

# User Access to Electronic Mailing Information and Reports Guide

Version 2

April 21, 2009

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# Introduction

#### 1.1 The Business Customer Gateway

The Business Customer Gateway is the new portal into all U.S. Postal Service Business Services. The Business Customer Gateway is entered directly from <a href="http://www.usps.com">http://www.usps.com</a>. The new Business Customer Gateway will create a single, unified landing point for customers to access all of the Postal Service's online business offerings.

- Consolidate Postal Service online offerings
- Provide jumping-off point for access to all Business Services
- Provide business customers an integrated look at their USPS services
- Drive all customer Self-Service focus drives all process decisions
- Provide Self-Service Capability for Administrators to Manage their own Users
- Provides Integrated Business Profile
- Enables centralized access to all services under the Intelligent Mail Full-Service and Basic options

#### 1.2 About this Guide

The primary purpose of this Guide is to provide information regarding obtaining Intelligent Mail Full-Service option reports and other information from the new Business Customer Gateway webpage. The guide replaces the "Intelligent Mail Full-Service Option User Access and Reports Guide. The guide has been expanded to include information beyond just the Full-Service Option reports and access; it focuses on other USPS services which business customers will likely need for participation in electronic mailings.

#### 1.3 Finding Information

Other more detailed documentation and guides related to Intelligent Mail mailing solutions are available on the Rapid Information Bulletin Board System - RIBBS Website at www.ribbs.usps.gov.

- A Guide to Intelligent Mail for Letters and Flats
- Electronic Documentation and Intelligent Mail; Ready, Set, Go!
- A Resource Map to Intelligent Mail Documents
- Postal Service Mail.dat Technical Specification
- Postal Service Mail.XML Technical Specification
- A Beginners Overview to Intelligent Mail Services
- A Guide to Customer/Supplier Agreements
- Pub. 8A Address Change Service
- Pub. 8B OneCode ACS Technical Guide

## 1.4 The USPS Web-site

The United State Postal Service (USPS) official Web-site, <u>http://www.usps.com</u> provides a link to the Business Customer Gateway. The Business Customer Gateway link is located at the bottom right corner of USPS.com. Selecting this link takes you to the Business Customer Gateway landing page. Refer to Figure 1.

The Business Customer Gateway link replaces the National & Premier Accounts link on the USPS.com homepage. The new Business Customer Gateway is available for ALL business customers – large or small.

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Figure 1: USPS.com

## 1.5 Before Getting Started

For some Business Services, the Business Service Administrator (BSA) will need to be pre-designated. A BSA is needed when a USPS customer has multiple users for one company. The primary role of the BSA is to activate, deactivate and assign appropriate access to its users, as well as to manage existing users' access and privileges. A BSA set-ups business profiles and establishes user-role-business entity assignments. A business entity is defined as a relationship between companies who jointly do business with the USPS. The Business Customer Gateway enables a Business Service to users in accordance with the BSA assignments.

The Business Customer Gateway will prompt the user who is first to request a Business Service and from a business location not currently registered with the Business Customer Gateway to assume the BSA role. More than one BSA can be assigned within the umbrella of one company. For more information on the BSA, Refer to the section 2.4.

Customers who currently or elect in the future to electronically submit postage statements and supporting electronic documentation, or plan to use the Intelligent Mail barcode – Basic or Full-Service options, will benefit by becoming familiar with the Electronic Documentation and Intelligent Mail: Ready, Set Go! guide. The Ready, Set, Go! guide describes the steps for achieving Intelligent Mail technical compliance. Electronic documentation and compliance to the Intelligent Mail barcode is required for the Full-Service option.

#### 1.6 Existing Postal Service Customers

Existing Postal Service customers of *PostalOne!* and FAST that logged in through the *PostalOne!* log on page between 3/30/2009 and 4/13/2009 had their account information migrated to the new system. Refer to Figure 2. These customers will be able to log on to the new Business Customer Gateway with their existing Usernames and Passwords and access their "new" services that are mapped from the roles they had previously in *PostalOne!* or FAST. Customers that did not log on during this time period will need to re-register on the new system as a new user.



In preparation for the migration to the Business Customer Gateway and the new online application process **existing customers who missed the** *PostalOne!* log on window of 3/30/2009 through 4/13/2009 and **new users** who wish to create an account with the Postal Service will be able to do so beginning May 11, 2009, using the new Business Customer Gateway.

Previous user roles in the former *PostalOne!* system, role mapping under the new Business Customer Gateway is illustrated in Figure 3. Refer to the section on Existing Customers below for information on old *PostalOne!* roles and their mapping to corresponding Business Customer Gateway links.

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Figure 2: Migration to the Business Customer Gateway

Previous System Role Request	New Gateway Service Request		
PostalOne! Preparer	Manage Mailing Activity		
PostalOne! Mail Owner	Manage Mailing Activity		
PostalOne! eVS	Manage Electronic Verification Activity (eVS)		
PostalOne/PRS	Manage Electronic Return Activity (PRS)		
PostalOne! eDronshin	View Mailing Induction Activity		
PostalOne! External Site Administrator	Business Service Administrator		
PostalQne!Owner Auditor	Audit Mailing Activity		
FAST	Schedule a Mailing Appointment		
FAST - CSAs	Customer/Supplier Agreements		

Figure 3: Old PostalOne! Roles mapping to the new Business Customer Gateway

Full Service	e Gateway Link	
Full Service Information	Intelligent Mail Services	
Manage & Apply For Mailer IDs	Mailer ID	
CDID Assistants	Mu Deefile	
CRID Assignments	My Profile	
Order Barcode Tray Labels	Customer Label Distribution System	
Customer Supplier Agreements	Customer/Supplier Agreements	
Mail.dat 09-1	Electronic Data Exchange	
Test Environment for Mailers	Electronic Data Exchange	
FAST Appointments	Schedule a Mailing Appointment	
Full Service Reports	Mailing Reports	

Business Customer Gateway links to centralized access point for Full-Service

Business Customer Gateway Welcome to the Business Customer Gateway/ With Just a click, the Business landing point to access the Postal Service's online business offerings. These Intelligent Mail Full Service Mailing. This includes PostalOnet, FAST (Facility / Lubel Cristitykon Brysterrit, and Mailer ICS offic). No more logging in and oct	e channels consist of the products that suppor Access and Shipment Tracking), CLDS (Custo Lon multiple systems to access the business
Welcome to the Business Customer Oateway With just a click, the Business landing point to access the Postal Senetor's online business offerings. These Intelligent Mail Full Senece Mailing, This includes PostalOner, FAST (Facility / Label Distribution Dysterry, and Mailer IDs (MD). No more logisting in and out	e channels consist of the products that suppor Access and Shipment Tracking), CLDS (Custo Lon multiple systems to access the business
Welcome to the Business Customer Oateway With just a click, the Business landing point to access the Postal Senetor's online business offerings. These Intelligent Mail Full Senece Mailing, This includes PostalOner, FAST (Facility / Label Distribution Dysterry, and Mailer IDs (MD). No more logisting in and out	e channels consist of the products that suppor Access and Shipment Tracking), CLDS (Custo Lon multiple systems to access the business
landing point to access the Postal Service's online business offerings. These Intelligent Mail Full Service Mailing. This includes PostalOnel, FAST (Facility A Label Distribution System), and Mailer IDs (MID). No more logging in and out	e channels consist of the products that suppor Access and Shipment Tracking), CLDS (Custo Lon multiple systems to access the business
senices you need to manage your mailings. Now, your online experience will	
For your ease of use, below is an interim list of products and services. When offering. As Intelligent Mail Full Service enhances, this Gateway will evolve to displaying a full range of products and services for your convenience.	
3 Design & Prepare	Login
<ul> <li>Intelligent Mail Services</li> </ul>	Existing Users
Maler D	
Mail & Transport     Centralized Account Processing System (CAPS)	Please fill in the following information: (* Required case sensitive fields)
<ul> <li>Customer Label Distribution System (CLDS)</li> </ul>	*Usemame
<ul> <li>CustomertSupplier Agreements (CSAs)</li> </ul>	
<ul> <li>Electronic Data Exchange (PostalOne)</li> </ul>	* Password.
<ul> <li>Schedule a Mailing Appointment (FAST)</li> </ul>	I forgot my password
G Track & Report	( Sign In 5
ADVANCE	
<ul> <li>Delivery Confirmation</li> </ul>	New Users
<ul> <li>Mail Tracking &amp; Reporting</li> </ul>	
<ul> <li>Manage Mailing Activity (PostalOne)</li> </ul>	Register now for USPS online Service
<ul> <li>Signature Confirmation</li> </ul>	and create an account.
Track and Confirm	(Bign Ge s
	Customer Support
	<ul> <li>National Customer Support Center-</li> </ul>
	RIBBS
	<ul> <li>Service Updates</li> <li>ePubwatch</li> </ul>
	<ul> <li>Business Service Network (RSN)</li> </ul>
	eService
	<ul> <li>Customer Support Contacts</li> </ul>
	<ul> <li>News &amp; Information</li> </ul>
Ma Gummer, Janua Toma Devil, Janúses Garses Prises, Pr	dica Terra at Una Business Customer Outer

Figure 4: Business Customer Gateway Landing Page (User Sign-in)

# Navigating the Business Customer Gateway

The Business Customer Gateway landing page offers information on the services available as well as general information and customer support links that are essential for mail management. It also presents a task oriented display rather than USPS application names. Once users have received access to a *Service*, they will be able to access the functionality included under that Service from their Business Customer Gateway homepage. Refer to Figure 5.

Business Customer Gateway	
This is the navigation page to access the service options offered thr	ough the Business Customer Gateway. These
options will assist you in the steps of your mailing, from design and	prepare to transport and tracking.
When you select a service you do not have access to, the system wi	I give you the potion to Add a Service.
Design & Prepare	Your Account Settings
Intelligent Mail Services	
Mailer D	Welcome SUE
B Mail & Transport	Profile
Centralized Account Processing System (CAPS)	
Customer Label Distribution System (CLDS)	Exofile
<ul> <li>Customer/Supplier Agreements (CSAs)</li> </ul>	<ul> <li>RequestAccess</li> </ul>
<ul> <li>Electronic Data Exchange (PostalOnet)</li> </ul>	<ul> <li>Request Status</li> </ul>
<ul> <li>Postal Wizard</li> </ul>	
<ul> <li>Schedule a Mailing Appointment (EAST)</li> </ul>	User Management
3 Profile	- Descertisher
<ul> <li>Permit Profile (PostalOnel)</li> </ul>	Bequest inbox     Manage User Access
G Track & Report	· Internet Contents
ADVANCE	
<ul> <li>Audit Mailing Activity (PostalOnel)</li> </ul>	
<ul> <li>Balance &amp; Fees (PostalOne)</li> </ul>	Customer Support
<ul> <li>Delivery Confirmation</li> </ul>	National Customer Support Center
<ul> <li>Mail Tracking &amp; Reporting</li> </ul>	- RIBBS
<ul> <li>Mailing Reports (PostalOnel)</li> </ul>	<ul> <li>Service Updates</li> </ul>
Manage Electronic Return Activity (PRS)	<ul> <li>ePubwatch</li> </ul>
Manage Electronic Verification Activity (eVS)     Manage Mailing Activity (PostalOne)	<ul> <li>Business Service Network (BSN)</li> </ul>
Signature Confirmation	eSenice
Track and Confirm	Customer Support Contacts     News & Information
<ul> <li>View Mailing Induction Activity (PostalOne0)</li> </ul>	· Here a mannager

Figure 5: User homepage once signed-in with the Business Customer Gateway

A User Homepage features standard hyperlinks.

- HOME on the Business Customer Gateway will return a user to USPS.COM
- <u>HOME</u> inside a Service (such as PostalOne! Mailing Reports) will return a user to the Business Customer Gateway.
- **GATEWAY** returns a user to the Business Customer Gateway Signed In page.
- HELP takes a user to the USPS.COM Customer Service page.
- **SIGN OUT** returns a user to the Business Customer Gateway Sign In page.

#### 2.1 Existing Customers

Some stand-alone Services displayed in the Request Access process are actually business service groups (multiple related services under one group heading). *Manage Mailing Activity* for example is a business service group. Stand-alone services do not display individually on the Business Customer Gateway landing page, but display on the Business Customer Gateway user homepage (Figure 5). The user homepage (page when user is signed-in) will display the individual services that make up the Manage Mailing Activity group. The display of individual services is intended to enable easier navigation.



Note: The External Site Administrator role in the old *PostalOne!* system will transfer to BSA role. For locations that do not have an External Site Administrator in *PostalOne!*, their users will be migrated as users, but when a new user requests access there will be a BSA prompt.

Existing users can access the functionality for the old *PostalOne!* Preparer role through links found on the Business Customer Gateway user's homepage. Refer to the Preparer Role mapping (Figure 6).

- Mailings Reports
- Electronic Data Exchange
- Customer/Supplier Agreements
- Postal Wizard

Old Preparer View	New Gateway View	POSTAL SERVICE+	HOME I OATEWAY I HELP I SIO
Dashboard	Mailing Reports	Business Customer Gateway	vest Status Request inbox Manage User A
File Transfer	Electronic Data Exchange	This is the navigation page to access the service options offered throu options will assist you in the steps of your mailing, from design and pr When you select a service you do not have access to, the system will p Obsign & Drepare	epare to transport and tracking.
Download Batch Processor	Electronic Data Exchange	Intelligent Mail Services     Mailer ID     Mailer ID     Centralized Account Processing System (CAPS)	Welcome SUE Profile  Profile
File Validator	Electronic Data Exchange	Customer Label Cestification Restern (CLOB)     CustomertLabel Cestification Restern (CLOB)     Electrone Cash Eacharse (PostalOnah     Eistat Weard     Schedule a Maling Accolitement (FAST)	Request Access     Request Status User Management
Metrics Search	Electronic Data Exchange	Profile     Permit Pusite/One()     Track & Report     ADVANCE	Request inbox     Manace User Access
Metrics – File Transfer	Electronic Data Exchange	Aust Malina Arthur (Postalone)     Balance & Free Postalone)     Delivero, Confirmation     Mell Tracking & Reporting     Malina Intervent	Customer Support  National Customer Support Center  -RIBBS Barrice Updates
Customer Supplier Agreements	Customer/Supplier Agreements	Manage, Electronic, Rekurn, Acteby (PEB)     Manage, Electronic, Verficialon, Andrehr (eV/B)     Manage, Malling, Acteby (PostalOnet)     Bionature, Confirmation     Track, and Confirm	effutwatch     Business Senice Network (BSN)     eSenice     Customer Support Contacts     News & Information
Submit a Form	Postal Wizard	View Mailing Induction Activity (PostalOnel)	
Mail Quality Reports	Mailing Reports	Sta Mas Contoner Sensis Forms Soci-Sensise Ceners Br Copyright@2009.USPS.nd Hights Reserved. <u>Int FERENCIALEEO Sate</u> 2226	Annue Freitze Terme and Use Basiliness Curtomer Of Preside Imperiants Presenting the Total

Figure 6: Preparer Role Mapping

Existing users can access the functionality for the old *PostalOne!* Owner role through links found on the user's homepage. Refer to the Owner Role mapping (Figure 7).

