



User Guide

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Pay-bluey is an adjunct to the British Forces Post Office e-bluey service. Under MoD regulations, "free" e-bluey service is only available when sending letters to "Operational Theatres", designated exercises and Navy Ships underway for in excess of 14 days outside of British waters. British Military personnel serving in those designated areas can only send e-blueys to the UK, Northern Ireland and German bases. Pay-bluey is intended to provide an e-bluey type service on a "pay as you go basis" to areas not otherwise available. The cost to send a pay-bluey is purposefully kept to a minimum (nominal) cost covering Postage and Supplies and is primarily intended as a military family support service for non operational applications.

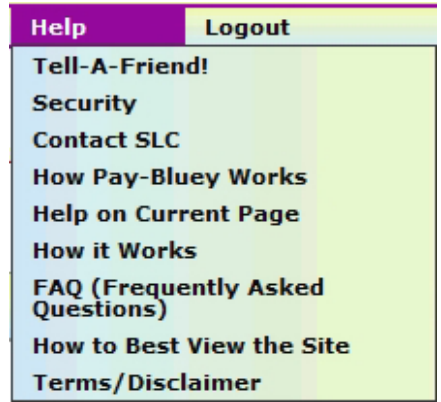
The long term goal is to expand the areas of coverage for pay-bluey service to other countries and BFPO's.

To sign up for a pay-bluey account the user must first have an e-bluey account from which they then log into pay-bluey.

HELP

Please note that online Help is available on the pay-bluey site in 2 forms:

- 1) Context Sensitive Help is available by simply clicking on the  icon found on most pages.
- 2) Help on many topics is available on the Menu Bar under the "Help" tab.



Price Schedule

Before Composing and Sending a pay-bluey you may want to refer to the handy Price Schedule. To access the Price Schedule click on "Main" on the Menu Bar and then select "Price Schedule". The Price Schedule also includes a handy Currency Calculator that allows you to convert the prices to your local currency.

Members Options Support The Troops Feedback Business Help

Price Schedule

Prices in US currency and subject to change without notice
Current page limit 4 pages.

Convert From: US Dollar (USD) Convert To: British Pound (GBP)

Amount: .50

Convert

Destination Country	Pages	1 to 4 page letter: USD	Amount
Germany pay-bluey	1	\$0.50	€0.40
United Kingdom pay-bluey	1	\$0.50	£0.27

Creating a pay-bluey Account

NOTE: To create a pay-bluey account you must first create an e-bluey account. From your e-bluey account you can automatically create a pay-bluey account. If you already have a valid e-bluey account, login to your e-bluey account and click on the pay-bluey icon at the bottom of your Address book and proceed directly to Step 2: Creating e a pay-bluey account.

Step 1: Creating an e-bluey account

Go to www.ebluey.com and click the [New Member] button.

Welcome To The e-Bluey Service
Swift - Safe - Secure Communications at the Speed of Life
E-Bluey Member Login

Members New User Options Support The Troops Feedback Business Help

E-Bluey Member Login
Required fields are indicated with *

Email Address

Member Password

E-Bluey Member Login Forgot Password?

New E-Bluey Account

Visitors Since: January 01, 2006 : 292031 Today : 3780

SuperLetter.com
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SuperLetter.Com, Inc.
Global Communications at
the Speed of Life!

On the next screen, enter the Verification Code (not case sensitive) in the box provided, then enter YOUR email address and click [Continue to Next Step].

Please enter the Security Verification Code seen in the Image below in the first window. Then enter your e-mail address in the second window. If you don't already have your own e-mail address, use the link below to register for a free Yahoo e-mail account.

