

## Ordering Thrift Savings Plan Forms and Publications through the Pro-Mail® System

The Federal Retirement Thrift Investment Board (Board) has an electronic ordering system for **authorized** TSP representatives to use to order forms and publications. This system, called pro-mail®, offers an overall automated package, including order entry, warehousing, inventory control, and shipping of TSP products. To use this system, TSP representatives must have an internet connection and Internet Explorer software.

The pro-mail® system allows a representative to log on using an assigned username and password provided by the Board. Once in the system, the representative can place and monitor orders by using a "shopping cart" approach. After placing an order, the representative will receive a confirmation e-mail with a tracking number. He or she will also be notified when the order is shipped.

If you have any questions or need assistance, please call the Board's printing office at 202-942-1673. If you want to provide us with your feedback and comments about the pro-mail® system, send an e-mail to [agyhelp@tsp.gov](mailto:agyhelp@tsp.gov).