

i 郵箱寄件

一. 進入郵寄便網站建立託運單

Log in to EZPost to create a shipping label.



1. 登入會員

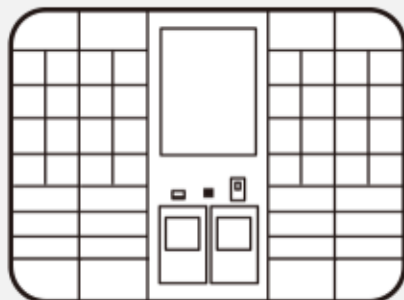
Log in to EZPost

2. 建立 i 郵箱託運單 (填妥收 / 寄件人郵件資訊)

Create a shipping label (Fill out shipping info)

二. 至附近 i 郵箱寄件

Complete your shipment at any nearby iBox.



1. i 郵箱上選擇「交寄郵件」

Tap "Sending a parcel" on the display screen.

2. 登入郵寄便查詢歷史郵件，取得並掃描郵件QR Code。

Log in to EZPost to scan the QR Code of shipping label from Shipment History.

3. 列印託運單並貼妥於郵件上

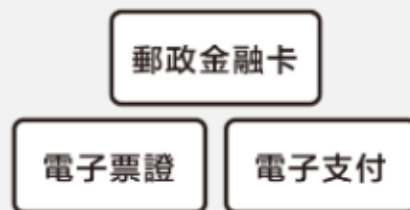
Print and attach the shipping label to the parcel.

4. 掃描郵件條碼 / 選擇合適儲格

Scan the shipping label barcode / Choose a proper sized locker.

三. 選擇郵資支付方式

Choose a (postage) payment method.



儲值卡/ 行動支付/ 郵政金融卡

Pay by Debit Card/ Mobile Payment/ Stored Value Card.

四. 完成寄件

Complete the shipment.



1. 置入郵件並關上儲格門

Place the parcel then close the locker door.

2. 妥存執據

Keep the receipt.

3. 選印購票證明

Print out a proof of payment, if needed.

i 郵箱取件

一. 收件人收到取件簡訊

The recipient receives text message containing pick-up information.



二. 到取件 i 郵箱點按「領取郵件」

Select "Pick up a parcel" at iBox.



三. 輸入手機末3碼及取件碼(6碼)

Enter the last three digits of recipient's cellphone number and the given pick-up code.



四. 開啟 i 郵箱取件並關閉儲格門

Pick up the parcel and close the locker door.