HQ14TL7

Security Verification
characters are not case-sensitive

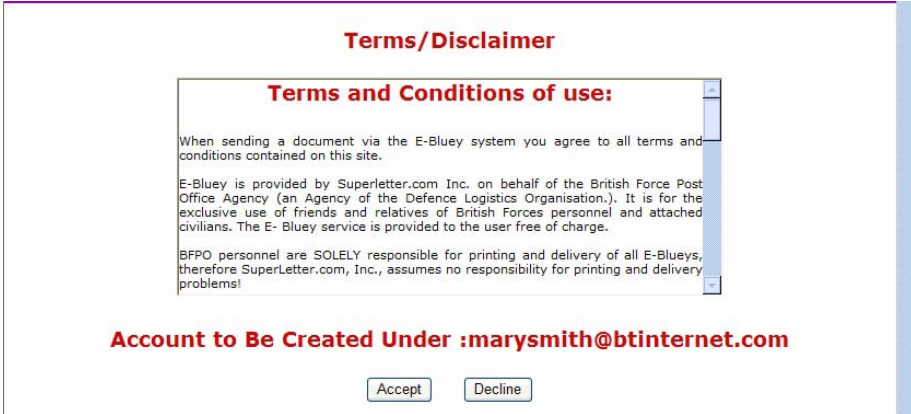
Email Address

Continue to Next Step

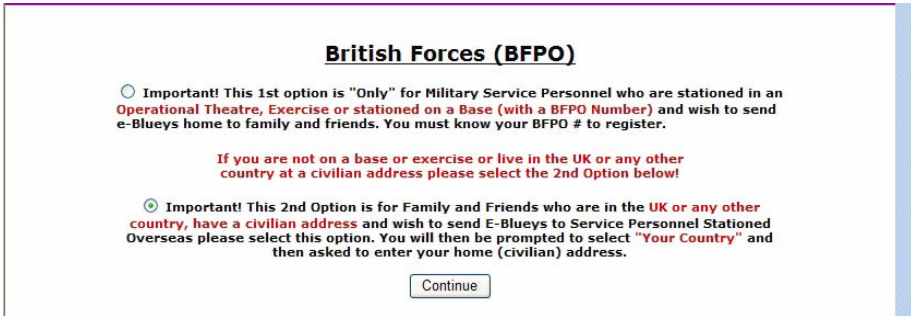
Create Yahoo Email

Visitors Since: January 01, 2006 : 51516 Today : 563

Read the Disclaimer and the Terms and Conditions and click [Accept] to continue. Clicking [Decline] will terminate the Registration process.




READ THE INSTRUCTION ON THE NEXT SCREEN CAREFULLY! Your choice on the next page is **EXTREMELY important** as it determines how your account is created and the BFPO locations to which you can send letters. If YOU are deployed on an Operational Exercise and wish to send e-blueys or pay-blueys back to Friends and Family in the UK or to other Operational locations then select Option 1. If YOU reside in the UK or another Country and wish to send e-blueys or pay-blueys to soldiers deployed at Operational locations then select Option 2. (this manual illustrates Option 2.)



Next, select YOUR country of residence from the drop-down list and click [Continue].



Fill in YOUR (the account holder's) name, address, and password details. When done, click [Continue]. Notes: The Password is a password of your choice and will be used along with your email address to login into your new account. The password may be any combination of letters and numbers. Only the fields preceded by  are mandatory. Other fields are optional.

Next you will be prompted to Add Recipient details (the person to whom you wish to send pay-blueys). First, using the dropdown titled "pay-bluey" select the BFPO# at which your Recipient is stationed, then click [Continue]. Note: This section of the manual illustrates the selection of an pay-bluey BFPO location. Selecting a pay-bluey BFPO location (not covered by Operational Welfare, therefore YOU, the customer (Sender) must pay to send letters to these locations).

Main Options Reports Support The Troops Feedback News Help Logout

ATTENTION: Please Select the Correct BFPO Number (Select 777 for delivery to the UK)
Your BFPO Number is [BFPO777]

e-bluey

The BFPO #s below are entitled to receive FREE e-blueys under the provisions of the Forces Operational Welfare Package.

Select e-bluey location

- BFPO10 - Nairobi, Kenya
- BFPO11 - Brunei, Brunei
- BFPO12 - Belize, Central America
- BFPO14 - Suffield, Canada
- BFPO52 - Gibraltar, Gibraltar
- BFPO53 - Episkopi, Cyprus
- BFPO57 - Akrotiri, Cyprus
- BFPO58 - Dhekelia, Cyprus
- BFPO59 - Ayios Nikolaos, Cyprus
- BFPO61 - Milan, Italy

pay-bluey

The BFPO #s below are **NOT** entitled to receive FREE e-blueys under the provisions of the Forces Operational Welfare Package.

For a nominal fee, you may send letters to the locations below using the BFPO pay-bluey service. You may also send letters to civilian addresses in several countries by registering at SuperLetter.Com.

Select pay-bluey location

- BFPO2 - Washington, USA
- BFPO4 - Nepal, Nepal
- BFPO8 - Naples, Italy
- BFPO15 - Herford, Germany
- BFPO16 - Sennelager, Germany
- BFPO17 - Munster, Germany
- BFPO18 - Maastricht, Holland
- BFPO19 - Monchengladbach, Germany
- BFPO22 - Paderborn, Germany
- BFPO23 - Celle, Germany

Step 2: Creating a pay-bluey Account

The following transitions page will be displayed
When you have finished reading the text click [Create pay-bluey Account].

Main Options Reports Support The Troops Feedback News Help Logout



Pay-bluey locations do not fall under the Welfare package and therefore there is a small charge to send letters to this location. A pay-bluey location can only be accessed from a pay-bluey account. You must ADD pay-bluey recipients to a pay-bluey Address Book. Click the button to go to create a pay-bluey account.


Your registration details from your e-bluey account are used to create an associated pay-bluey account and you are taken to the pay-bluey login page. Your pay-bluey account Username and password are the same as your e-bluey account. Your Username is pre-filled on the login screen. Simply type in your password and click [Member Login].


Welcome To The pay-bluey Service
Swift - Safe - Secure Communications at the Speed of Life


Member Login

Members Options Support The Troops Feedback Business Help



Member Login

Fields that are required are indicated with 

Email Address [marysmith@btinternet.com] 

Password [****] 

Visitors Since: January 01, 2006 : 3324 Today : 15

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Global Communications at the
Speed of Life!