- Mailings Reports
- Electronic Data Exchange
- Postal Wizard
- Balance & Fees
- Permit Profile

Old Owner	New Gateway	Business Customer Gateway This is the navigation page to access the service option options will assist you in the steps of your mailing, from When you select a service you do not have access to, th	design and prepare t	o transport and tracking.
View	View	Design & Prepare	e sjowen wa bae jos	Your Account Settings
alance and Fees	Balance & Fees	Intelligent Mail Services     Mailer ID     Mail & Transport		Welcome SUE Profile
Submit a Form	Postal Wizard	Centralized Account Processing System (CAPE)     Customer Label Distribution System (CLRS)     CustomerDiscler Agreements (CDA)     Electronic Data Exchange (Postal/Ome)     Ostal Wased		Profile     Request Access     Request Blatus
Submit a Form	Electronic Data Exchange	Schedule a Mailing Appointment (FAST)     Profile     Earned Profile (Postal/Inet)     Track & Report		Request Inbox     Manage User Access
Reports	Mailing Reports	ADVANCE     Audit Mailing Activity (PostalOnet)     Balance & reek proclammer		Customer Support
Manage Permits	Permit Profile	Deliver: Confirmation     Mail Tracking & Reporting     Mail Tracking & Reporting     Manage Electronic Postal/Une)     Manage Electronic Nonfication Activity (PRS)     Manage Electronic Ventication Activity (VS)     Manage Malling Activity (Postal/One)		National Customer Support Center — RIBBS Service Updates • SPubwatch • Business Service Network (BSN) • Service
		Signature Confirmation     Track and Confirm     View Mailing Induction Activity (PostalOne)		Customer Support Contacts     News & Information

Figure 7: Owner Role Mapping

## 2.2 New User Process

In the following sections, screen flows are presented that simulate a new user entering the Business Customer Gateway. Users will find multiple ways to navigate the Business Customer Gateway once they become familiar with the site map. Hyperlinks just below the USPS logo and blue banner navigate users directly to popular access points.

## 2.3 Customer Registration

New users must sign in under the New Users sign in the Login tab. Refer to Figure 8. During the initial login, a new customer will establish a username and password. The user will receive a confirmation email from the USPS of the username and business type. The user will be prompted to continue with the initial sign-up.

With the new Business Customer Gateway, Online processing replaces the hardcopy documents. New Users create their own Usernames and Passwords online. Refer to Figure 9.



Figure 8: New User entry into the Business Customer Gateway

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	Online Application		Santa Santa.	1000 ( 194)
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	Trut hasar		New User Sign Up	
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	Concernence of the second second			
	- mining and a second second	1	Salaha Gamarah Awa Backington ana Pina	an hits Security Salard & Security Street
			State General Anna State Anna Par	

Figure 9: New User Online Registration

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		Please choos	se the ap	propriate accour	nt type below.		
			O Perso	nal 🖲 Business	3		
						Continue >	
te Map Contact U	s Forms	Gov't Services	Jobs	Privacy Policy	Terms of Use	National & Premier Acco	unts
			_		🗥 Postal II	nspectors 📰 Inspe	ctor Genera
opyright© 1999-2008	ISPS: All Rights Ri	eservea. <u>No re</u>	EAR Act EE	<u>O Data FOIA</u>	• Preserv	ing the Trust 🛛 💙 Prom	oting Integri

Figure 10: Establishing an account type

When users create their profile, the system requires an account type selection: Personal or Business (Figure 10). Users wanting access to the Business Customer Gateway MUST select *Business*. This customer registration system is the standard for all USPS online users. Consumers using USPS.com services also register through this system. Personal accounts are directed to USPS.com after registration. A user can hold both a personal and business account.

Note: On the Business Profile page (Figure 11), users enter company information. If users do not consistently enter a business name and address as may be registered in the system, there is potential that a different Customer Registration ID (CRID) is assigned and the user will not be linked to the business entity for the desired location. Business Service Administrators need to ensure their company users apply with the same business information that the initialing user entered for the desired location. Refer to the section on Business Service Administrators below.



usiness Profile	
Please create your Company Profile. This profile	will allow you to access helpful business tools.
lease fill in the following information: (* Required	l case-sensitive fields)
Contact Information	
Title	
* First Name Tim Middle Initial T	
* Last Name Tester	
Suffix	
Company Information	
* Company Name GATEWAY N	EWS
* Country UNITED STAT	ES
* Address 1 900 N STEW/	ART ST
Address 2	Apt, floor, suite, etc.
* City ARLINGTON	
* State Virginia * ZIP Code™ 22203-4101	<b>-</b>
	10 digits required, no dashes
* Business Phone 7032259999	orspaces
Business Fax Number	10 digits required, no dashes or spaces
* Email timtester@em	
* Re-enter Email  timtester@em	nail.com
	Optional Field: Source Code
Source Code	only applies if provided by a USPS representative
We look forward services you se	d to communicating with you about the USPS products or elect.
	ional information about:
☑ Other USP	S programs, products, or services
☑ Products o	r services of USPS partners that you may find of intere

Figure 11: Creating a business profile

	und multiple addresse to store the correct in		hat you have entered.	Please select from t	he options below in o
Her	e is the address you	entered			
		Address line C Sta	ne: GATEWAY NEWS 1: 900 N STEWART ST ity: ARLINGTON te: VA	r	
<b>.</b>	Select the address th		de: <b>22203-4101</b> I.		
* Ch	oose an address from	the following			
		the following i	ist.		
	Address		list. City	State	ZIP Code
c				State VA	<b>ZIP Code</b> 22203-4102
c	Address 900 N STUART ST APT 104 - 309)	(Range	City		
	Address 900 N STUART ST APT 104 - 309) 900 N STUART ST APT 422 - 611) 900 N STUART ST APT	- (Range (Range	City ARLINGTON	VA	22203-4102
c	Address 900 N STUART ST APT 104 - 309) 900 N STUART ST APT 422 - 611) 900 N STUART ST APT 612 - 801)	(Range (Range (Range	City ARLINGTON ARLINGTON	VA VA	22203-4102 22203-4104
	Address 900 N STUART ST APT 104 - 309) 900 N STUART ST APT 422 - 611) 900 N STUART ST APT 612 - 801) 900 N STUART ST APT	(Range (Range (Range (Range	City ARLINGTON ARLINGTON ARLINGTON	VA VA VA	22203-4102 22203-4104 22203-4105
	Address 900 N STUART ST APT 104 - 309) 900 N STUART ST APT 422 - 611) 900 N STUART ST APT 612 - 801) 900 N STUART ST APT 802 - 913) 900 N STUART ST APT 914 - 1103) 900 N STUART ST APT	(Range (Range (Range (Range (Range	City ARLINGTON ARLINGTON ARLINGTON ARLINGTON	VA VA VA VA	22203-4102 22203-4104 22203-4105 22203-4106

Figure 12: Confirming the Business Location

The registration process provides Address Management System (AMS) address standardization to support consistent address information entry. Please note that a user must input all fields marked with a red asterisk and that some fields are case-sensitive.

This business location screen (Figure 12) appears when the Business Profile is submitted. If more than one address is associated with the Business customer, the system prompts the user to validate which address to apply. The system displays business information for confirmation purposes; and therefore requires an email address and phone number.

UNITED ST∆TES POST∆L SERVICE®	HOME
Company Profile Sur	
Company Frome Sun	ninary
Please review the company inform	ation below. If you need to edit this information, select Edit below.
Company Account Informatio	n
Username:	TESTERTIM
First Name:	
Middle: Last Name:	
Last Marine.	
Company Profile Information	
Company Name:	GATEWAY NEWS
	900 N STEWART ST ARLINGTON
State:	
ZIP Code™:	
	UNITED STATES
Business Phone:	
Email:	timtester@email.com
Communication Preferences	
<b>v</b>	Other USPS programs, products, or services
	Products or services of USPS partners that you may find of intere
(< Edit)	(Continue >
p Contact Us Forms Gov't Se	ervices Jobs Privacy Policy Terms of Use National & Premier Accounts

Figure 13: Reviewing data entered

This Company Profile Summary screen (Figure 13) appears when the company profile is entered and submitted. The system will allow the user to *Edit* or *Continue* within the same session. A user can log back into the Business Customer Gateway and edit Profile data as necessary.

VINITED : POSTAL S	STATES ERVICE®	HOME   SI
Priva	cy Act	
	signing up, you must read and accept the following Privacy Act. Acceptance means that you and and consent to the terms.	]
	The information you supply will be used to provide you online provide topset SetVices. Freque the aware that this setvice is voluntary, but that requested information is required to provide the service. Collection of information for this service is authorized by 39 U.S.C. 401, 403, and 404. We do not disclose your personal information to anyone, except in accordance with the Privacy Act.	
	Authorized disclosures include limited circumstances such as the following:	•
	Do you agree to these terms?	
	(Continue >	

Figure 14: Accepting the Privacy Act

This Privacy Act screen (Figure 14) appears when the Company Profile information is fully entered. For the Privacy Act, the user must read and accept the term and conditions of the Act, and select the Yes radio button in order to continue.

#### 2.4 Business Services

A Business Service is an automated process or USPS application, which a user can request using the new Business Customer Gateway. Business Services are grouped under three common business areas on the Business Customer Gateway landing page: Design and Prepare, Mail & Transport and Track & Report. A *Service* must be authorized for a given user before access is enabled. A user can apply for a business service by selecting one of the service links from under one of the Business Service areas.

Some stand-alone Services displayed in the Request Access process are actually business service groups (multiple related services under one group heading). *Manage Mailing Activity* for example is a business service group. Stand-alone services do not display individually on the Business Customer Gateway landing page, but display on the Business Customer Gateway user homepage. The user homepage (page when user is signed-in) will display the individual services that make up the Manage Mailing Activity group. The display of individual services is intended to enable easier navigation. Refer to Figure 5 above.

The user landing page (user is already signed-in) will display the individual services that make up the Manage Mailing Activity group. If a signed-in user selects a *Service*, but is not set-up or pre-approved for the service, the system will prompt the user to Add that Service. Services that require user access include the widely known business services.

- Business Service Administration
- Electronic Data Exchange
- Postal Wizard
- Mailer ID
- Mailing Reports
- Audit Mailing Activity
- Manage Mailing Activity
- Manage Electronic Verification (eVS)
- Manage Electronic Return Activity (PRS)
- View Mailing Induction Activity
- Schedule a Mailing Appointment
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements

VINITED STATES			HOME   GATE	WAY   HELP   SIGN OUT	
Profile	Request Access	Request Status	Request Inbox	Manage User Access	
Select a Business Service					
The business capabilities shown on t users to conduct business activities fo apply for a business service simply so	r their companies. Cli	ck the details link fo	more information		
Search parameters can be entered in	o the text box below fo	r a customized sear	ch.		
Locate service where Service	Name 💌 conta	ins:		Submit	
Design & Prepare					
Mailer ID (details)					
Mail & Transport					
Customer Label Distribution Syste     Customer/Supplier Agreements (C     Schedule a Mailing Appointment (F	SAs) (details)	2			
🗆 Track & Report					
Audit Mailing Activity (PostalOnel)     Manage Electronic Return Activity (     Manage Electronic Verification Activity     Manage Mailing Activity (PostalOne     View Mailing Induction Activity (PostalOne	it <u>v (eVS) (details)</u> ) <u>(details)</u>				
te Map Contact Us Forms Gov't :	ervices <u>Careers</u>	Privacy Policy I	<u>erms of Use Nati</u>	onal & Premier Accounts	
opyright@2009 USPS. All Rights Reserved.	No FEAR Act EEO Data	EOIA 🚳	Postal Inspectors Preserving the Trust	Promoting Integrity	
<b>-</b>	o				0.5. 4.
This screen appears directly a	πer the user ace	epts the Privac	y Act and clic	ks Continue> butto	on. See Privacy Act Screen.

Figure 15: Selecting a Business Service

Once the user has accepted the Privacy Act and has checked the Yes radio button, the Select a Business Service screen appears (Figure 15). To add a Service, the user can either type in the Service (then click the Submit button), or click a Service link from under one of the business areas. A user can also refine a search by selecting a filter from the (Locate Service) dropdown menu (then click the Submit button).

	t Business Locations						
	h Business Service must be associ business location with the capabiliti			s enables users to a	ccess data for		
You	have selected the following Busine	ss Service:					
Servic	e						
Mai	nage Mailing Activity (PostalOnel)	(details)					
busi "Nev After	Business Service may be associat ness locations to which you are affi v Business Location" link. you have identified all of your busin cling the checkbox next to each loca	lliated. If you would	d like to affiliate to additiona u may attach them to the se	al business locations elected business ser lect "Next".	s, select the		
busi "Nev After sele	ness locations to which you are affi v Business Location" link. you have identified all of your busin cling the checkbox next to each loca g Business Locations Business Name	liliated. If you would ness locations, you ation. After checkin CRID	d like to additiona u may attach them to the se ng the desired locations, se Address	Il business locations lected business ser lect "Next". New	s, select the vice by Business Location City	State	Ziķ
busi "Nev After sele	ness locations to which you are affi V Business Location? link. you have identified all of your busin ting the checkbox next to each loca g Business Locations Business	lliated. If you would ness locations, you ation. After checkin	d like to additiona u may attach them to the se ng the desired locations, se	Il business locations lected business ser lect "Next". New	s, select the vice by Business Location	State VA	Ziş 22203-41

Figure 16: Associating the Service to a business location

A user selects the desired service in the online process, and is limited to a single service per request. Multiple locations can be added to the service request; the user must associate at least one of its business locations to a service (Figure 16). If the service requires a Business Service Administrator (BSA) approval, the system will route the request to the BSA. If a BSA is not established in the system, the user will be asked whether he can assume the BSA role.

Once a service is selected, a user selects the business location they want to associate to this service. Existing business locations display and a user makes a selection by clicking the checkbox at the left. If a user needs this service for locations that are not listed, they can select the New Business location button to add an additional business location to the profile.

When a user requests access to a Service for a Business Location, the system checks to see if that Service requires a BSA. A Business Service Administrator is the key contact for a Business Location for the management of the selected Service. This includes the approval and deactivation of all additional users for this Service at this business location.

The hardcopy Participation Agreement has been replaced by an electronic Terms & Conditions (Figure 17). click through agreement that the BSA accepts for the Business location.

	Profile	Request Access	Request Status	Request Inbox	Manage User A
	FIOILIE	Request Access	Request Status	Request inbox	Manage Oser A
Terms and Condition	ns for C	ustomers			
This service requires you to a terms.	accept the I	JSPS Business Agre	ement. Click the ch	eckbox below if you	agree to these
United States Postal Service™	м			-	
Terms and Conditions				_	
Section 1 GENERAL					
Section 2 TRANSACTION TERI					
Section 3 USPS OBLIGATIONS					
Section 4 PARTICIPANT OBLIG Section 5 PARTICIPANT LIABIL					
Section 6 GENERAL TERMS At		TIONS			
Section 7 PRIVACY ACT					
Section 8 USER RESONSIBILI	TY STATEM	ENT			
The second second second second second					
This document describes the te United States Postal Service™					
described and authorized by the					
do not supercede, any provision					
	protond the	foregoing. 🗖			
certify that I have read and unde	erstand the				

Figure 17: Terms and Conditions

If a Service requires an Administrator, the system checks to see if a BSA has already been established. If not, the user requesting access will be notified of the BSA requirement and will be prompted to assume the BSA role (Figure 18). If the user agrees to become the BSA, the process continues. If they decline, the request will go into a pending status until there is a BSA for this Service at the Business Location. The request is held for 25 days. The first user requesting a Service for a Business Location is assumed to be the person that will assume the BSA responsibilities. A BSA also has the option to assign additional approved users to the other BSA roles. A non-BSA user follows the same Service request process. When the system validates the request and identifies a BSA, the non-BSA will receive a notification that the request is under review.



