13-0024FC95/?Plugin=FC&OpenItemURL=S047C50E4> and follow the instructions for First Class Client.

Check with your network administrator to make sure you have rights to install the software. If you already have First Class installed on your computer, check the version by going to HELP --> ABOUT and making sure the version is 9.126. If it is not 9.126, you can install the latest version (from the link) over the top of the old version and it will keep all your old settings.

3. After installation, we will email your login ID (user) and your password once we **receive** the faxed, scanned or mailed registration.

4. Click the **advanced** then the **setup** button.



7. It is recommended to change your password once you login to First Class Desktop by going to "Collaborate" (found at the top) then choose "Change Password".

8. You can also access First Class via the internet to check the mail from home or other work locations. You can find this by going to <http://www.oregon.gov/OCCF> and clicking on the left menu 'Web Applications' link and then clicking on the 'Access First Class Web Email' link.

If OCCF state office is not paying for your account, the contact information for payment is:

- For invoice questions, copies of invoices, or anything related to billing, please call Linda (503) 378-2349 (ext. 239)
- To set up an account directly (you are paying) call 503-373-0991 or 503-373-0938.
- State of Oregon - Online Services (503) 378-2135
OLS.Support@state.or.us