A Welcome message will be displayed. Once you have read the message click [Delete Message] and you will be taken to your Address Book.

Main Options Reports Support The Troops Feedback Business Help Logout

Delete Message

Welcome To Pay-Bluey

This service will allow you to send letters to addresses not covered by MoD Welfare Policy. Currently we provide service to Belgium, Canada, Germany, the UK and the US. To get you started we have given you **5 Pay-Blueys absolutely "Free"!**


Please remember that this is a "Pay" service and you will require a Credit Card to pay for the service after using your **5 "Free" Pay-Blueys**. Go to Update Your Profile (above on the Nav Bar) and confirm that your (sender) address information is correct. Then you go to your Addressbook and enter the Address details for your recipient(s). To send a Pay-Bluey you must first go to your addressbook and select a recipient.

If you need help the top of most pages have "Need Help Click Here " symbol-just click on it to open up the information window.

How would you like to create your letters from your PC then send them.
Now you can with the all new Quick Letter Writer (QLW)
Just write your letter and click send and then select the recipient(s).
Your Letters can be saved on your local hard drive.

Current Version v2004.02.01



Download Quick Letter Writer



Delete Message



Note your Address Book contains no Recipients. To Add a Recipient, click [Add Address].

Main Options Reports Support The Troops Feedback Business Help Logout

 [Click For Description of Icons](#)  [Help on Sending, Adding and Deleting](#)

**No entries found in your address book.
click on "Add Address"**

Add Address

 [e-bluey login](#)  [Tell-A-Friend!](#)

Adding a Recipient to your Address Book

A dropdown list of valid pay-bluey locations will be displayed. Select the location of your Recipient and click [Continue].

**pay-bluey
BFPO #s**

The BFPO #s below are **NOT** entitled to receive FREE e-blueys under the provisions of the Forces Operational Welfare Package.

For a nominal fee, you may send letters to the locations below using the BFPO pay-bluey service. You may also send letters to civilian addresses in several countries by registering at SuperLetter.Com.

Select pay-bluey location

- BFPO2 - Washington, USA
- BFPO4 - Nepal, Nepal
- BFPO8 - Naples, Italy
- BFPO15 - Herford, Germany
- BFPO16 - Sennelager, Germany
- BFPO17 - Munster, Germany
- BFPO18 - Maastricht, Holland
- BFPO19 - Monchengladbach, Germany
- BFPO22 - Paderborn, Germany
- BFPO23 - Celle, Germany

Continue

Enter your Recipient details in the required fields and click [Continue].

Search for a person

Fields that are required are indicated with *

Service Number :

Rank :

First Name :

Middle Name :

Last Name :

Department/Sub Unit :

Ship Name/Unit :

Formation :

BFPO No. :

Email Address :

Please Do Not Send Email Notifications About Enhancements Or Changes.

Continue Clear Fields

You will be returned to your Address Book and which will contain your newly added Recipient.

Click For Description of Icons Help on Sending, Adding and Deleting


Check All Default Editor (HTML) Compose Letter Add Address

Name	Address	Email Address	Pages
<input type="checkbox"/> Washington, George	WO2 Embassy Courier Postal Affairs BFPO2		1

Total Entries Displayed 1 [Return to Top](#)

Crediting Your pay-bluey Account

If you have already used your 5 FREE letters you will need to Credit your account balance to allow you to send more letters. To Credit (add money) to your account balance, select "Main" from the Menu Bar and then select Credits, then select "Purchase Credits". You may credit your account using a credit card – American Express, MasterCard, or Visa – or by redeeming a UKASH voucher purchased with cash at any one of the more than 40,000 convenient locations across the UK. For a complete list of UKASH locations go to www.ukash.com.

 PRIS-M uses a 128 bit secure connection to transfer all credit card data. 

To Purchase Credits enter your credit card information and amount then click "Continue". Fields that are required are indicated with *

Name on Charge Card *
Address *
Postal Code *
Credit Card Type *
Credit Card Number *
Expiration Date *
Credit Amount *

You can credit you account in the following US dollar amounts - \$5, \$10, \$20, \$50, \$100, \$250, \$500. All but the 4% amount will gain bonus credits. For example if your purchase a \$20 credit, your account will be credited \$22.50 (\$20 + \$2.50 bonus).

 PRIS-M uses a 128 bit secure connection to transfer all credit card data. 

To Purchase Credits enter your credit card information and amount then click "Continue". Fields that are required are indicated with *

Name on Charge Card *
Address *
Postal Code *
Credit Card Type *
Credit Card Number *
Expiration Date *
Credit Amount *

Once you have filled in your payment details and selected the credit amount, click [Continue]. If you used a AMX, MC, or VI credit card, you will be advanced to a Purchase Confirmation page. Once you have verified your payment information, click [Accept] to continue.