Note: The External Site Administrator role in old *PostalOne!* system will transfer to BSA. For locations that do not have an External Site Administrator in *PostalOne!* --their users will be migrated as users but when a new user requests access there will be a BSA prompt.

2 P	NITED STΔTES OSTΔL SERVICE®				HOME   GA	TEWAY	(  <u>HELP SIGNC</u>
		Profile R	equest Access	<u>Request Status</u>	Request Inbo	<u>× M</u>	anage User Acce
Bus	siness Service A	dministra	tor Approv	al			
th	his service requires Busine e business location(s) for t aced in a queue until anoth	which you are r	equesting acces	s. If you do not beco			
Pleas	se review the following BSA	Agreement:					
serv requ acce Adm Adm resp Adm BSA Adm Part emp Cen	tal Service. The BSA is the i tices. The BSA has the over internents within your comp ses to these services for yo inistrator will (a) be respon ionsible for assigning the a swill advise its users of th inistrator Dersonnel Char icipant shall notify the USP loyment at participant's cou ter, participant is liable for a liting from the subscriber's	all responsibili any. This perso ur company. Sible for activa appropriate acc eir obligations <b>ige:</b> S Customer Se mpany. If partic any loss sustai	ty to coordinate th on must also app ting and deactiva ess levels to its u under this agreer rvice Center (1-8 ipant fails to notifi ned by the Postai	e administrative pr rove all requests fo ing its users' logon sers. nent. 00-522-9085) wher the USPS Cusbon wher service and any ot	ogram r computer IDs, and (b) be a BSA leaves er Service		
	certify that I have read and se select which of the follow			sh to become the E	SA:		
	Business Name	CRID	Addre	ss	City	State	Zip
	GATEWAY NEWS	4431362	900 N STUART	'ST ARLI	NGTON	VA	22203-4101

Figure 18: Business Service BSA Approval

The user is promoted to select the appropriate button: *No Thanks* (takes user to a Permissions Pending Screen – Figure 19); *Yes* (takes user to the BSA Agreement – Figure 21).

≥ķ	INITED STATES OSTAL SERVICE®			H	OME   GATE	EWAY   HE	LP   SIGN	001
				Profile E	tequest Ac	cess F	Request S	tatus
Per	missions Pendi	ng						
F	or a list of all service requ	ests, check th	ne <b>Request Status</b> page.					
	siness Services: lanage Mailing Activity (Po	stalOneB						
	anage wannig Activity (Po	statoney						
0		ou selected,	requests are pending for:					
	Business Name	CRID	Address	City	State	Zi	p	
	GATEWAY NEWS	4431205	900 N STEWART ST	ARLINGTON	VA	22203-41	101	
							Cont	
te Map	Contact Us Forms					tional & Prem		
opyrigł	t® 2009 USPS. All Rights Re	served. <u>No</u>	o FEAR Act EEO Data FOIA	Postal Insp Preserving	the Trust	Promot	ing Integrity	
scr	een appears if the u	ser select	s No Thanks (does not	want to be th	e BSA).			
			strator Approval screen.		,			
er to	the Dusiness Servic	se Adminis	strator Approval screen.					

Figure 19: The request is placed in the Pending queue without a BSA designated

User receives email confirmation of pending status for the Service at the requested location(s) and a follow-up email when request is approved or denied: Your request for the following services and business location is pending: Service(s): Manage Mailing Activity (PostalOne!) Business Location: GATEWAY NEWS 900 N STUART ST ARLINGTON VA 22203-4101 You will receive an email when it is approved or denied. You can access your services from the Business Customer Gateway:

Figure 20: Email notification Request shall be Pending

If the user does not elect to be or is not the designated BSA, an email confirmation (Figure 20) from the USPS will be sent stating the Request for a Business Service is pending, until a BSA is designated or the assigned BSA responds to the request for Service and/or access.

						Profile	Reques	stAccess	Request
Busin	ess Ser	vice Adr	ninistrato	or (BSA)	Agreer	nent			
Pleas	ie read the B	SA Agreemen	nt Statement						
Postal S services requirem	Service, The B 5. The BSA ha ments within y	BSA is the key as the overall	ur company's y contact for yo responsibility yr. This person company.	our company for coordinate	for the admin the admin	inistration of y istrative prog	your selecte	d	
deactiva levels to • Admi • Admi (1-800-5 notify the	iting its users inistrator Oblinistrator Oblinistrator Per 522-9085) wh e USPS Cust and any other	s' logon IDs, a ligations: BS r sonnel Chan hen a BSA lea tomer Service	Administrator and (b) be resp As will advise nge: Participar aves employm a Center, partic s resulting from	ponsible for a its users of the nt shall notify the rent at particip cipant is liable	assigning their obligation of the USPS Control of the USPS Control of the termination of terminatio of termination of terminatio of termi	he appropriations under the Customer Ser Sany. If particips substained	e access is agreemen rvice Center pant fails to by the Posta		
I am auth	norized to be I	BSA for the co	itand the foreg ompanies liste ment on behalt	ed below. I ha		d accept			
	EWAY NEWS	And Anterna Providence	Pres			Next >			

Figure 21: The BSA Agreement

The user must select the statement certification box, indicating the BSA Agreement has been read and is understood by the user (in order to complete the addition of the Business Service). The user can also print the BSA agreement. If the user clicks the Cancel button, the system directs the user to the Business Customer homepage. If the user clicks the Next button, the system will record the Business Service within the user's account profile and then takes the user back to the Business Customer Gateway landing page. The user will receive confirmation via email from the USPS, whether the BSA privilege has been approved or not.

#### 2.5 BSA Role and New Users

A BSA will have access to user management functionality. Unit Management feature is limited to Business Service Administrators only. The feature allows a BSA to manage the users of its business locations.

The screens that follow demonstrate the general flow for BSAs approving a new user. Refer to Figure 22 through 27.

Profile	Request Access	Request Status	Request Inbox	Manage User.
	<u></u>	1100000101010100	requeeringer	Manage over
Business Customer Gateway his is the navigation page to access the s ptions will assist you in the steps of your Vhen you select a service you do not have	mailing, from design	and prepare to tra	nsport and tracking.	
🗆 Design & Prepare		Y	our Account Set	tings
Intelligent Mail Services		v	/elcome SUE	
<u>Mailer ID</u>				
Mail & Transport	- (0488)	P	rofile	
<ul> <li><u>Centralized Account Processing System</u></li> <li>Customer Label Distribution System (0)</li> </ul>			Profile	
<ul> <li>Customer/Supplier Agreements (CSAs</li> </ul>			Request Access	
Electronic Data Exchange (PostalOne!)			Request Status	
Postal Wizard				
<ul> <li>Schedule a Mailing Appointment (FAST</li> </ul>	1	U	ser Management	
🗆 Profile		-	Democratication	
<ul> <li>Permit Profile (PostalOne!)</li> </ul>			<ul> <li><u>Request Inbox</u></li> <li>Manage User Acci</li> </ul>	200
Track & Report			Manage Ober Acc	
ADVANCE				
<ul> <li><u>Audit Mailing Activity (PostalOne!)</u></li> </ul>				
<ul> <li>Balance &amp; Fees (PostalOnel)</li> </ul>		C	ustomer Suppor	t
<ul> <li><u>Delivery Confirmation</u></li> </ul>			National Custome	r Support Center
Mail Tracking & Reporting			- RIBBS	
Mailing Reports (PostalOnel)			<ul> <li>Service Updates</li> </ul>	
<ul> <li>Manage Electronic Return Activity (PRS</li> <li>Manage Electronic Verification Activity (</li> </ul>	-		ePubwatch	
<ul> <li>Manage Electronic Venication Activity ( Manage Mailing Activity (PostalOne!)</li> </ul>	evoj	•	<ul> <li>Business Service</li> <li>Service</li> </ul>	Network (BSN)
Signature Confirmation			eService Customer Suppor	t Contacto
Track and Confirm			<ul> <li>News &amp; Information</li> </ul>	
<ul> <li>View Mailing Induction Activity (PostalO)</li> </ul>	nel)			<u></u>

Figure 22: User Management for BSAs Only

User Access to Electronic Mailing Information and Reports Guide Version 2

2		D STATES L SERVICE®					HOME   GATEV	WAY   HELP	<u>SIGN OUT</u>
			Profi	ile <u>Rec</u>	quest Access	<u>Request Status</u>	<u>Request Inbox</u>	<u>Manage Us</u>	er Access
F	Reques	st Inbox							
		below contains	all access re	equests to	services for whi	ich you are the BS	A. Click the last nam	e of any of th	е
_	•			•		25 days after they e, they will automa	have been submitte tically be denied.	ed. If you do no	ot
[				•				-	ot <u>Status</u>
	review a	and take action o <u>Date</u>	on these required to the second se	uests by th <u>First</u>	he expiration dation <b>Business</b>	e, they will automa	itically be denied.	<u>vice</u> tivity F	
	review a	and take action o	on these required to the second secon	uests by th <u>First</u> <u>Name</u>	he expiration date Business Name GATEWAY	e, they will automa Business Location 900 N STUART	tically be denied. <u>Business Ser</u> Manage Mailing Act	<u>vice</u> tivity F	Status Pending
te M	review a	and take action o	Last Name TESTER	uests by th <u>First</u> <u>Name</u>	he expiration date Business Name GATEWAY NEWS	e, they will automa <u>Business</u> <u>Location</u> 900 N STUART ST	tically be denied. Business Ser Manage Mailing Act (PostalOne!)	<u>vice</u> tivity F	<u>Status</u> Pending ISA

Figure 23: BSA Request Inbox

The Request Inbox displays all access requests for which the user is the BSA. The BSA selects a request by clicking the last name of the requester.

		D			Maria
	Profile	Request Access	Request Status	<u>Request Inbox</u>	Manage User Acc
Request	Details				
the reques	st details for the selected re st. Clicking the <b>Deny</b> button v nbox without taking action of	vill deny the request. C	licking the Return t	o Queue button will	
Requeste	r Information:				
Name: E	OB TESTER				
Email: s	usan.f.redman@usps.gov				
Username: T	ESTERBOB				
Request li	nformation:				
Submit Date:					
Expiration Date:	05/12/2009				
Type:	Access Service				
Status:	Pending BSA				
Business Service:	Manage Mailing Activity				
BSA Group:	The PostalOne! system pr alternative to the existing b				
Business	Location Information:				
Name: GA	TEWAY NEWS				
Phone:					
Address: 90	0 N STUART ST				
City: AR	LINGTON				
Zip Code: 22	203-4101				
Country: UN	VITED STATES				

Figure 24: BSA responds to a Request for Access

When a BSA responds to a request, the Request Details page displays (Figure 24). The BSA can *Approve*, *Deny*, or *Return to Queue*.



Figure 25: BSA Confirmation/Review screen

When an action (approve or deny) is taken on a request, the BSA receives a confirmation screen to validate the action (Figure 25).

	IITED ST/ STAL SER	ATES RVICE®				<u>H0</u>	ME   <u>GATE</u>	WAY   HELP   SIGN OU
_			Profile	Request Acc	ess Request St	atus Requi	est Inbox	Manage User Acces
				requestines		<u>uus regu</u>		Manage Ober Acces
Mana	age Us	er Acce	SS					
you	ive assign	ed, and to re	move a user	's access to a si	ervice. To assign us	ser(s) BSA stat	us, click the	oke BSA status that e check boxes next to
· · ·		· ·	-	· ·	, and click <b>Assign</b> . T you've assigned BS	•	- /	-
use		A					Lat 191 and Annual and	
sen		s to a service lick <b>Revoke</b> .	•	eck boxes next to	o any non-BSA user	's that you wou	id like to ha	ave removed from the
	vice, and c	lick Revoke.	•	eck boxes next to		ŗ		ave removed from the
		lick Revoke.	•	eck boxes next to		s that you wou Iusiness Nami		we removed from the
Filte	vice, and c	lick Revoke.	•	eck boxes next to		usiness Nami	e (none)	we removed from the
Filte	vice, and c er by Servio urrent Level	lick <b>Revoke</b> . <sub>Ce</sub> (none) Last	First		Filter by B	usiness Nami	e (none)	
Filte	vice, and c er by Servio urrent Level	lick <b>Revoke</b> . <sub>Ce</sub> (none) Last	First		Filter by B	usiness Nami	e (none)	siness Location
Filte	vice, and c er by Servio urrent Level	lick <b>Revoke</b> . <sub>Ce</sub> (none) Last	First		Filter by B	usiness Nami	e (none)	siness Location
Filte	vice, and c er by Servio urrent Level	lick Revoke. ce (none) Last Name	First	Service	Filter by B	usiness Nami	e (none) Bus	siness Location

Figure 26: BSA User Management

The Manage User Access feature allows BSAs to assign or revoke the BSA role for other users (Figure 26). Such users must already have access to the Service at the location for which the BSA is assigned.

# **Electronic Mailings Initial Set-up and Access**

## 3.1 Customer Registration ID (CRID)

The Customer Registration ID is an identifier (12 digits maximum) created by the Customer Registration system to uniquely identify the USPS Customers at a business location address. For each unique combination of Company Name and physical address, the USPS will create a new CRID to identify customers and associate customer data. The CRID is the single unique ID that connects a company's information at a specific geographic location across all USPS applications. A CRID will be associated to every Permit Number and Mailer ID that is issued (there may be multiple Permit Numbers or MIDs associated to a single CRID).

CRIDs are assigned during the initial login at the Business Customer Gateway. New users are recommended to register with the same business information that the BSA entered for the desired location. A different CRID may unintentionally be issued by the system from address variance entered by users registering for a service that has business locations with variations in the address.

The CRID should be considered an account number and treated with the appropriate confidentiality. CRIDs will display in Profile Information within the Business Customer Gateway. A user can review CRID credentials and user profile information by clicking the Profile link (Figure 27) where Business locations including the CRIDs associated to those locations are presented (Figure 28).

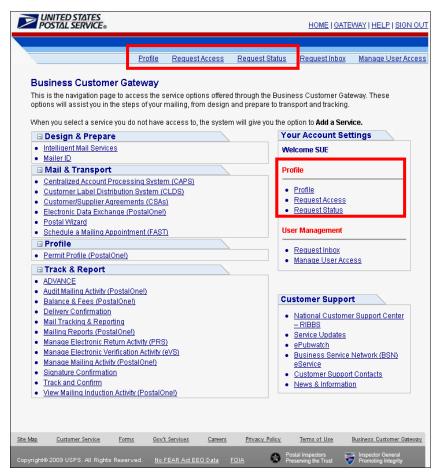


Figure 27: Access to a user's profile information

							_	
		<u>Profile</u>	Request Ac	<u>cess Request</u>	<u>Status</u>	Request Inbox	<u>Ma</u>	nage User Access
Prof	īle Informati	on						
	elcome TIM, your lit the profile infor k.							
User	Information							
	Name: TIM TES	STER						
Comp	oany Name: GATEW	AY NEWS						
Addr	ress Line 1: 900 N S	STEWART ST						
Addr	ress Line 2:							
	City: ARLING	TON						
	Zip Code: 22203-	4101						
	State: VA							
	Email: timteste	er@email.com						
Busin	ess Locations:							
	Business Name	CRID	A	ddress	0	ity S	State	Zip
GAT	EWAY NEWS	4431205	900 N STEV	VART ST	ARLING	TON V	Ą	22203-4101
	remove access to o			associated checl e Help Desk to rei				
	u are the BSA for a s			Rueinose		Rucinoco		
you	u are the BSA for a s	Service		Business Name		Business Location		BSA Status
you	u are the BSA for a s	Service	D		: 900		1	BSA Status Yes

Figure 28: Profile Information screen

The user Profile Information displays the user's Business locations including the CRIDs associated to those locations (Figure 28). The Profile also displays the Services a user has and the locations for which that Service has been approved. There are various view options for a user including the ability to remove Services. Refer to Figure 29 for a summary of Business Customer Gateway links to their functions.

