



HOW-TO GUIDE FOR SUBMITTING CARDS TO PSA



PSA SUBMISSION INSTRUCTIONS

Below are step-by-step instructions on how to properly submit your items to PSA.

Following these instructions will help expedite the processing of your order when it arrives to PSA or when submitted at a show.

Online Submission Center

Whether submitting in-person at a show or mailing your items in directly to PSA, using the Online Submission Center is the first and most important step.

Please note that the PSA Online Submission Center is the only way to submit cards, tickets and packs to PSA. We no longer accept carbon copy triplicate forms.



STEP 1

Visit PSAcard.com/OnlineSubmissionCenter and log in or create an account to start the submission process.

Easy to understand step-by-step instructions guide you through the submission process from start to finish.



STEP 2

Once you have completed the online submission process, please print all the confirmation pages provided and your Submission ID packing label.

Include two out of the three confirmation pages in the package with your items and keep one for your records.

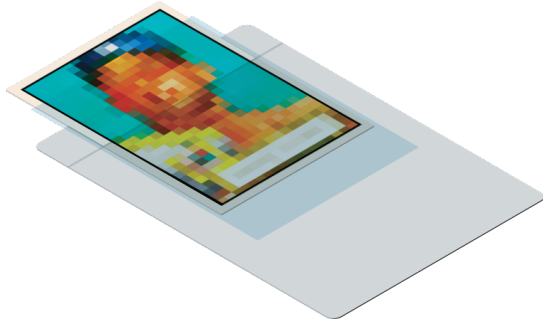
Please be sure to follow our **Packaging Guidelines** provided on the next page to properly prepare your items for shipment to PSA.

If you are submitting at a show, please follow the **Show Submission Guidelines** at the end of this guide.

PSA SUBMISSION INSTRUCTIONS

Packaging Guidelines

Please follow the instructions below to prepare your items for shipment to PSA.



STEP 1

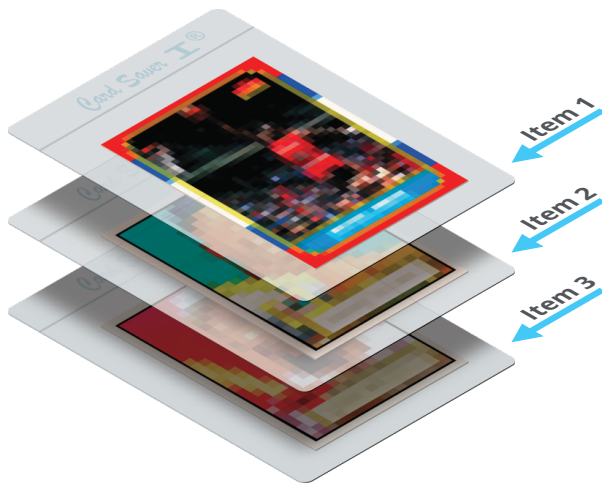
Place each item in a protective flexible pouch (Ex. Card Saver I®). The flexible pouch you choose must be sturdy enough to allow us to remove the item safely.

We suggest the semi-rigid plastic pouches, like the Card Saver I® brand. You can order them by visiting www.PSAcard.com/Store and select "Supplies" in the left hand tray menu. Then select "Card Savers."

For the protection of your items, you may want to insert your cards/tickets into a soft card sleeve or mylar before inserting into the Card Saver.

PSA advises against submitting in top loaders, hard acrylic cases or screw down holders.

Submissions received in these types of cases will experience delays in processing and the cases will not be returned with your submission.



STEP 2

When packaging the items for shipment, please make sure to place the items in the same order they are listed on your Online Submission Center confirmation page.

Items not submitted in the correct order will result in a 5% service charge on your order and longer processing time.

Note: Do not place labels, stickers, or write on the outside of Card Savers. If an item arrives with a manufacturer's seal/sticker, be advised that PSA will remove it for processing purposes.

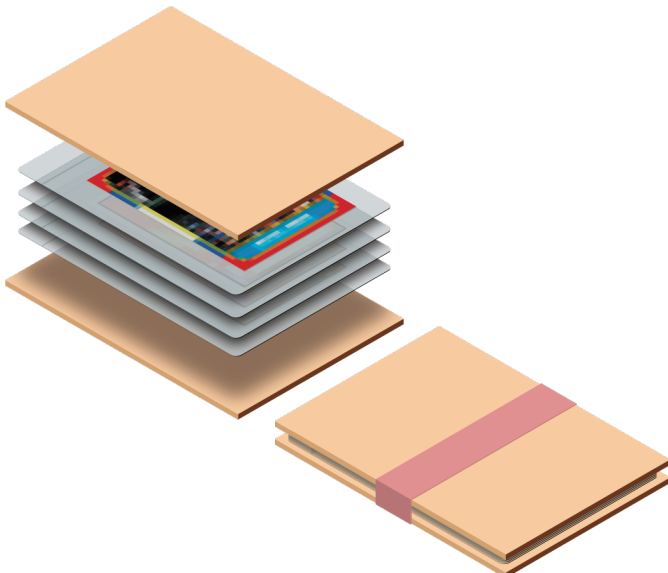
STEP 3

Place all your items between two slightly larger pieces of cardboard. Hold the package together with rubber bands.