Purchase Credits Confirmation Page



Name: Mary Smith
Address: 2 Henry Darlot Dr
Card Type: AMX
Expiration: 03/07
Card Number: *****1002
Amount: \$20.00
Bonus: \$2.50

A Credit Card Transaction Acceptance page will be displayed.



Your Credit has been accepted for £20.00
PRIS-M has added a £2.50 Bonus for FREE
Your New Account Balance is £22.50
THANK YOU FOR USING PRIS-M!!

[Return to Shopping Cart](#)

When you return to your Address Book your new balance will be displayed at the bottom.

 [Description of Icons](#)  [Sending, Adding & Deleting](#)

Check All Default Editor (TEXT) Compose Letter Add Address

	Name	Address	Email Address	Pages
	<input type="checkbox"/> Marciello, Carlos	9998		1

Total Entries Displayed 1 [Return to Top](#)

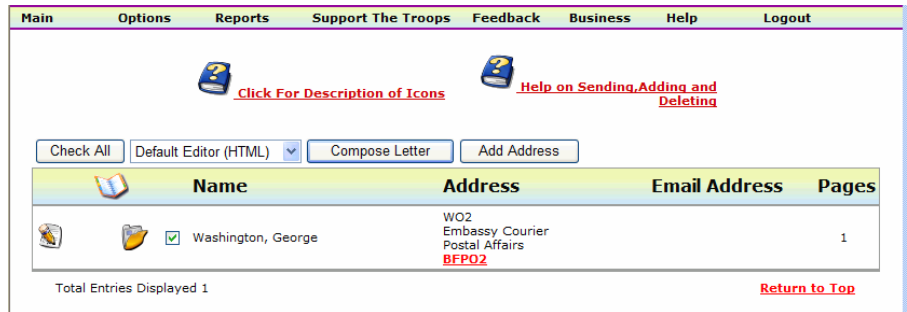
Your account balance is £22.50

You are now ready to compose and send pay-blueys. At any time you may click [Logout] on the menu bar to exit your pay-bluey account or click the e-bluey icon at the bottom of the screen to return to your e-bluey account.

Composing and Sending pay-blueys

Selecting a Recipient

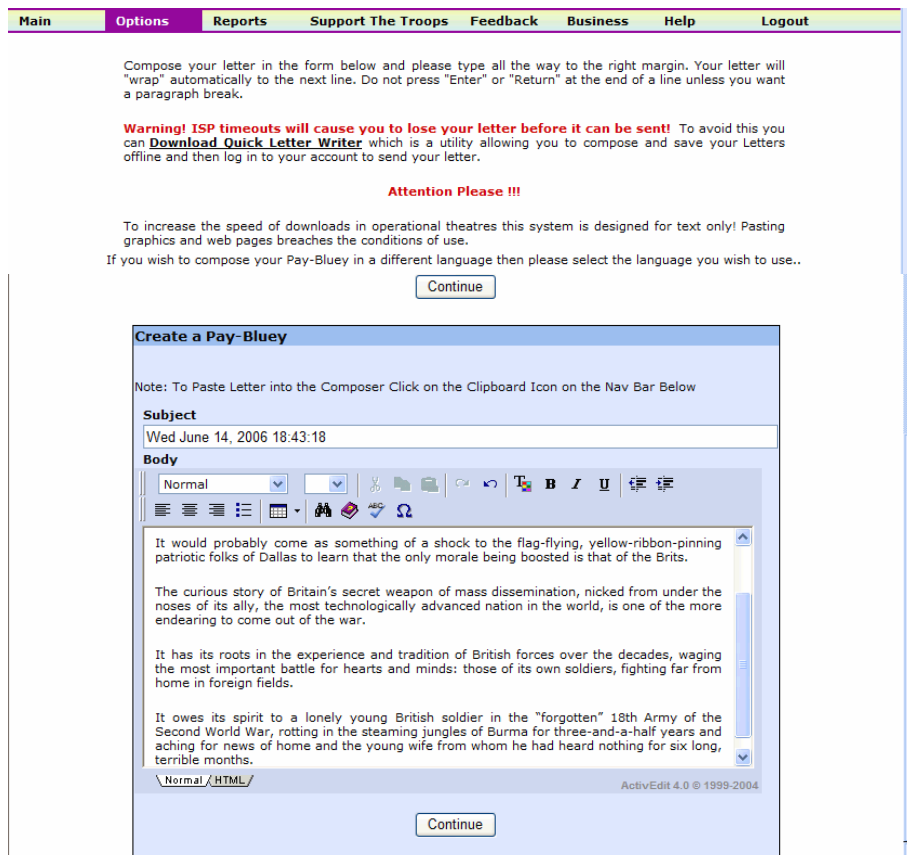
In your Address Book check the box next to the desired Recipient(s), select the Composer to be used (1) default Standard Composer or HTML Composer), then click [Compose Letter].



Composing a Letter

Next type or cut & paste your letter text into the Letter Body area.

Note: The default Time & Date Stamp on the "Subject" line may be overwritten with your own text. When done, click [Continue].