Business Customer Gateway Link	Function
Profile	Users can view their business locations and the services they have at each
Request Access	Users may request additional services or additional locations for a service
Request Status	User can see the status of their requests.
Request Inbox (BSA Only)	Administrator queue to approve user access requests.
Manage User Access (BSA Only)	Administrator tool to remove access or assign additional users the BSA role.



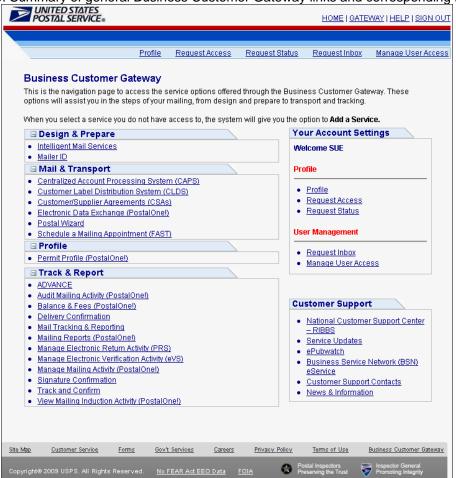


Figure 30: Customer Support links of Business Customer Gateway landing page

The Customer Support section of the Business Customer Gateway provides directs links to online resources.

- National Customer Support Center RIBBS
- Service Updates
- ePubwatch
- Business Service Network BSN eService
- Customer Support Contacts Help Desk Contacts
- USPS News & Information

## 3.2 Mailer ID System

A Mailer ID (MID) is required in all Intelligent Mail. The MID is a field within the Intelligent Mail barcode that is used to identify Mail Owners and/or Mailing Agents or other service providers.

The MID system is designed and integrated with the Business Customer Gateway. The MID system is designed to manage the assignment and distribution of MIDs and the affiliation of customer Business Entities, as well as to configure MIDs for the enablement of Business Services such as Full-Service ACS, OneCode ACS, ACS, eVS, PTS, PRS, Confirm, SignOn and other services.

Once users attain access to the MID system, they will have the ability to request MIDs for their own use and on behalf of the business entity for which they are affiliated. Using the Business Customer Gateway, the MID systems prompts a user to answer access related questions to ensure that the customer has applied for and been provided all pertinent information to get access to USPS Business Services.

For MID business rules and MID-related technical requirements, refer A Guide To Intelligent Mail For Letters and Flats and the Electronic Documentation and Intelligent Mail: Ready, Set, Go! guide.

#### 3.2.1 Accessing the Mailer ID System

Select the Mailer ID link under the Design and Prepare section on the Business Customer Gateway landing page to request the *Mailer ID* service. Refer to the section 2.4 on how to request a Service. For users who have been approved for access to the MID system, select the Mailer ID from their homepage (Figure 31). Figure 31: Accessing the Mailer ID System

Business Customer Gateway         This is the navigation page to access the service options offered through the Business Customer Gateway. Toptions will assist you in the steps of your mailing, from design and prepare to transport and tracking.         Athen you select a service you do not have access to, the system will give you the option to Add a Service.         Design & Prepare         Intelligent Mail (envices)         Maile ID         Mail & Transport         Customer/Supplier Agreements (CSAs)         Customer/Supplier Agreements (CSAs)         Electronic Data Exchange (PostalOne))         Profile         Permit Profile (PostalOne))         Track & Report         ADVANCE         Audit Mailing Appointment (FAST)         Electronic Return Activity (PostalOne))         Balance & Fees (PostalOne))         Balance & Fees (PostalOne))         Mailing Reports (PostalOne))         Manage Electronic Return Activity (PRS)         Manage Electronic Return Activity (PostalOnei)         Business Service Networe Servic	Profile	e Request Access	Request Statu:	Request Inbox	Manage User A
poptions will assist you in the steps of your mailing, from design and prepare to transport and tracking.         When you select a service you do not have access to, the system will give you the option to Add a Service.         Design & Prepare         Intelligent Mail Critices         Mail & Transport         Customer Label Distribution System (CAPS)         Customer Value I Distribution System (CAPS)         Customer Value I Distribution System (CAPS)         Electronic Data Exchange (PostalOne))         Postal Wizard         Schedule a Mailing Appointment (FAST)         Profile         ADVANCE         ADVANCE         Audit Mailing Activity (PostalOne))         Balance & Fees (PostalOne))         Balance & Fees (PostalOne)         Mailing Reports (PostalOne)         Mailing Reports (PostalOne)         Mailing Reports (PostalOne)         Manage Electronic Return Activity (PRS)         Manage Electronic Return Activity (PS)         Manage Mailing Activity (PostalOne)         Manage Mailing Activity (PostalOne)	usiness Customer Gateway	/			
Intelligent Mail Chrices     Mailer ID     Mail & Transport     Centralized Account Processing System (CAPS)     Customer Label Distribution System (CAPS)     Customer Label Distribution System (CAPS)     Customer Super Agreements (CSAs)     Electronic Data Exchance (PostalOne)     Postal Wirkard     Schedule a Mailing Appointment (FAST)     Profile     Profile     Profile     Request Intox     Manage User Access     Mailer ID     Track & Report     ADVANCE     Audit Mailing Activity (PostalOne))     Balance & Fees (PostalOne))     Belance & Fees (PostalOne))     Balance & Fees (PostalOne))     Mailing Reports (PostalOne))     Mailing Reports (PostalOne))     Mainage Electronic Return Activity (PS)     Manage Mailing Activity (PostalOne))     Manage Mailing Activity (PostalOne))	btions will assist you in the steps of yo	ur mailing, from design	and prepare to tr	ansport and tracking.	
Mailer ID     Mailer ID     Mailer ID     Centralized Account Processing System (CAPS)     Customer Label Distribution System (CLDS)     Customer Support     Postal Wizard     Schedule a Mailing Appointment (FAST)     Profile     Profile     Profile     Customer Support     ADVANCE     Audit Mailing Activity (PostalOnel)     Balance & Fees (PostalOnel)     Mail Tacking & Reporting     Mailing Reports (PostalOnel)     Manage Electronic Return Activity (PCS)     Manage Mailing Activity (PostalOnel)     Business Service Networe     Service	🗆 Design & Prepare		1	'our Account Set	tings
Image Mail & Transport       Profile         Centralized Account Processing System (CAPS)       Profile         Customer Label Distribution System (CLOS)       Profile         Customer/Supplier Agreements (CSAs)       Request Access         Electronic Data Exchange (PostalOne)       Request Status         Schedule a Mailing Appointment (FAST)       User Management         Profile       Request Inbox         Profile       Manage User Access         Track & Report       Manage User Access         ADVANCE       Mail Track Report         Balance & Fees (PostalOne)       National Customer Support         Balance & Fees (PostalOne)       Service Updates         Mailling Reports (PostalOne)       Service Updates         Manage Electronic Return Activity (PostalOne)       Service Updates         Manage Electronic Return Activity (PostalOne)       Business Service Networe				Velcome SUE	
Centralized Account Processing System (CAPS)     Customer Label Distribution System (CLDS)     Customer/Supplier Agreements (CSAs)     Electronic Data Exchange (PostalOneI)     Postal Wizard     Schedule a Mailing Appointment (FAST)     Profile     Profile     Profile     Profile     Track & Report     ADVANCE     Audit Mailing Activity (PostalOneI)     Balance & Fees (PostalOneI)     Deliver Confirmation     Mail Tracking & Reporting     Mailing Reports (PostalOneI)     Manage Electronic Return Activity (PSS)     Manage Electronic Return Activity (PSS)     Manage Mailing Activity (PostalOneI)     Service Updates     ePubwatch     Manage Electronic Return Activity (PSS)     Manage Mailing Activity (PostalOneI)					
Customer Label Distribution System (CLDS)     Customer/Supplier Agreements (CSAs)     Electronic Data Exchanae (PostalOnel)     Postal Witard     Schedule a Mailing Appointment (FAST)     Perfile     Perfile     Perfile     Perfile     Request Status     User Management     Request Inbox     Manage User Access     Manage User Access     Mailing Activity (PostalOnel)     Delivery Confirmation     Mailing Reporting     Mailing Reporting     Mailing Reporting     Mailing Reporting     Mailing Reporting     Manage Electronic Return Activity (PRS)     Manage Mailing Activity (PostalOnel)     Manage Mailing Activity (PostalOnel)     Manage Mailing Activity (PostalOnel)     Manage Electronic Return Activity (PRS)     Manage Mailing Activity (PostalOnel)	•			Profile	
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Track & Report     ADVANCE     Audit Mailing Activity (PostalOnel)     Balance & Fees (PostalOnel)     Delivery Confirmation     Mail Tracking & Reporting     Mailing Reports (PostalOnel)     Manage Electronic Return Activity (PRS)     Manage Electronic Verification Activity (PS)     Manage Mailing Activity (PostalOnel)     Service Updates     ePubwatch     Business Service Networe     eService	Permit Profile (PostalOnel)				
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Mail Tracking & Reporting         - RIBBS     Mailing Reports (PostalOne))     Manage Electronic Return Activity (PRS)     Manage Electronic Verification Activity (eVS)     Manage Mailing Activity (PostalOne))     eservice	Audit Mailing Activity (PostalOnel) Balance & Fees (PostalOnel)		C	ustomer Suppor	t
	Mail Tracking & Reporting Mailing Reports (PostalOnel) Manage Electronic Return Activity (P Manage Electronic Verification Activi	ty (eVS)		<ul> <li><u>RIBBS</u></li> <li><u>Service Updates</u></li> <li><u>ePubwatch</u></li> <li><u>Business Service</u></li> </ul>	
	Signature Confirmation			Customer Suppor	
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Figure 32: MID System Landing Page

#### 3.2.2 Navigating the MID System

Once the user has gained access to the Mailer ID service (and a BSA has been designated for this service), the user will have access to the MID system. The MID Summary page is the MID System landing page (Figure 32). This screen appears after the user selects the Mailer ID link. In this example, the (signed-in) user currently has MIDs associated with its CRID. A user with no MIDs assigned will see a MID Summary indicating no Mailer IDs are associated to its CRID (Figure 33). In the following sections, logical screen flows are presented for a new user accessing the MID system.

#### 3.2.3 The MID System Landing Page

This initial MID system has several features and are described in the following sections.

- 1. Apply for a MID(s)
- 2. Invoke the Address Book Function
- 3. Edit a MID
- 4. Add or Edit a MID Profile
- 5. Invoke a Search by MID
- 6. Invoke a Search by another CRID (if another affiliate exists in drop down)

POSTAL SERVICE.		<u>Home</u>   <u>Sign Out</u>
		Mailer ID System
No Mail	er IDs associated with CRID '443100	
MID Summary		
<u>Address Book</u>		
MID Search		
MID	Affiliate 4431068 - m2mluhimini	×
Search > Request a MID >		
Results		
MID △ ▽	Affiliate △ ▽	Profile Type
No MID found		
Site Map Customer Service Forms	Gov't Services Careers Privacy Policy	Terms of Use Business Customer Gateway
Copyright@2009 USPS. All Rights Reserved.	No FEAR Act EEO Data FOIA	Postal Inspectors Inspector General Preserving the Trust Promoting Integrity

Figure 33: MID Summary - User with no MIDs assigned

#### 3.2.4 Applying for a MID

The Apply for a MID screen appears (Figure 33) when the user selects the *Request MID* button from MID System landing page. The user has the option to select a nine-digit numeric or a six-digit numeric MID ID from the dropdown menu (Figure 33). The system assigns MIDs based on the USPS established business rules. For detailed information on the constructs of MIDs, refer to *A Intelligent Mail for Letters and Flats Guide*, and the *Electronic Documentation and Intelligent Mail: Ready, Set, Go!* guide.

The MID system logic in assigning MIDs are a function of the MID issuance rules.

- 1. number of MIDs currently owned and the MID usage within the mailing supply chain
- 2. annual piece count of the associated CRID
- 3. possible customer overrides to Global Parameters for Maximum number of MIDs
- 4. required volume for initial/additional MIDs

The user enters the number of MIDs being requested, and then selects the *Request MID* button. If the user selects *the Cancel* button, the user is redirected to the MID Summary screen (Figure 32).

🎒 Apply MID - M	1icrosoft Internet Explorer		_ 6	۶×
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Address 🙆 https	s://eagnmnsg5ae.usps.com:9443/	heckMidAccount.do?customerCrid=4430114&customerName=ACCENTURE%20(DUKE)	💌 🔁 Go 🛛 Link	ks »
				<b>A</b>
	ED STATES AL SERVICE®	Home   Sign Out		
		Mailer ID System		
	ply For a MID			
Sele	ct Affiliate			
Select	the locations for which you	would like to apply for MID(s). You may apply only 10 MIDs per site at most		
		e if you would like to apply for more than 10 MIDs.		
DIA	ease fill in the follow	ing information		
Size	/ Affiliate / Quantity	6 Digit - ACCENTURE (DUKE) - 2 Available		
Num	iber of MIDs Requested	2		
< Ca.	ncel	Request MiDs >		
Site Map	Customer Service Forms	Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway		
Conveight@ 20	09 USPS. All Rights Reserved.	No FEAR Act EEO Data FOIA Sector Sector Sector Sector General Preserving the Trust		
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Figure 33: Appling for a MID

The MID Application Details screen appears (Figure 34) when the user selects the *Request* MID button from Apply for a MID page. The user must select at least one application for which the MID will be used. There are four possible applications.

- AMDC
- Confirm
- Full-Service
- PostalOne!

A user can elect to have the MID automatically generated (MID #1), or can specify a particular MID (MID #2). The user enters the number of MIDs being requested, and then selects the *Request MIDs* button. The MID Application Screen appears when the user selects the *Request MIDs* button from Apply for a MID page (Figure 33).

When the user selects the *Request MID* button from the MID Application Details page, the MID Summary review screen appears. This screen displays MIDs that the system issued (Figure 35). The example in Figure 35 shows the that the MID #1 was executed, but the specific MID #2 request incurred an error message, and was rejected by the system. The user can continue requesting additional MIDs or return to the MID Summary page.

🗿 Apply MID Details - Microsoft Internet Explorer	
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Address 🕘 https://eagnmnsg5ae.usps.com:9443/requestMidDetails.do	💌 ラ Go 🛛 Links 🌺
	_
MID Application Details	
MID Application Details	
Apply For a MID	
Select whether you wish to assign a specific MID number or have the system assign it, and indicate which	
systems will use this MID (at least one must be selected).	
MID #1	
Automatically generate this MID.     Select the Applications	
Please try to assign the MID I have requested 🔽 AMDC	
o Prease uy to assign the twind i have requested □ AND C below.* □ CONFIRM	
Full Service	
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MID #2	
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Please try to assign the MID I have requested □ AMDC     below.*     CONFIRM	
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Figure 34: Requesting MIDs

🚰 Request MID - Microsoft Internet Explore		_ <b>8</b> ×
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Address 🕘 https://eagnmnsg5ae.usps.com:9443	}/getNewMid.do	💌 🔁 Go 🛛 Links 🂙
<b>UNITED STATES</b> POSTAL SERVICE®	Home   Sign Out	
	Mailer ID System	
MID Summary		
WIID Summary		
The following MIDs have been is	ssued in response to your request.	
New MID		
MID:	100014	
For Applications:	AMDC Postal One	
MID Error		
MID:	Unable to complete request: MID already exist.	
For Applications:		
F	Request More MIDs Return To Summary	
Site Map Customer Service Forms	Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway	
Copyright@ 2009 USPS. All Rights Reserved.	No FEAR Act EED Data FOIA Proteining the Trust Promoting Integrity	~
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Figure 35: MID Summary (review)

#### 3.2.5 MID Maintenance

From the MID Summary (assign) screen (Figure 35), a user has the ability to edit a MID by selecting the MID, hyperlink-enabled number. If the user selects the MID number, the system displays the MID Details: Edit a MID page (Figure 36).

