**Description**

The Mail Barcode application is a solution to provide planning units with quick and easy mail slip delivery utilizing scanning technology. Users put in their account number which generates a mail slip. The mail barcode charge form can be found at [https://webapps.ohio.edu/mailbarcode/](https://webapps.ohio.edu/mailbarcode/).

**Entering Costing on a New Mail Slip**

As a user types in the cost center, the field will display Invalid Format until a valid cost center format has been entered. Use the format for GL accounts or Grants that is listed above the cost center field.

General Ledger Example:

Grants Example:
Select View Mail Label to produce mail labels with the appropriate cost center attached, or Clear Cost Center to type in a different cost center.

**Mail Label**

Once a user selects View Mail Label, the mail label will appear with the cost center entered on the label.

![Mail Label Image]

**Note:** If the barcode does not appear on the mail label, please use an alternative browser. The barcode must be present for mail services to use the label.