Reviewing a Letter

On the Letter Review page, review your letter. If changes are required, click your Browser's [Back] button to return to the Letter Create page. When you are satisfied with the Letter review page click [Add To Shopping Cart]. On this page you also have the opportunity to "Preview" what your printed letter will look like. First click [Print Preview Setup] to configure your PC then click [Print Preview] to display the letter as it will be printed. When you are satisfied with the Letter review page click [Add To Shopping Cart].

Name	Address	Email Address	Letters	Cost
George Washington			1 (RPO3200)	£0.50
Total Cost				£0.50

This is your opportunity to check your letter and make any changes you may wish. Please review the letter below. If it is acceptable, press the "Add to Shopping Cart" button. Otherwise press your browser's "Back" button to return to the form and make your corrections. Once you click on "Add to Shopping Cart" you will not be able to edit your letter.

Wed June 14, 2006 18:43:18

DEEP in the heart of Texas, two identical, powerful computer servers sit side by side in a nondescript industrial building, humming away quietly 24 hours a day and making the biggest single contribution of the war to the morale of the troops in the Gulf.

It would probably come as something of a shock to the flag-flying, yellow-ribbon-pinning patriotic folks of Dallas to learn that the only morale being boosted is that of the Brits.

The curious story of Britain's secret weapon of mass dissemination, nicked from under the noses of its ally, the most technologically advanced nation in the world, is one of the more endearing to come out of the war.


It has its roots in the experience and tradition of British forces over the decades, waging the most important battle for hearts and minds: those of its own soldiers, fighting far from home in foreign fields.

It owes its spirit to a lonely young British soldier in the "forgotten" 18th Army of the Second World War, rotting in the steaming jungles of Burma for three-and-a-half years and aching for news of home and the young wife from whom he had heard nothing for six long, terrible months.

Mary Smith
 2 Henry Darlot Dr
 Inglis Barracks
 Mill Hill, London NW7 1ER
 GB

W02
 George Washington
 Embassy Courier
 Postal Affairs
 GB
 BFPO2


Shopping Cart

Next your Shopping Cart screen will be displayed. Here you have a final chance to "View" your letter again by clicking on the  to the right of each letter. You also have the chance to delete the letter if necessary. You may also return

to your Address Book to create another letter by clicking the [Create Another Pay-Bluey] button. When you are satisfied with your letter click the [Check-out] button to proceed to your Order Confirmation page.

Main Options Reports Support The Troops Feedback Business Help Logout

[Create Another Pay-Bluey](#)

 [Click For Description of Icons](#)

To	Ctry.	Date	Delivery Method	Cost	Options
<input checked="" type="checkbox"/>  George Washington	GB	Wed, Jun-14-2006	e-bluey Post	£0.50	 
Delete Selected Letters				Total £0.50	

(£0.50) Charge this purchase to my: FREEBIE!

[Check-out](#)

* FREE TRIAL *
FREE Letters Left to send 4

Confirming an Order

An Order Confirmation page will then be displayed. It is highly recommended that you Print this page for your records.. When done you can click the “Return to Address book” link to return to your Address Book, click the “Log off” link to log off the site, or click the “Delivery Status” to go to the Delivery Status Report.

The charge has been accepted and your letter has been sent.
This is the ONLY record of your order you will receive, if email notification is off.
Please PRINT or SAVE this page for your records.
Note: For Privacy reasons letters older than 60 days are automatically deleted from the system.
 To SAVE or PRINT a copy of your letters go to your Delivery Status Report and
 click on the "SAVE" or "VIEW" icon to the left of each letter and follow the prompts.

June 14, 2006 19:03:16 **Order Number 3512572**

Bill To

Mary Smith
 -
 2 Henry Darlot Dr
 Mill Hill , London NW7 1ER
 GB
 marysmith@btinternet.com

Letters	Recipient Information	Price
1	George Washington WO2 Embassy Courier Postal Affairs GB 2006-06-14 18:51:36.0 RPO3200 Subject Wed June 14, 2006 18:43:18 e-bluey Post Tracking Number :3780761	\$0.50

Your account balance is \$0.00 **Total \$0.50**

[Return to Addressbook](#) | [Delivery Status](#) | [Log off](#)

Tracking a pay-bluey

On the Delivery Status Report page, check the box to the left of “Stage 1” to view the letter you just sent or check all 3 Stages to view the Status of all letters sent within the last 60 days. Then click [View Report].