The user has the option to add or remove an application(s) using the *Update* button, or Delete an application(s) associated to this MID (the system places this MID in an "inactive" status in this case). Before the system executes the Delete function, a warning pop-up screen appears where the user has the option to *Continue* or *Cancel*.

If a user selects the *Return* button, the system redirects the user to the MID Summary (assign) screen (Figure 35) without making updates or changes.

🚈 MID Details - Microsoft Internet Explorer			_ 8 ×
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Address 🚳 https://eagnmnsg5ae.usps.com:9443/midDetails.do?MID=100014	&CRID=4430114	💌 🔁 Go	Links »
			<b>A</b>
POSTAL SERVICE®	<u>Home</u>   <u>Sign Out</u>		
	Mailer ID System		
MID Details			
Edit a MID			
Select/Unselect the Applications you wish to add/remov	re and Press Update. Press Delete to delete this MID.		
	-		
MID	Select the Applications		
MID: 100014	🗹 AMDC		
	CONFIRM		
	Full Service		
	✓ Postal One		
< Return	Update > Delete >		
Site Map Customer Service Forms Gov't Services Careers	Privacy Policy Terms of Use Business Customer Gateway		
Copyright® 2009 USPS. All Rights Reserved. <u>No FEAR Act EEO Data</u>	FOIA Preserving the Trust Promoting Integrity		
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Figure 36: MID Details (edit mode)

👰 Web Page Dialog	? X
MID	
You are about to delete MID 100014. Once dele you will not be able to retrieve this MID. Do you wish to continue? Continue Cancel	ted,

Figure 37: MID deletion pop-up warning

Before the system executes the Delete function, a warning pop-up screen appears where the user has the option to *Continue* or *Cancel*. If the user selects the Continue button, the MID Details confirmation screen appears (Figure 37).

MID Details - Microsoft Internet Explorer			_ 8 ×
<u>File Edit View Favorites Iools H</u> elp			- 🥂
🚱 Back 🔹 💮 🕗 💌 😫 🏠 🔎 Search   hrvorites 🧳	🛛 🍛 🍃 🗖 🛄 鑬 🚳		
Address 🕘 https://eagnmnsg5ae.usps.com:9443/updateMidDetails.do?mid=	100014&crid=4430114&4300=4300&4100=4100&4200=4200&4400=44	100 💌 🔁 Go	Links »
			<u>_</u>
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MID Details			
Edit a MID			
M1D 100014 Was	Successfuly Updated.		
Select/Unselect the Applications you wish to add/remo	ve and Press Update. Press Delete to delete this MID.		
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	☑ Full Service		
	🗹 Postal One		
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Copyright© 2009 USPS. All Rights Reserved. <u>No FEAR Act EEO Data</u>	FOIA Postal Inspectors Preserving the Trust Promoting Integrity		
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Figure 38: MID Update confirmation

A user has the ability to edit a MID Profile by selecting the *Add Profile* or *Edit Profile* links. If the user selects the *Edit Profile* hyperlink under the Profile Type section From the MID System landing page (Figure 32), the system displays the MID Profile page (Figure 39). This page is lengthy, requiring the user to use the scroll bar. Figure 39 below shows the upper section of the MID Profile page.

Each independent section for each Service associated with the MID will be presented. From the MID System landing page (Figure 32), the mocked Company MID is associated with Business Services: ACS, Confirm and Start-the-Clock (when using the scroll bar). The edit functionality for each service varies, depending on the Service.

In the MID Profile top section, the user can associate or remove an affiliate(s) from a MID profile (the MID must be associated to the CRID). If the user elects to associate this MID to an affiliate (checks the Delegate checkbox) the remaining portion of the screen becomes disabled as it can ten only be updated by the selected delegate from the dropdown menu. The dropdown options are entries extracted from the (signed-in) user's Address Book. Refer to the Address Book section below.

A user can select an existing recipient or add a new recipient for Full-Service ACS. If the user elects to delegate this profile the remaining portion of the screen becomes disabled as it can be updated only by the selected delegate. A user can perform updates by using radio buttons and selecting from dropdown menus. There are five options for Full-Service ACS data.

- not to create a profile for Full-Service ACS data,
- send the Full-Service ACS data to the Preparer of the mailing and select from the recipients list,
- send Full-Service ACS data to the holder of the MID on the mailing,
- route Full-Service ACS data by designating recipient(s). The user has the option to select from
  affiliates registered in the MID system. Recipients in the dropdown menu are entries extracted
  from the user's Address Book. Or,
- designate a recipient(s) to receive ACS data based on information contained in electronic file submissions. Refer to Figure 39 below.

Profile - Microsoft Internet Exp	lorer		
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MID Profile			
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	9011 FAIRGROUNDS PKWY		
	SAN ANTONIO, TX 78238-4540		
CRID: 4430114			
Delegate this MID to the model			
Delagatee 100004	ACCENTURE (DUKE)		
Save Profile > Clear For	Remove Profile >		
< Return			
1.010			
ACS			
Select an existing data	recipient from your previously selected recipients	or add a new recipient.	
O Do not create a prof	le for this data.		
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Allow one or mor electronic file sub:	e of the following recipients to receive my data based o nissions.	on information contained in	
	00004, ACCENTURE (DUKE) 00003, Talley Chiropractic		

Figure 39: MID Edit Profile Mode (top of screen)

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Address 🎒 https://eagnmnsg5ae.usps.com:9443/midProfile.do?MID=100014&CRID=4430114	💌 🄁 Go	Links »
CONFIRM		<b>_</b>
Select an existing data recipient from your previously selected recipients or add a new recipient.		
O Do not create a profile for this data.		
C Send this data to the preparer of the mailing.		
Allow one or more of the following recipients to receive my data based on information contained in electronic file submissions.		
100004, ACCENTURE (DUKE)         100003, Talley Chiropractic         100000, Talley Chiropractic         1000024, Talley Chiropractic		
© Send this data to the holder of the MID on the mailing.		
${}^{\textcircled{O}}$ Always use the business information below to route my data.		
Recipient: 100000. Talley Chiropractic 🔽		
C Allow one or more of the following recipients to receive my data based on information contained in electronic file submissions.		
100004, ACCENTURE (DUKE) 100003, Talley Chiropractic 100000, Talley Chiropractic 100024, Talley Chiropractic		
START THE CLOCK	_	
Select an existing data recipient from your previously selected recipients or add a new recipient.		•
@ Done	🔒 🋐 Local intranet	

Figure 40: Confirm data routing to recipient (middle of MID Edit Profile mode page)

A user can select an existing recipient or add a new recipient for the Confirm service. A user can make selections by using radio buttons and selecting from dropdown menus. There are five options for Confirm data.

- not to create a profile for Confirm data,
- send the Confirm data to the Preparer of the mailing and select from the recipients list,
- send Confirm data to the holder of the MID on the mailing,
- route Confirm data by designating recipient(s). The user has the option to select from affiliates
  registered in the MID system. Recipients in the dropdown menu are entries extracted from the
  user's Address Book. Or,
- designate a recipient(s) to receive Confirm data based on information contained in electronic file submissions.

User Access to Electronic Mailing Information and Reports Guide Version 2

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Address 🗿 https://eagnmnsg5ae.usps.com:9443/midProfile.do?MID=100014&CRID=4430114	💌 🄁 Go	Links »
Save Profile >) Clear Form (Remove Profile >)		<b></b>
<return< td=""><td></td><td></td></return<>		
ACS		
Select an existing data recipient from your previously selected recipients or add a new recipient.		
© Do not create a profile for this data.		
O Do not create a prome for this data.		
Send this data to the preparer of the mailing.		
Allow one or more of the following recipients to receive my data based on information contained in		
electronic file submissions.		
100004, ACCENTURE (DUKE)         100003, Talley Chiropractic         100000, Talley Chiropractic         Recipients(s):		
C Send this data to the holder of the MID on the mailing.		
C Always use the business information below to route my data.		
Recipient: 100004, ACCENTURE (DUKE) -		
C Allow one or more of the following recipients to receive my data based on information contained in electronic file submissions.		
100004, ACCENTURE (DUKE)         100003, Talley Chiropractic         100000, Talley Chiropractic         100024, Talley Chiropractic		<b>•</b>
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Figure 41: FULL-SERVICE ACS data routing to recipient (MID Edit Profile mode)

A user can select an existing recipient or add a new recipient for the Start-the-Clock service. A user can make selections by using radio buttons and selecting from dropdown menus. There are five options for Start-the-Clock data.

- not to create a profile for Start-the-Clock data,
- send the Start-the-Clock data to the Preparer of the mailing and select from the recipients list,
- send Start-the-Clock data to the holder of the MID on the mailing
- route Start-the-Clock data by designating recipient(s). The user has the option to select from
  affiliates registered in the MID system. Recipients in the dropdown menu are entries extracted
  from the user's Address Book.
- designate a recipient(s) to receive Start-the-Clock data based on information contained in electronic file submissions.

MID Profile - Microsoft Internet Explorer	_8×
Elle Edit View Favorites Iools Help	
🚱 Back + 🕗 - 🗷 😰 🏠 🔎 Search 🥋 Favorites 🚱 🔗 - چ 📄 🛄 🏭 🦓	
Address 🗃 https://eagnmsg5ae.usps.com:9443/midProfile.do?MID=1000148.CRID=4430114	💌 🔁 Go 🛛 Links 🎽
Recipient(s): 100024, Talley Chiropractic	×
START THE CLOCK	
Select an existing data recipient from your previously selected recipients or add a new recipient.	
C Do not create a profile for this data.	
C Send this data to the preparer of the mailing.	
Allow one or more of the following recipients to receive my data based on information contained in electronic file submissions.	
100004, ACCENTUPE (DUKE)         100003, Talley Chiropractic         100000, Talley Chiropractic         100004, Talley Chiropractic	
C Send this data to the holder of the MID on the mailing.	
C Always use the business information below to route my data.	
Recipient: 100004, ACCENTURE (DUKE)	
Illow one or more of the following recipients to receive my data based on information contained in electronic file submissions.	
100004.ACCENTURE (DUKE)         100003. Talley Chiropractic         100000. Talley Chiropractic         Recipient(s):         100024. Talley Chiropractic	_
Save Profile >) Clear Form) (Remove Profile >)	<b>.</b>
😰 Done	ocal intranet

Figure 42: Start-the-Clock data routing to recipient (bottom of MID profile edit page)

# 3.2.6 Address Book

The Address Book screen appears when the user selects the *Address Book* link from the MID Summary page. The Address Book feature allows a user to maintain a list of potential MID data recipients. Refer to Figure 43.

A users has the option to enter a MID and the system will display a pop-up (below) to verify the recipient to be added. At this point, the user can add the entry to the Address Book by clicking the *Continue* button or by Clicking the *Cancel* button. Refer to Figure 44.

User Access to Electronic Mailing Information and Reports Guide Version 2

🛎 MID Address Book - Microsoft Internet Explorer		
Eile Edit View Favorites Iools Help		
🚱 Back 👻 🕞 🖌 🙎 🏠 🔎 Search 🤺 Favorites 🤣	🔊 - 😓 🖂 🛄 鑬 🦓	
Address 🗃 https://eagnmnsg5ae.usps.com:9443/addressBook.do?customerCrid=44		🗾 🔁 Go 🛛 Links 🎇
		<b>_</b>
POSTAL SERVICE®	<u>Home</u>   <u>Sign Out</u>	
	Mailer ID System	
Address Book		
Aduress Book		
Please enter a Mailer ID owned by the Customer that	you would like to add to your address book.	
MID		
<return add="" entry=""></return>		
Address Book Entries		
Address Dook Entries		
MID: 100004		
ACCENTURE (DUKE) 9011 FAIRGROUNDS PKWY	Delete Entry >	
SAN ANTONIO, TX 78238-45	40	
MID: 100003		
Talley Chiropractic 2025 EDISON AVE	Delete Entry >	
GRANITE CITY, IL 62040-451	14	
MID: 100000		
Talley Chiropractic	Delete Entry >	
2025 EDISON AVE GRANITE CITY, IL 62040-451		
		🗾 🗎 🔍 Local intranet

Figure 43: Address Book

🚳 MID Address Book	- Microsoft Internet Explorer	_ <del>_</del> <del>_</del> <del>_</del> <del>_</del>
<u>Eile E</u> dit ⊻iew Fa	avorites Tools Help	
Ġ Back 🝷 💮 👻	💌 😰 🏠 🔎 Search 🤺 Favorites 🚱 🔗 🍃 🔜 🛄 鑬 🖄	
Address 🙆 https://ea	gnmnsg5ae.usps.com:9443/addressBook.do?customerCrid=4430114	💌 🄁 Go 🛛 Links 🎽
UNITED S POSTAL S	TATES ERVICE: <u>Home</u>   <u>Sign</u>	Out
	Mailer ID System	
Addre	ss Book	
Plea	Address Book your address book.	
MIE	The following address corresponds to the MID you have entered. Is this the recipient you intend?	
< <u>R</u>	MID: 100013 VATTEROTT COLLEGE-ST ANN 3925 INDUSTRIAL DR SAINT ANN, MO 63074-1807	-
	<cancel (Continue) Py) SRIV RIVIOUTIO, TA 70230-4740</cancel 	
	MID: 100003 Talley Chiropractic 2025 EDISON AVE GRANITE CITY, IL 62040-4514	
	MID: 100000 Talley Chiropractic 2025 EDISON AVE GRANITE CITY, IL 62040-4514	
😸 Done		🔒 🍕 Local intranet

Figure 44: Entering a MID in Address Book

# 3.3 Mail.Dat

# 3.3.1 Overview

The Mail.dat file format is an electronic data exchange with the *PostalOne!* system. To participate in the *PostalOne!* program, the files and fields must comply with the *PostalOne!* Mail.dat file formats. Technical details concerning Mail.dat file format and content are provided in the *Postal Service Mail.dat Technical Specification*.

Participants must successfully transfer version 09-1 Mail.dat files to the Testing Environment for Mailers (TEM) *PostalOne!* System before transferring version 09-1 Mail.dat files to the Production *PostalOne!* system. The Production Environment will be used by all customers that have been approved in the TEM environment by the USPS to start sending the transaction/messages.

TEM will support Mail.dat Versions 08-2, and 09-1. Mail.dat version 08-1 will no longer be supported for testing. This environment is integrated with the login procedures for the new Business Customer Gateway system, allowing Mailers to use the same username and password for the TEM. The TEM environment will support both the existing Mail.dat Transfer Applet or Batch Processor, and the new file upload infrastructure.

Note. Only the Mail.dat version 09-1 supports the Full-Service option. To use Mail.dat version 09-1, a Customer Registration ID (CRID) and Mailer ID (MID) are required. For more information, refer to the *Postal Service Mail.dat Technical Specification*.