Ensure that the rubber bands are not too tight.

They should be just tight enough to hold the cardboard pieces together and prevent the items from falling out.

CAUTION: If packed too tightly, the items inside may get damaged.



PSA SUBMISSION INSTRUCTIONS

Packaging Guidelines (cont.)



STEP 4

Protect the items with packing material such as bubble wrap or other shipping/packing material.



STEP 5

Pack the items in a sturdy cardboard box along with your Online Submission Center confirmation pages. If using styrofoam pellets to pack the items, please be sure the items are kept together in some manner, so they are not scattered about the box when it is opened.

Make sure that they are not packed too tightly. This may cause damage if mishandled by the mail carrier.

Use packing tape to completely seal the outside of the box.



STEP 6

Cut and adhere your Submission ID packing label to the outside of your package. Please make sure the barcode is completely visible and is not obstructed with packaging tape. This will allow us to notify you when the package has arrived at PSA.

If you have multiple submissions in one box, please make sure you go back to your [Online Submission Center Dashboard](#) to generate a Multi-Submission ID packing Label.

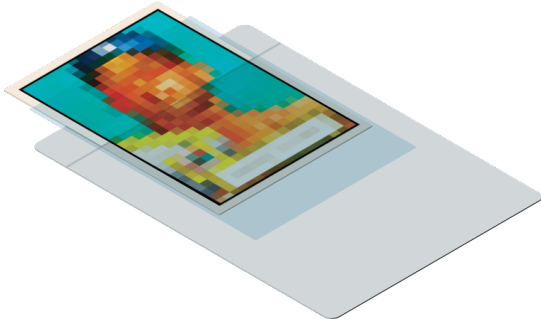
You're done! Once your package has arrived at PSA you will be notified via email. Then once your package is received into the PSA processing system, you can monitor the status of your order at PSAcard.com/MyAccount.

Thank you for choosing PSA and happy collecting.

PSA SUBMISSION INSTRUCTIONS

Show Submission Guidelines

Please follow the instructions below so you are prepared to submit your items to PSA at a show. Visit [PSACard.com/Shows](https://www.PSACard.com/Shows) to view all upcoming shows you can attend to submit your items.



STEP 1

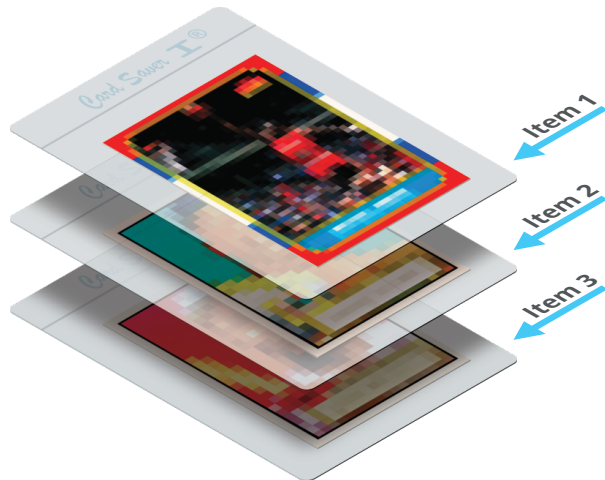
Place each item in a protective flexible pouch (Ex. Card Saver I®). The flexible pouch you choose must be sturdy enough to allow us to remove the item safely.

We suggest the semi-rigid plastic pouches, like the Card Saver I® brand. You can order them by visiting www.PSACard.com/Store and select "Supplies" in the left hand tray menu. Then select "Card Savers."

For the protection of your items, you may want to insert your cards/tickets into a soft card sleeve or mylar before inserting into the Card Saver.

PSA advises against submitting in top loaders, hard acrylic cases or screw down holders.

Items received in these cases will be automatically removed and placed in Card Savers by PSA.

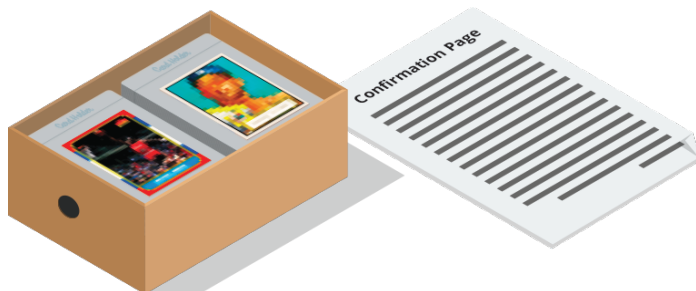


STEP 2

Place the items in the same order they are listed on your Online Submission Center confirmation page.

Items not submitted in order will not be accepted at the show until they are placed in the correct order.

Note: Do not place labels, stickers, or write on the outside of Card Savers. If an item arrives with a manufacturer's seal/sticker, be advised that PSA will remove it for processing purposes.



STEP 3

Bring your items and Online Submission Center confirmation pages with you to the show to submit.