Main Options Reports Support The Troops Feedback Business Help Logout

[Click Here for available Report options \(i.e., Saving, Deleting, Re-Sending\)](#)




Report Options

- Stage 1 - Received at SuperLetter's International Server
- Stage 2 - Letters Downloaded to Regional Print Office
- Stage 3 - Letters have been Printed and Sent for Delivery by the Regional Print Office
- Special Reports

View Report

Main Options Reports Support The Troops Feedback Business Help Logout

[Click Here for available Report options \(i.e., Saving, Deleting, Re-Sending\)](#)


Stage 1 - Received at SuperLetter's International Server					
Save View Delete	Recipient	Pages	Cost	Tracking Num.	Date Created
  	George Washington	1	£0.50	3780761	14/06/2006 (RPO3200)
Total		1	£0.50		1

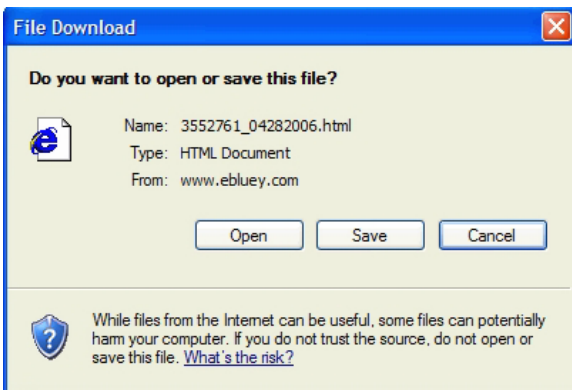
Report Options

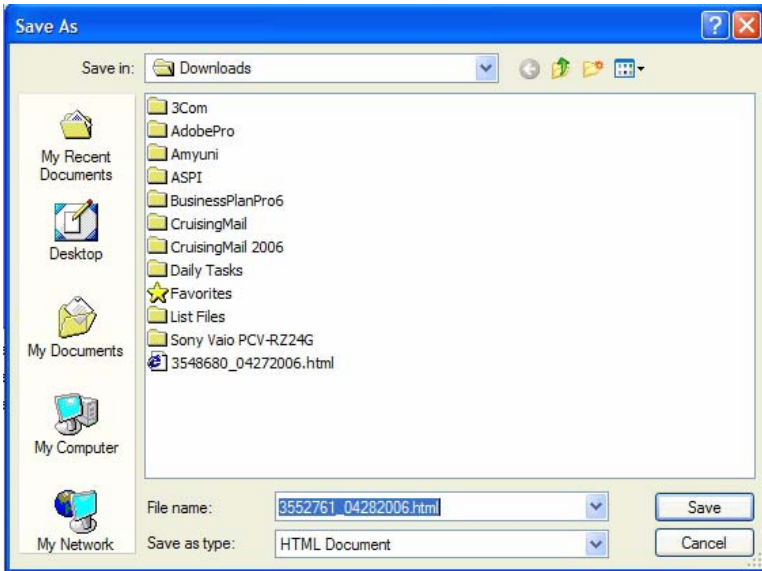
- Stage 1 - Received at SuperLetter's International Server
- Stage 2 - Letters Downloaded to Regional Print Office
- Stage 3 - Letters have been Printed and Sent for Delivery by the Regional Print Office
- Special Reports

View Report


Saving a pay-bluey to your PC

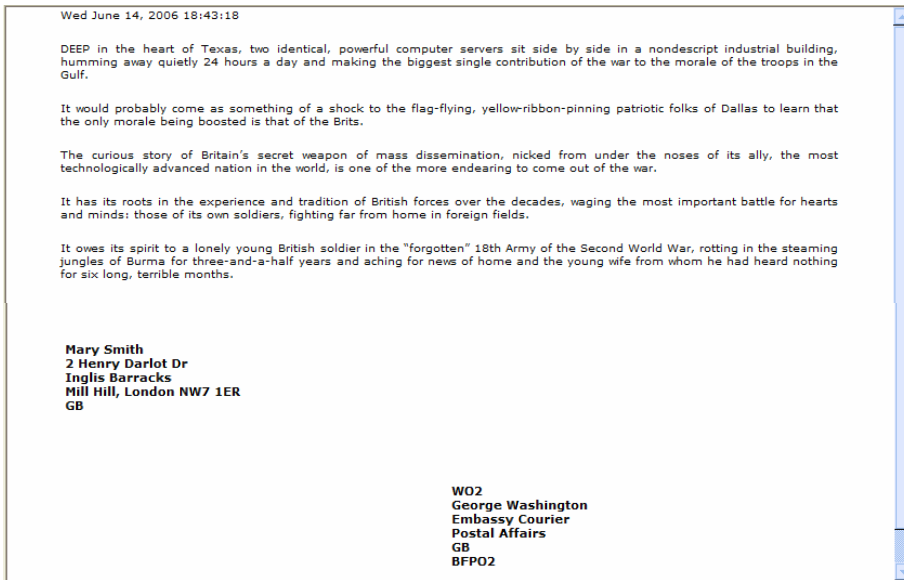
On the Delivery Status Report, click the  to Save a copy of your letter to your PC follow the prompts through the following screens.






Viewing and Printing your pay-bluey

Click the  icon to View and/or Print a copy of your letter. The next screen will display your letter formatted as it will be printed. When you are done viewing your letter, click the “Print Copy” link at the top to Print a copy of your letter or click the “Delivery Status” link to return to the Delivery Status Report, or click “Return to Address Book”.