To request the Service for the Mail.dat a user must first request and get approved for access to the *Manage Mailing Activity* service. Once the request for the Manage Mailing Activity is approved by the BSA (user will receive a notification by email), the user logs in to the Business Customer Gateway and clicks on the "Electronic Data Exchange" link on the left-hand side of the screen on the Business Customer Gateway user homepage. Refer to Figure 45.

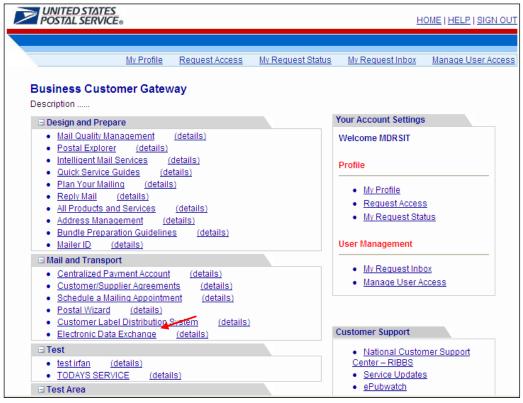


Figure 45: Electronic Data Exchange Link

# 3.3.2 Test Environment for Mailers (TEM)

The Postal Service will make available a Test Environment for Mailers (TEM), allowing customers to test their ability to send electronic documentation information to the U.S. Postal Service Business Services and/or online applications. The TEM mimics a "production-like" environment. eDoc file layouts and corresponding file submission or creation software preparation can all be tested prior to participating in "live" mailings. Refer to the *Postal Service Mail.dat Specification* and the *Postal Service Mail.XML Specification* guides for detailed specifications.

When the Manage Mailing Activity is added to a user's profile using the Business Customer Gateway request access feature, the user selects Electronic Data Exchange link to access to the Postal Service TEM. Refer to Figure 46.

The *PostalOne!* Electronic Data Exchange page is displayed (Figure 46). For Testing, under the "09-1 Mailer Test Environment" heading click on "Download Client Application (Windows) or "Download Client Application (Solaris)".

# **Production Environment**

For Production use, under the "09-1 Mail.dat Production" heading, click on "Download Client Application (Windows)" or "Download Client Application (Solaris)". Refer to Figure 47.

08-2 Mail.dat 08-2 Mail.dat Guide Download Batch Processor File Validator Start Testing - Notify Help Desk File Transfer File Transfer
08-2 Mail.dat Guide Download Batch Processor File Validator Start Testing - Notify Help Desk
Download Batch Processor File Validator Start Testing - Notify Help Desk
File Validator Start Testing - Notify Help Desk
Start Testing - Notify Help Desk
08-1 / 08-2 Mail.dat Production
Download Batch Processor
File Validator
File Transfer

Figure 46: Testing Mail.dat versions 09-1 and 08-2

# 3.4 Mail.XML

# 3.4.1 Overview

Mail.XML is a complement to Mail.dat; participants of Mail.dat can continue to use it as a database but will use the Mail.XML for communication, automation of business to business processing and getting answers in near real time. Mail.XML version 6.0 specifications is composed of families of related messages that provide all the capability that Mail.dat specification provided, as well as business function support that Mail.dat did not provide. Refer to the 041709\_Postal Service Mail.XML Technical Specification ver. 1.0 for full details.

As part of *PostalOne!* support for the Full-Service program, Mail.XML 6.0 Web Services messages will provide an alternative to and replace the current Wizard Web Services (WWS).

The Mail.XML version 6.0 is used for providing data feedback to you for Full-Service, such as Start-the-Clock, Container Induction Scans, Full-Service ACS COA and Nixie detail records, as well as Verification errors or By/For information mismatches.

# 3.4.2 TEM (Testing Environment)

The TEM environment is used for software approval processes for all mailers prior to moving into production environment. Mailers must work with the help desk to start the process of approval of their software and must be approved in the TEM environment, prior to sending data transactions in the production environment. Refer to Figure 38.

# **Production Environment**

The environment will be used by all customers that have been approved in the TEM environment by the USPS to start sending the transaction/messages.

UNITED STATES POSTAL SERVICE			
POSTAL SERVICE®		HOME   HELP	CUSTOMER CARE   SIGN OUT
Manage Mailing Activity	1/1	A A A A A A A A A A A A A A A A A A A	
» Home	Home > Electronic Data Exchange Electronic Data Exchange		
» Summary			
» Balance and Fees	Allows you to transfer files electronically (more inform Mail.dat Mailer Test Environment	ation coming soon).	
» Postal Wizard	09-1 Mail.dat Mailer Test Environment 09-1 Mail.dat Guide	08-2 Mail.dat Mailer Test Environment 06-2 Mail.dat Guide	
» Electronic Data Exchange	Download Client Application (Windows) Download Client Application (Solaris)	Download Batch Processor File Validator	
» Mailing Reports	Start Testing - Notify Help Desk	Start Testing - Notify Help Desk	
» Dashboard	-	File Transfer Metrics Search	
» Manage Permits	Mail.dat Production		
	09-1 Mail.dat Production	08-1 / 08-2 Mail.dat Production	
<	Download Client Application (Windows)	Download Batch Processor	
	Download Client Application (Solaris)	File Validator	
		File Transfer	
		Metrics Search	
		Metrics - File Transfer	
	Other Electronic Data Exchange		
	Postal Wizard		
	<u>Mail.xml</u>		
	Electronic Verification System (EVS)		
	Parcel Return Service (PRS)		
	Ho	ne   Site Map   Help   Customer Care   Feedback   Sign Out	
		Copyright ⊚ 1999-2009 United States Postal Service All Rights Reserved.	
		•	

Figure 47: Mail.dat Production Use

# 3.4.3 Mail.XML Push Data

For the Mail.XML Push data, the USPS invokes a Customer's Web Services. Through the Push Subscription Profile, a customer can register with the Business Customer Gateway as a subscriber of detail data (Delivery messages). The customer can register to automatically receive either the detail data or the notifications as they pertain to Start-the-Clock, Container Scans, Full-Service ACS COA and Nixie data. Refer to the following section, Push Subscription Profile.

# 3.4.4 Push Subscription Profile

The Push Subscription Profile is a Business Service, which provides the ability to setup data distribution profiles and a "push" method of data distribution to customers or their affiliates.

Note: To receive Full-Service push data the customer must be registered in the Customer Registration system at the Business Customer Gateway (in other words the customer is a registered *PostalOne*! user). A new or existing customer, after completing the Business Customer Gateway approval and request access steps for this Business Service, must have also set-up a push subscription profile using the Business Customer Gateway system. This activation process enables data distribution control. Data distribution is driven by data provided in the eDocumentation to the *PostalOne*! system with the By/For relationship. The MID profile if setup by the customer, take precedence on authorization rules over the electronic documentation data.

The Push Subscription Profile provides the ability to setup data distribution profiles and methods of data distribution subscription. Refer to the *PostalOne!* Mail XML Technical Specification.

<b>UNITED STATES</b> POSTAL SERVICE®	HOME   HELP   CUSTOMER CARE   SIGN OUT	
Manage Mailing Activity   Home  Summary Balance and Fees Postal Wizard Electronic Data Exchange Mailing Reports Dashboard Manage Permits	Home > Mailing Reports Mailing Reports	
	Home   Site Map   Help   Customer Care   Feedback   Sign Out	
Copyright © 1999-2009 United States Postal Service All Rights Reserved.		

Figure 48: Push Subscription Profile Access Page

# 3.4.5 View Push Subscription(s) Data

From the Mailing Reports page, the user clicks on a link named "Push Subscription Profile". The system will display the Full-Service Push Data Profile page that lists all message types along with the Business Entity's subscription status for each message type. A user selects a business entity from the dropdown menu to refresh the table containing the Message Type, Status and Actions columns. Refer to Figure 49.

Each message type is listed with three data elements.

- 1. Message Type. The name of the message, which can be either of four types.
  - a. Full-Service Address Correction
  - b. Full-Service Container Visibility
  - c. Full-Service Nixie
  - d. Start-the-Clock

- Subscription Status. The status indicates whether the business entity has a subscription for the Message Type. Possible values include: Subscribed to Data Push, Subscribed to Data Notification, or Not Subscribed.
- 3. Actions. For a Message Type that the business entity is already subscribed, there will be two hyperlinks "Edit" and "Unsubscribe" that allow the user the option to edit or unsubscribe to a subscription.

·	
g 1 to 4	[Prev] 1 [Next]
Subscription Status	Actions
Subscribed to Data Push	Edit   Unsubscribe
Subscribed to Data Notification	Edit   Unsubscribe
Not Subscribed	Subscribe
Not Subscribed	Subscribe
	Subscribed to Data Push Subscribed to Data Notification Not Subscribed

Figure 49: Subscriptions and Messages System-returned Screen

# 3.4.6 New Push Data Subscription(s)

From the Full-Service Subscriptions and Messages System-Returned Screen page, if the user clicks on the Subscribe link for a message type, the system displays a new Push Data subscription page.

The user selects from the Push Type dropdown menu and enters all the required fields then click submit to subscribe to a Message Type. (See Figure 50)

Subscription data form	
Push Type:	Select One 💌
	Enter the detail of the external system receiving the data/notification below.
User id:	
Password:	
Confirm Password:	
Web Service URL:	
Push start date:	
Frequency:	Select One 💌
Last modified by(user id):	FWJ280
Last modified date:	10/23/2008
	Submit Cancel

Figure 50: Push Data Subscription (subscribe mode)

# 3.4.7 Edit Push Data Subscription(s)

On the Subscriptions and Messages System-Returned Screen (Figure 51), if the user clicks on the Edit link for a subscribed message, the system will display the subscription profile in the edit mode. A user must first select the Message Type from the Push Type dropdown menu, and has the option to change or update the required field(s) and then click submit

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Subscription data form	
Push Type:	Select One 💌
User id:	Enter the detail of the external system receiving the data/notification below.
Password:	
Confirm Password:	
Web Service URL:	
Push start date:	
Frequency:	Select One 💌
Last modified by(user id):	F₩J280
Last modified date:	10/23/2008
	Submit Cancel

Figure 51 Edit Push Data Subscription (edit mode)

# 3.5 Postal Wizard

The *PostalOne!* system provides the Postal Wizard (PW) tool that enables a secure way to submit postage statements online. This tool may be used when no electronic documentation is necessary for compliance with Full-Service requirements. For Full-Service mailings using the Postal Wizard, only the owner of the mailing permit will receive Start-the-Clock information.

Note: Postal Wizard cannot be used with Full-Service Periodicals and BPM mailings, even if under 10,000 pieces. Also, there are certain types of letters and flats that are eligible for Full-Service when they have Intelligent Mail barcodes. Refer to A Guide to Intelligent Mail<sup>®</sup> for Letters and Flats for full details.

A Mailer who elects to use the Postal Wizard applies for access through the Business Customer Gateway. To request the Postal Wizard service, a user must first request and get access to the *Manage Mailing Activity* (Refer to the section on Business Services to learn how to request a service). Once the request for the Manage Mailing Activity is approved by the BSA (user will receive a notification by email), the user can login to the Business Customer Gateway and click on the "Electronic Data Exchange" link to access the Postal Wizard testing support and obtain additional test criteria information (Figure 53).

For Basic Option Mailers wanting to use eDoc with Postal Wizard or elect to use Postal Wizard under Submit a Form to submit their postage statement information must conform to the certain conditions. To understand the conditions, please refer to the Electronic Documentation and Intelligent Mail® Ready, Set, Go! Guide.

To access the Postal Wizard, the user selects the Postal Wizard under the Manage Mailing Activity menu (Figure 54). To claim Full-Service, a mailer must check the Full Service indicator check box on the Postage Statement (Figure 55), and enter the Mailer ID (Figure 56).

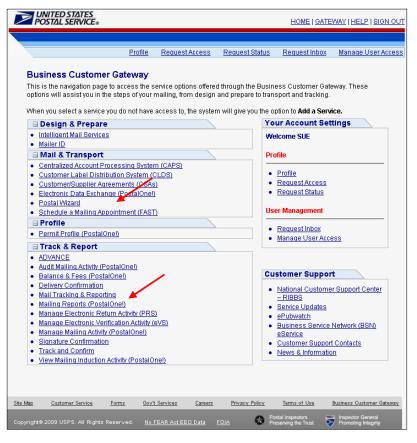


Figure 52: Business Customer Gateway User homepage

wws you to transfer files electronically (more inform	auon conning soon).	
Test Environment for Mailers (TEM) 19-1 Mail.dat	08-2 Mail.dat	
09-1 Mail.dat Guide	08-2 Mail.dat Guide	
Nownload Client Application (Windows)	Download Batch Processor	
Download Client Application (Solaris)	File Validator	
Start Testing - Notify Help Desk	Start Testing - Notify Help Desk	
Start resting - notify neip best	File Transfer	
Mail.xml		
wail.xml Guide		
Start Testing - Notify Help Desk		
Postal Wizard 🦰		
Postal Wizard Guide		
Start Testing - Notify Help Desk		
Submit Postage Statements		
Electronic Verification System (EVS)		
EVS Guide		
EVS Process		
<u> Start Testing - Notify Help Desk</u>		
Parcel Return Service (PRS)		
PRS Guide		
PRS Process		
<u> Start Testing - Notify Help Desk</u>		
Mail.dat Support for Production		
9-1 Mail.dat Mailer Production	08-1 / 08-2 Mail.dat Production	
Download Client Application (Windows)	Download Batch Processor	
Download Client Application (Solaris)	File Validator	
	File Transfer	
	Metrics Search Metrics - File Transfer	

Figure 53: Postal Wizard from the Electronic Data Exchange link



Figure 54: Postal Wizard link is located under the Manage Mailing Activity menu

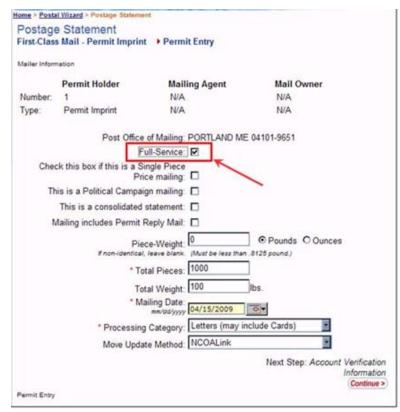


Figure 55: The Full-Service indicator box

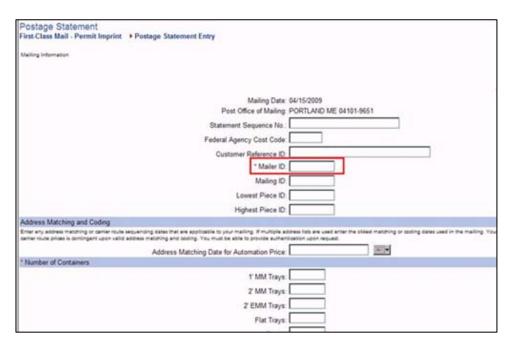


Figure 56: Mailer ID must be entered Postage Statement Entry screen

# **Full-Service Reports**

The Business Customer Gateway captures all electronic mailing information provided by customers (also commonly referred to as electronic documentation), as well as service performance metrics and mailing quality information from the Postal Service Seamless Acceptance Service Performance (SASP) system. *PostalOne*! assisted by the new Business Customer Gateway system receives data from the SASP for Start-the-Clock, container scans, Full-Service ACS and Nixie data. SASP enables information to be available through reports and data downloads.