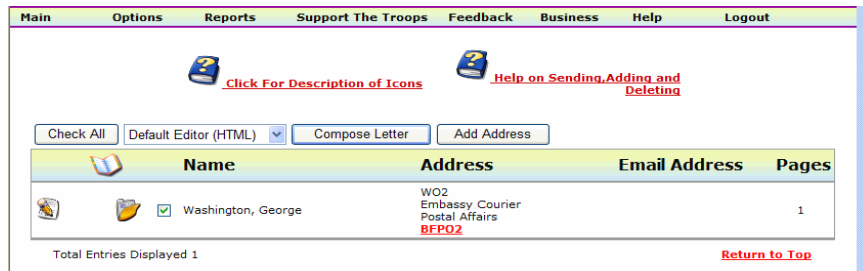
On the Delivery Status Report, click the  icon to the left of the desired letter and follow the Prompts to Delete any letter in Stage 1.

At any point you may click “Log Off” on the NavBar to logoff the site.

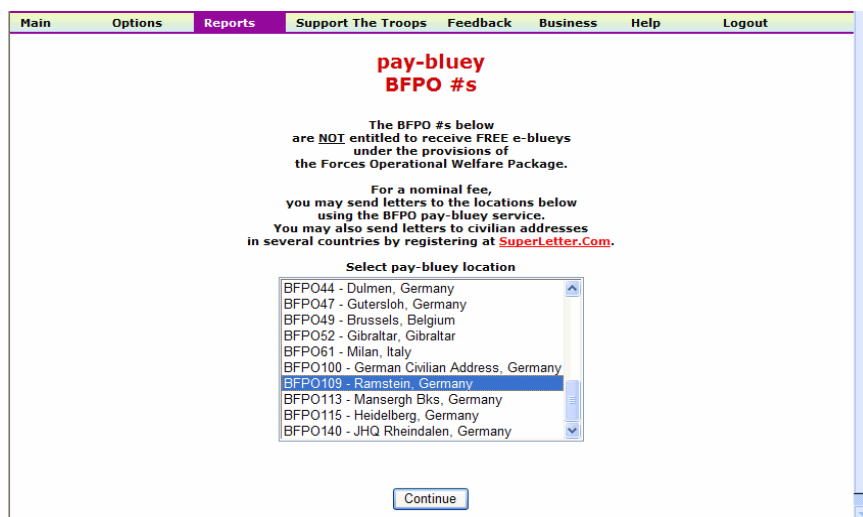
Managing your Address Book

Adding Address Book Entries

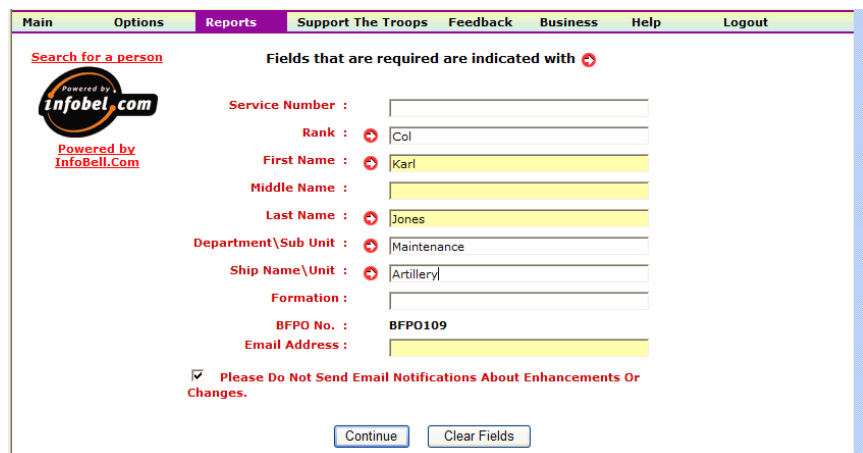
To add new addresses to your Address Book, click the [Add Address] button on the upper right of your AB.



First, select the BFPO# at which your Recipient is stationed, then click [Continue].



Next, fill in your Recipient's (the person to whom you wish to send letters) Rank, First Name, Last Name, Dept/Sub Unit and Ship Name/Unit. When done, click [Continue]. Note: Only the fields preceded by a red circle with a white arrow are mandatory. Other fields, like the Middle Name and Email Address are optional. If you fill in your Recipient's email address (different than yours) you will have the ability to Auto-Create a pay-bluey account for your Recipient to send pay-bluey back to you.



Your new Recipient will be displayed in your Address Book.

The screenshot shows a web interface with a navigation bar (Main, Options, Reports, Support The Troops, Feedback, Business, Help, Logout) and two help links: "Click For Description of Icons" and "Help on Sending, Adding and Deleting". Below the navigation are buttons for "Check All", "Default Editor (HTML)", "Compose Letter", and "Add Address". The main content is a table with columns: Name, Address, Email Address, and Pages. There are two entries:

Name	Address	Email Address	Pages
<input type="checkbox"/> Jones, Karl	Col Maintenance Artillery BFPO109		1
<input type="checkbox"/> Washington, George	WO2 Embassy Courier Postal Affairs BFPO2		1

At the bottom, it says "Total Entries Displayed 2" and has a "Return to Top" link.

Editing Address Book Entries

To Edit an Address Book entry, click the [] icon to the left of the Recipient you wish to edit.

This screenshot is identical to the previous one, but the checkbox for "Jones, Karl" is now checked, and a small pencil icon is visible to the left of the name.

Then click on "Edit Address Book Entry".

Note: If you change you mind at this point, simply click on "Return to Address book".

The screenshot shows a page titled "Select Option to Process" with the following details:

Karl Jones
Col
Maintenance
Artillery
BFPO109

- [Edit Address Book Entry](#)
- [Delete Address Book Entry](#)
- [Return to Addressbook](#)

On the details page. Change the desired fields and click [Continue] when done.

The screenshot shows a form titled "Fields that are required are indicated with *". The fields are:

- Service Number :
- Rank : *
- First Name : *
- Middle Name :
- Last Name : *
- Department\Sub Unit : *
- Ship Name\Unit : *
- Formation :
- BFPO No. :
- Email Address :

At the bottom, there is a checked checkbox: "Please Do Not Send Email Notifications About Enhancements Or Changes." and a "Continue" button.

You will be returned to your Address Book where your “Edit” changes will be visible.

The screenshot shows the top navigation bar with links: Main, Options, Reports, Support The Troops, Feedback, Business, Help, Logout. Below the navigation bar are two help icons: "Click For Description of Icons" and "Help on Sending, Adding and Deleting". A toolbar contains buttons for "Check All", "Default Editor (HTML)", "Compose Letter", and "Add Address". The main content area features a table with the following data:

Name	Address	Email Address	Pages
<input type="checkbox"/> Jones, Karl	Col Maintenance Depot Artillery BFPO109		1
<input type="checkbox"/> Washington, George	WO2 Embassy Courier Postal Affairs BFPO2		1

At the bottom of the table area, it says "Total Entries Displayed 2" and a "Return to Top" link.

Deleting Address Book Entries

To Delete an Address Book entry, click the [] icon to the left of the Recipient entry to be deleted.

This screenshot is identical to the previous one, but the trash icon next to the entry for Karl Jones is highlighted with a blue selection box, indicating it is the entry to be deleted.

Then click on “Delete Address Book Entry”. Note: If you change your mind at this point, simply click on “Return to Address book”.

The screenshot shows a dialog box titled "Select Option to Process" with the following content:

Karl Jones
Col
Maintenance Depot
Artillery
BFPO109

- [Edit Address Book Entry](#)
- [Delete Address Book Entry](#)
- [Return to Addressbook](#)

Then click [Yes] on the confirmation page.

The screenshot shows a confirmation dialog box with the following content:



Are you Sure you want to Delete Select Items from Address Book:

- Karl Jones




At the bottom, there are two buttons: "YES" and "NO".

Once again you will be returned to your Address Book and the Deleted entry will be gone.

Main Options Reports Support The Troops Feedback Business Help Logout


 [Click For Description of Icons](#)  [Help on Sending, Adding and Deleting](#)

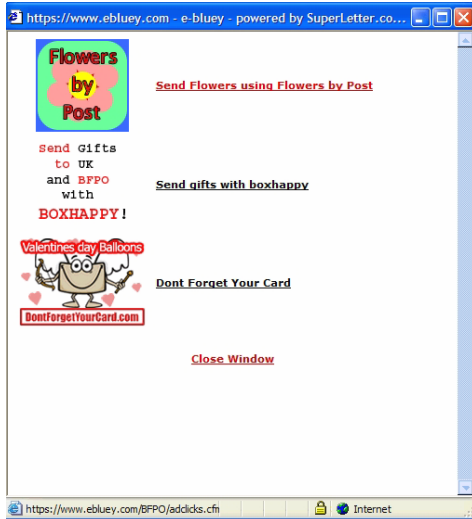
Check All Default Editor (HTML) Compose Letter Add Address

	Name	Address	Email Address	Pages
  <input type="checkbox"/>	Washington, George	WO2 Embassy Courier Postal Affairs BFPO2		1

Total Entries Displayed 1 [Return to Top](#)

Sending Gifts from Trade Partners

To send a gift from one of the pay-bluey Trade Partners, click the  icon to the left of the Recipient you wish to send a gift. This will open the Trade Partner folder. Click on the desired Trade Partner link to link to the Trade Partner's site.



You will be linked to the desired Trade Partner site where you will see a personal Welcome message.



The pay-bluey site sends your name and address and the selected Recipient's name and address to the Trade Partner site. You can now shop the Trade Partner site. Once you make your selection you will proceed to Check Out. Both your name and address and your Recipient's name and address details will be pre-filled on the check out page to simplify the check out process. The only details you will have to enter are your Credit Card details. Once you have completed your Trade Partner transaction, simply click the "X" in the upper right hand of your Browser window to close the Trade Partner site and you will be returned to your pay-bluey Address Book.