The reports and available data are provided through the Business Customer Gateway via the Mailing Reports page from the Business Customer Gateway landing page. Refer to Figure 6.1. The Business Customer Gateway also provides functionality to manage Mailer IDs, where customers create data distribution profiles that allow what third parties to receive their data. For example if a mail owner employs a list management company (third party) to manage their addresses and address change updates; this profile allows the change-of-address (COA) data to be routed to the designated service provider. Refer to the section on Mailer ID set-up and profiles.

Full-Service ACS differs from both OneCode ACS and the traditional ACS programs in several ways, although all three processes provide similar information. The most notable differences involve three components.

- Pricing (Full-Service ACS is a no-cost service for specific time frames)
- Record format and layout
- Fulfillment method

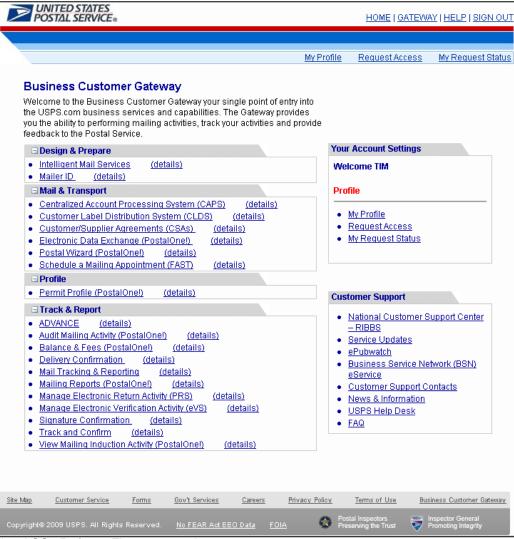
Refer to Publication 8A (*Address Change Service – Traditional*) and Publication 8B (*OneCode ACS Technical Guide*) for full details on the record formats and data transmission methods of Traditional ACS and OneCode ACS. For Full-Service ACS, the electronic record format is different from those of both OneCode ACS and Traditional ACS, the information comes to the customer by a selection of different electronic channels and is a no-cost service (with the exceptions noted above). Refer to *A Guide to Intelligent Mail for Letters and Flats*, Section 4 for full details on the fulfillment methods.

For Intelligent Mail barcode users who choose OneCode ACS or Full-Service ACS, the Mailer ID in the Intelligent Mail barcode *must* be registered with ACS. Use of the Intelligent Mail barcode, in and of itself, does not automatically trigger ACS data collection and generation. New Mailer IDs will have a Full-Service ACS default profile created automatically. If mailers want no ACS services, Traditional ACS, OneCode ACS, or if they want options different from the default option for the new Mailer ID, they should contact the National Customer Support Center (NCSC) in Memphis after the MID is created. The NCSC will work with a mailer to ensure that the mailer's profile matches the desired mailpiece disposition and address correction handling.

# 4.1 Full-Service Reports Access

Reports for the Intelligent Mail Full-Service option include two reports: the Start-the Clock and Full-Service ACS. Full-Service ACS reports are downloadable, compressed COA and Nixie files. Please refer to the Address Correction section below to understand the ACS offerings.

The Full-Service Reports are accessed from the new Business Customer Gateway landing page: select from under the **Mailing Reports** > **Full Service Reports**. There are two primary reports: the Start-the-Clock and



Full-Service ACS. Refer to Figure 4.1 and 4.2.

# Figure 4.1

# 4.1.1 Full-Service Report Features

The Full-Service report features are:

- 1) The Start-the-Clock report shows container scans, appointment, dispatch information and, whether the mail is *origin* entered or *destination* entered.
- 2) The Full-Service ACS reports allow users to query ACS records, display sample data, and enables the ability to download COA and Nixie data in Excel and CSV formats.

<b>UNITED STATES</b> POSTAL SERVICE®	HOME   HELP   CUSTOMER CARE   SIGN OUT
Manage Mailing Activity  Manage Mailing Activity  Home  Summary Balance and Fees Postal Wizard Electronic Data Exchange Mailing Reports Dashboard Manage Permits	Home > Mailing Reports         Mailing Reports         • View Transactions         • Pending Postage Statements         • Customer Supplier Agreements         • Mail Quality Reports         • Push Subscription Profile         • Full Service Reports
	Home   Site Map   Help   Customer Care   Feedback   Sign Out
	Copyright © 1999-2009 United States Postal Service All Rights Reserved.

Figure 4.2: PostalOne! Mailing Reports Page

# 4.1.2 Start-the-Clock Summary Report

The system navigates the user to a new page (Figure 4.3), "Full-Service Reports" page, when the Full-Service Reports hyperlink is selected from the Mailing Reports page (Figure 4.2). The system navigates the user to the new Start-the-Clock Reports page (Figure 4.4) when the "Start-the-

The system navigates the user to the new Start-the-Clock Reports page (Figure 4.4) when the "Start-the-Clock" hyperlink is selected. Users can then select the Start-the-Clock Summary Report hyperlink.

UNITED STATES POSTAL SERVICE®	HOME   HELP   CUSTOMER CARE   SIGN OUT
Manage Mailing Activity         > Home         > Summary         > Balance and Fees         > Postal Wizard         > Mailing Reports         > Dashboard         > Manage Permits	Home > Reports  Reports  Start-the-Clock  Address Correction Service (ACS)
	Home   Site Map   Help   Customer Care   Feedback   Sign Out
	Copyright © 1999-2009 United States Postal Service All Rights Reserved.

Figure 4.3: Full-Service Reports Page

The new Full-Service Reports page (Figure 4.3 above) displays two hyperlinks for accessing either the "Start-the-Clock" or "Address-Correction-Service" reports.

UNITED STATES POSTAL SERVICE®	HOME   HELP   CUSTOMER CARE   SIGN OUT
Manage Mailing Activity         > Home         > Summary         > Balance and Fees         > Postal Wizard         > Mailing Reports         > Dashboard         > Manage Permits	Home > Reports Reports  • Start-the-Clock Summary Report
	Home   Site Map   Help   Customer Care   Feedback   Sign Out
	Copyright © 1999-2009 United States Postal Service All Rights Reserved.

Figure 4.4: Start-the-Clock Summary Report Page

The Start-the-Clock Summary Report will allow a user to track shipment and start the clock with scheduling or dispatch information. The report has drill down functionality stemming from the Start-the-Clock record (search results) to Job ID to Appointment Number and finally to the Container Visibility/Scan data. Depending on the user-selected search criteria, the report will display information based on the search criteria. Refer to Figure 4.5.

VINITED STATES POSTAL SERVICE®		HOME   HELP   CUSTOMER CARE   SIGN OUT						
ome > Reports > Start-the-Clock Summary Search 🚱 Today: Apr 11, 2009 05:47:58								
Start-the-Clock Summary Reports Search								
Please correct the following errors and try again: ID Number is required.		_						
Search By*: Mailing Group ID 💌	ID Number*:							
Entry Point Type*: All Facility Types	Search With*: exact value							
Facility:	Facility State: 🔽							
City:	Zip (5 or 9):							
Date Range: * From: 02/25/2009 From. To: 04/11/2009	·							
	Search							
	Home   Site Map   Help   Customer Care   Feedback   Sign Out							
	Copyright © 1999-2009 United States Postal Service All Rights Reserved.							
tems marked with an red asterick are required inputs.								

Figure 4.5: Start-the-Clock Summary Report Search Parameters

The system allows the user to build the report with search criteria and filters for Start-the-Clock. The first four fields require user inputs and/or selections.

# Fields 1-4 below are Required Inputs.

- 1. Mailing Group ID or Job ID. The user selects an option from the dropdown menu.
- 2. ID Number. The user must enter a whole number.
- **3. Search With**. The user selects one option from the dropdown menu. The option is a value attribute within the job ID number.
  - a. exact value
  - b. starting value
  - c. ending value
  - d. containing value
- **4. Entry Point Type**. The options from the dropdown menu allow the user to refine the search by facility type.
  - a. All Facility Types
  - b. BMEU Origin
  - c. Mailer Facility
  - d. USPS Induction Facility

# 5. Entry Point Location

The system will allow the user to further refine the search. These field selections are optional inputs.

- a. Facility Name (dropdown menu)
- b. City (dropdown menu)

- c. Facility State (dropdown menu)
- d. Zip (the user must enter 5 or 9 characters)
- 6. **Date Range**. The user can select the Start and End dates or enter a date using the Calendar functional icon for both the start and end dates.
- 7. **Display per Page**. The options from the dropdown menu define the number of search results (data rows) to be displayed per screen page. The result set is paginated in fixed increments. The default is a maximum of 10 rows.
  - a. 10
  - b. 15
  - c. 20

<b>UNITED STATES</b> POSTAL SERVICE®		Re	estricted Information	<u>F</u>	eedback   Personal Profi	ile   <u>Logout</u>				
Home > Start-the-Clock Sum	mary Report Search 🕝				Today: Jan 8, 200	9 09:15:42 AM				
tart-the-Clock Summary Report Search										
Start-the-Clock Sulli	nary Report Search									
Job ID:*		Search With:*	exact value	*						
Entry Point Type:*	All	Facility:*	All							
City, State		Zip (3 or 5):								
City, state		210 (3 of 5):								
Start-the-clock Date										
Range:*	To: 01/08/2009	Display per Page:	10 results 💌							
		Search								
Please click on an Job ID to Job ID 🔺	view the Start-the-Clock details for t Entry Point Type	hat job. Facility	City, State	Zip	Start-the-Clock	I				
9878988880	BMEU	BMEU Location Name	Sussex Tx.	00000	03/01/2008					
6668765468	BMEU	BMEU Location Name	Sussex Tx.	00000	03/01/2008					
ACI88867	BMEU	BMEU Location Name	Sussex Tx.	00000	03/01/2008					
EDROPT20	BMEU	BMEU Location Name	Sussex Tx.	00000	03/01/2008					
SCEN038A	BMEU	BMEU Location Name	Sussex Tx.	00000	03/01/2008					
9878988880	BMEU	BMEU Location Name	Sussex Tx.	00000	03/01/2008					
9878988880	BMEU	BMEU Location Name	Sussex Tx.	00000	03/01/2008					
<u>9878988880</u>	BMEU	BMEU Location Name	Sussex Tx.	00000	03/01/2008					
<u>9878988880</u>	BMEU	BMEU Location Name	Sussex Tx.	00000	03/01/2008					
<u>9878988880</u>	BMEU	BMEU Location Name	Sussex Tx.	00000	03/01/2008					
	Page 1 of 2 Next >>									
		I] Copyright @ 199	Feedback   Logout   9-2009 USPS, All Rights Terms of Use	Reserved.						

Figure 4.6: Start-the-Clock Summary Report Search Parameters

When the user clicks the *Search* button, the system returns Start-the-Clock data based on the report parameters defined by the user. The presentation of the data will display below the search input fields. Refer to Figure 4.6.

The Start-the-Clock Summary Report Data Columns

- 1. Job ID (hyperlink). This column lists the Job ID defined by the search criteria. A single Job ID number that when selected, directs the user to a new, standalone page that displays the data by Job ID (Refer to Figure 4.7).
- 2. Entry Point Type. This column displays the Entry Point Facility defined by the search criteria.
- 3. Facility. This column displays the Entry Point Facility name defined by the search criteria.

- 4. City, State (of entry point). This column displays the Entry Point Facility City and State.
- 5. Zip. This column displays the Entry Point Facility ZIP code corresponding to the facility location.
- 6. Start-the-Clock. This column displays the Start-the-Clock date (Day 0) corresponding to the Job ID.

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lome > Start-the-Cloc	k Summary Repo	ort Search > Start-the-Clock S	Immary Report					Today: Jan 26, 2009 12:54:39 P
<u></u> . <u></u>								
lob Summary Informa	ation							
IOB ID:	9878988880		Class:	Standard Mail		Total Container	Count: 29	
Drigin Facility:	Baltimore P&DC		Start-the-Clock Date (Day 0):	03/01/2008				
Entry Point Type	Appt Num	Container Visibility/Scan	Entry Facility	Appt Date and Time	Arrival	Unload Start	Unioad End	Start-the-Clock Date (Day 0)
Origin	BMEU	n/a	Dulles P&DC	n/a	n/a	n/a	n/a	03/03/2008
Origin	BMEU	n/a	Baltimore P&DC	n/a	n/a	n/a	n/a	03/03/2008
Origin	123456-0302	n/a	Dulles P&DC	n/a	n/a	n/a	n/a	03/03/2008
Origin	123456-0219	n/a	Baltimore P&DC	n/a	n/a	n/a	n/a	03/03/2008
Destination	<u>623456789</u>	<u>3</u>	Atlanta SCF	02/18/2008 14:00 EDT	02/18/2008 14:25 EDT	02/18/2008 14:25 EDT	02/18/2008 14:55 EDT	02/18/2008
Destination	723456789	2	Dulles P&DC	02/15/2008 12:00 EDT	02/15/2008 12:00 EDT	02/15/2008 12:20 EDT	02/15/2008 12:50 EDT	02/15/2008
Destination	92345R0215	<u>3</u>	New York SCF	02/15/2008 09:00 EDT	02/02/2008 09:00 EDT	02/02/2008 09:00 EDT	02/02/2008 09:15 EDT	02/02/2008
Destination	<u>623456789</u>	3	Atlanta SCF	02/18/2008 14:00 EDT	02/18/2008 14:25 EDT	02/18/2008 14:25 EDT	02/18/2008 14:55 EDT	03/01/2008
Destination	<u>623456789</u>	3	Atlanta SCF	02/18/2008 14:00 EDT	02/18/2008 14:25 EDT	02/18/2008 14:25 EDT	02/18/2008 14:55 EDT	03/01/2008
Destination	<u>623456789</u>	<u>3</u>	Atlanta SCF	02/18/2008 14:00 EDT	02/18/2008 14:25 EDT	02/18/2008 14:25 EDT	02/18/2008 14:55 EDT	03/01/2008
Destination	<u>623456789</u>	<u>3</u>	Atlanta SCF	02/18/2008 14:00 EDT	02/18/2008 14:25 EDT	02/18/2008 14:25 EDT	02/18/2008 14:55 EDT	03/01/2008
Destination	<u>623456789</u>	<u>3</u>	Atlanta SCF	02/18/2008 14:00 EDT	02/18/2008 14:25 EDT	02/18/2008 14:25 EDT	02/18/2008 14:55 EDT	03/01/2008
Destination	623456789	3	Atlanta SCF	02/18/2008 14:00 EDT	02/18/2008 14:25 EDT	02/18/2008 14:25 EDT	02/18/2008 14:55 EDT	03/01/2008
Destination	<u>623456789</u>	3	Atlanta SCF	02/18/2008 14:00 EDT	02/18/2008 14:25 EDT	02/18/2008 14:25 EDT	02/18/2008 14:55 EDT	03/01/2008
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Figure 4.7: Start-the-Clock Summary Report by Job ID - User clicks a JobID hyperlink

The system displays the Start-the-Clock Summary/Job ID report on a new separate page (Figure 4.7) when the user selects the Job ID hyperlink from Start-the-Clock Summary Report (Figure 4.6).

The system displays the Start-the-Clock information per the associated Job ID. This view by Job ID, displays the Job ID Summary information and nine data columns.

The Job Summary Information section includes five elements.

- 1. Job ID
- 2. Class (mail class)
- 3. Total Container Count (sum of all containers/pallets for per the single Job ID
- 4. Origin Facility
- 5. Start-the-Clock Date (Day 0)

Job ID Summary information presents ten data columns.

- 1. Entry Point Type. There are two possible values Origin or Destination.
- Appt Num (Appointment Number). The Appt Num that when selected, the system will display a separate, standalone report that displays information per the single Start-the-Clock Summary Report Appt Num (refer to Figure 4.8). The system returns/displays Appointment Number information only if Entry Point type is *Destination*. The Appt Num hyperlink will be enabled.
- 3. Container Visibility/Scan. This column displays the number of scans corresponding to the Appointment Number. The number is hyperlinked-enabled to Container Visibility/Scan information (Figure 4.9). The hyperlink is enabled only if the entry point is *Destination*.
- 4. Entry Facility. This column displays the name of entry point facility.
- 5. Appt Date and Time

- 6. Arrival (date and time)
- 7. Unload Start (date and time)
- 8. Unload end (date and time)
- 9. Start-the Clock Date (Day 0)

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Appointment Informa						
Start-the-Clock Appoi		623456789		ntainers in Appointment:	3 Appointment Date/Time:	August 02, 2008 09:00 AM
USPS Induction Facility Unload Start:	/:	Atlanta SCF 02/18/2008 14:25 EDT	Arrivai L Unioad E	)ate/Time:	September 02, 2008 09:00 AM 02/18/2008 14:55 EDT	
onioau start.		02/10/2000 14:23 ED1	onioau i	.nu.	02/10/2000 14:33 ED1	
Job Summary Informa	ation					
JOB ID:	9878988880		Class:	Standard Mail	Total Container Count	t: 29
Origin Facility:	Baltimore P&DC		Arrival Date/Time:	03/01/2008 15:25 EDT		
Start-the-Clock Date (Day 0):	03/01/2008					
Shipment Content Su						
	mmary					
Mailer Information						
Mail Preparer:PROFESSIC CUTLERY DIRECT	DNAL	Shipment Content				
Mailer Contact:		Job ID Scheduled	Containers			
GINNEY MCPHEE (203)871-1000	987898	8880	2			
(200)011 1000	987898	<u>8897</u>	1			
	Mailer	Totals	3			
	Appoir	ntment Totals	3			
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Figure 4.8: Start-the-Clock Appointment Summary by Appt Num - User clicks an Appt Num hyperlink

The system displays the Start-the-Clock Appointment Summary by Appt Num Report on a new, separate page (Figure 4.8) when the user selects a single Appt Num hyperlink from the Start-the-Clock Summary/Job ID Report.

The system displays the Start-the-Clock Appointment Number information. This (Appt Num) view displays the Appt Num Summary information and seven data columns.

The Start-the-Clock Summary Appointment Number Information section includes seven elements.

- 1. Start-the-Clock appointment number
- 2. USPS Induction Facility
- 3. Unload Start (date and time)
- 4. Total Containers in Appointment
- 5. Appointment Date and Time
- 6. Arrival (date and time)
- 7. Unload End (date and time)

The Job Summary Information section is static, retained from the same Start-the-Clock Summary by Job ID.

- 1. Job ID
- 2. Class (mail class)
- 3. Total Container Count (sum of all containers/pallets for per the single Job ID)
- 4. Origin Facility
- 5. Start-the-Clock Date (Day 0)

The Shipment Content Summary section displays Mailer Preparer information and contact data, including a Mailer contact Phone number. The Shipment Content section provides four data elements.

- 1. Job ID hyperlink. When the Job ID hyperlink is selected, the user is redirected to the Start-the-Clock Summary Report associated with the Job ID.
- 2. Scheduled Container hyperlink. This column displays the container count. When the *count* hyperlink is selected, the user is redirect to Container Visibility/Scan Information (Figure 4.9).
- 3. Mailer Totals. This is the sum of all scheduled containers within the Shipment Content.
- 4. Appointment Totals. This is the sum of all appointments within the Shipment Content.

UNITED ST	ATES						
POSTAL SER	RVICE®					Feedl	<u>oack</u>   <u>Personal Profile</u>   <u>Logout</u>
			Restricted Info	ormation			
Home > Start-the-Clo	ck Summary Report Search	h > Start-the-Clock Summary Repo	<u>rt</u> > Container Visibility/Scan Report	8			Today: Jan 26, 2009 12:59:33 PM
Appointment Informa	rtion						
Start-the-Clock Appoi			Total Containers in Appointment:	3 Appointme	nt Date/Time:	August 02, 200	08 09:00 AM
USPS Induction Facilit	-		Arrival Date/Time:	September 02, 2008 09:00	AM		
Unload Start:	03	2/18/2008 14:25 EDT	Unload End:	02/18/2008 14:55 EDT			
Job Summary Inform	stion						
JOB ID:	9878988880	Class:	Standard Mail		Total Container Coun	t: 29	
Origin Facility:	Baltimore P&DC	Arrival Date			fotal container could	. 20	
Start-the-Clock Date	03/01/2008						
(Day 0):							
Container Visibility/S	can Information						
Mailing Group ID	USPS Induction Facility	USPS Induction Facility Loc	ale Kev IM Container Barcode	Container Scan Date/Time	Induction Status	Induction Issue Desc	Induction Issue Resolution
	Atlanta SCF	X10054	99M423905469898432348	02/18/2008 14:00 EDT	Accepted	None	
555678	Atlanta SCF	X10054	99M423905469898432349	02/18/2008 14:00 EDT	Accepted	None	
			<u>Feedback</u>   <u>L</u> Copyright © 1999-2009 USPS	.ogout   All Rights Reserved			
			Terms of				

Figure 4.9: Start-the-Clock Appointment Summary Report by Container Content Information

The system displays the Container Visibility/Scan information on a new separate page (Figure 4.9) when the user selects a Scheduled Container number hyperlink from the Shipment Content section of the Start-the-Clock Appointment Summary/Appt Num reporting. The Container Visibility/Scan information displays seven data columns.

The Appointment Information section is static, retained from the Start-the-Clock Summary Appointment Number Information report.

- 1. Start-the-Clock appointment number
- 2. USPS Induction Facility
- 3. Unload Start (date time)
- 4. Total Containers in Appointment
- 5. Appointment Date/Time
- 6. Arrival Date/Time
- 7. Unload End (Date/Time)

The Job Summary Information section is static, retained from the same Start-the-Clock Summary by Job ID Information report:

- 1. Job ID
- 2. Class (mail class)
- 3. Total Container Count (sum of all containers/pallets for per the Job ID)
- 4. Origin Facility

5. Start-the-Clock Date (Day 0)

The Container Visibility/Scan Information section presents eight data columns.

- 1. Mailer Group ID
- 2. USPS Induction Facility
- 3. USPS Induction Facility Locale Key
- 4. (Intelligent Mail)IM Container Barcode (Intelligent Mail)
- 5. Container Scan Date/Time
- 6. Induction Status
- 7. Induction Issue Desc
- 8. Induction Issue Resolution

# 4.1.3 Download Full-Service ACS Reports

The system navigates the user to the new Full-Service ACS COA and Nixie Detail Reports page (Figure 4.10 below) when the "Address Correction Service (ACS)" hyperlink is selected from the Full-Service Reports page (Refer to Figure 4.3).

<b>UNITED STATES</b> POSTAL SERVICE®	HOME   HELP   CUSTOMER CARE   SIGN OUT
Manage Mailing Activity   Home  Summary  Balance and Fees  Postal Wizard  Mailing Reports  Dashboard  Manage Permits	Home > Reports Reports
	Home   <u>Site Map</u>   <u>Help</u>   <u>Customer Care</u>   <u>Feedback</u>   <u>Sign Out</u>
	Copyright © 1999-2009 United States Postal Service All Rights Reserved.

Figure 4.10: Full-Service ACS Reports

The Full-Service ACS reports enable two options:

- 1. The Download ACS Report, which allows the user to search ACS records, display sample data, and download the data set(s) in a CSV or Excel format.
- 2. The Nixie Details Report, which allows the user to search Nixie Detail records, display sample data, and download the data set(s) in a CSV or Excel format.

The system displays the Download ACS Report and search criteria selections screen on a new separate page when the user selects the Download ACS Report link (Figure 4.11). The report can be queried by four required input parameters.

Fields 1 -4 below are Required Inputs.

- 1. Mailing Group ID or Job ID (dropdown menu)
- 2. **ID Number** (user must enter a whole number)

- 3. **Search With.** The user selects one option from the dropdown menu. The option is a value attribute within the job ID number.
  - a. exact value
  - b. starting value
  - c. ending value
  - d. containing value
- 4. **Record creation Date Range**. The user can enter a date or select a date using the Calendar functional icon for both the start and end dates.

When the user clicks the Search button, the system displays the data online. The user has the option to download the data in CSV or Excel formats using the dropdown menu. Refer to Figure 4.11.

The system displays a system download message that will allow users the option to save the search results to their local (computer) drive.

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<u>ome</u> > Download	ACS Report Search	3													Today: Jan 8, :	2009 09:15:42
	ACS Report															
	Search By: Mail				ID Numi	her:			_							
Recor	d Creation Date Job	er ID				fith: exactiv	/alue 🔻	1								
10001		01/08/2009														
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	)ownload	Search	Result	In The Format Of*:	Excel	(XLS)		<b>v</b>								
	0,000. Listing the sam vnload" button to save															
Mailer ID Job ID	Original MB	Record Move Creation Effective Date Date	Move Type	Deliverability CC Code Nai		m Address	Old s Urbanizatio Name	Parsed n Old Address	Old City- State-ZIF	New Address Type	New Urbanizatio Name	Parsed n New Addres	State-71	рмв	Class/Notificatio Type	n Fee Notifica
23456789 <u>A618999</u> 9	999M42390546989843234	4802/18/200802/12/2008	F	John Smith		G	null	Street Apt	Saint Rose LA 700873239	G	null	1122 Center Lane	Kenner LA 700656507		в	N
3456789 <u>A618999</u>	999M42390546989843234	4802/18/200802/12/2008	F	John Smith		G	nuli	123 Main Street Apt 2B	Saint Rose LA 700873239	G	null	1122 Center Lane	Kenner LA 700656507		в	N
3456789 <u>A618999</u>	999M42390546989843234	4802/18/200802/12/2008	F	John Smith	n 9012 3456	G	null	Street Apt	Saint Rose LA 700873239	G	null	1122 Center Lane	Kenner LA 700656507		в	N
23456789 <mark>A618999</mark>	999M42390546989843234	4802/18/200802/12/2008	F	John Smith		G	null	123 Main Street Apt 2B	Saint Rose LA 700873239	G	null	1122 Center Lane	Kenner LA 700656507	null	в	N
23456789 <u>A6189999</u>	999M42390546989843234	4802/18/200802/12/2008	F	John Smith		G	nuli	Street Apt	Saint Rose LA 700873239	G	null	1122 Center Lane	Kenner LA 700656507	null	в	N
23456789 A6189999	299M42390546989843234	48 02/1 8/2008 02/1 2/2008	F	John Smith		G	nuli	Street Apt	Saint Rose LA 700873239	G	null	1122 Center Lane	Kenner LA 700656507		в	N
3456789 A6189999	999M42390546989843234	4802/18/200802/12/2008	F	John Smith		G	nuli	123 Main Street Apt 2B		G	null	1122 Center Lane	Kenner LA 700656507		в	N
23456789 A618999	99M42390546989843234	4802/18/200802/12/2008	F	John Smith	1234 5678	G	null	Street Apt	Saint Rose LA 700873239	G	null	1122 Center Lane	Kenner LA 700656507		в	N

Figu

re 4.11: Full-Service ACS COA Report

# 4.1.4 Full-Service ACS Nixie Detail Report

The system displays the Full-Service ACS Nixie Detail Report and search criteria selections screen on a new separate page when the user selects the Full-Service ACS Nixie Detail Report link. The report can be searched by four user-required input and/or selections.

Fields 1 -4 below are Required Inputs.

1. **Mailing Group ID** or **Job ID** (dropdown menu)

- 2. **ID Number** (user must enter a whole number)
- 3. **Search With.** The user selects one option from the dropdown menu. The option is a value attribute within the job ID number.
  - a. exact value
  - b. starting value
  - c. ending value
  - d. containing value
- 4. **Record creation Date Range**. The user can enter a date or select a date using the Calendar functional icon for both the start and end dates.

When the user selects the Search button, the system displays the data online. The user has the option to download the data in CSV or Excel formats using the dropdown menu. Refer to Figure 4.12.

The system displays a system download dialog that will allow users the option to save the search results to their local (computer) drive.

Search By:       Mailer ID       ID         Record Creation Date       Mailer ID       ID         Job ID       009       Image: To       Search With:       exact value         To       01/08/2009       Image: To       Search       With:       exact value       Image: To         Downoad       Search Result in The Format Of:       Excel (ALS)       Image: To		TATES									
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Runger:         To         District           To         10,000,2003         Search           Downoad         Search Result in The Format Of:         Excel (LS)           Count:         3,000,010.         Listing the sample data from search result.           cick:         Toownoad         Search Result in the Format Of:         Excel (LS)           Toownoad         Search Result in the format of:         Excel (LS)         Image: Count:           Toownoad         Output to save the data of toom Search result.         Excel (LS)         Image: Count:           Too Jub ID         Original MB         Count:         Search Result in Steet Kenner LA         1122 Certer         State-ZP         Coownoad         Nath Fore Kanner LA           Too Jub ID         Original MB         Creation         Action         Nath Fore Kenner LA         1122 Certer         State-ZP         Cook         Mathresisting the sample data from Search result.           Too Jub ID         Original MB         Creation         Action         Nath Street Kenner LA         1122 Certer         State-Street A         1234 Street A <td< td=""><td></td><td></td><td>D</td><td>[</td><td></td><td></td><td></td><td></td><td>ī</td><td></td><td></td></td<>			D	[					ī		
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Downoad         Search Result in The Format Of:         Excel (ALS)           Count: 3,500,010. Listing the sample data from search result.         e click "Download" button to save the data or "Search" button to search agin.           PT         Job ID         Original MB         Count: 3,500,010. Listing the sample data from search result.           e click "Download" button to save the data or "Search" button to search agin.           PT         Job ID         Original MB         Count: 3,200,010. Listing the sample data from search result.           6709, Actio 9999,94M42390546989843234802/18/2008         R         123 Main Street         Non Piece City Return To City Reason Kees LA         1232 Seff N           6709, Actio 9999,94M42390546989843234802/18/2008         R         123 Main Street         Non Fore Tours 7333         A         1234 Seff N           6709, Actio 9999,94M42390546989843234802/18/2008         R         123 Main Street         Kenner LA         1122 Certer         Satt Rose LA         1234 Seff N           6709, Actio 9999,94M42390546989843234802/18/2008         R         123 Main Street         Kenner LA         1122 Certer         Satt Rose LA         1234 Seff N           6709, Actio 9999,94M42390546989843234802/18/2008         R         123 Main Street         Kenner LA         1122 Certer         Satt Rose LA         1234 Seff N           6709, Actio 9999,94M42390546989843234802/18/20		To: 0:	1/08/2009	•							
Count: 3,500,010. Listing the sample data from search result.         Perset         On Piece City         Return To Return To City         Reason         Keyline           er ID         Job ID         Original MB         Creading         Action Date         Persed Address         On Piece City         Return To Return To City         Reason         Keyline         Fib         Address on Piece City         Address on Piece City         Return To Return To City         Reason         Keyline         Fib         Address on Piece City         Address on Piece City         Return To City         Reason         Keyline         Fib         Address on Piece City         Address on Piece City         Return To City         Reason         Keyline         Fib         Address on Piece City         Address on Piece City         Return To City         Reason         Keyline         Fib         Fib         Sint Rose LA         1224 5978         N         Sint Rose LA         1224 597					Sear	rch					
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e click "Download" button to save the data or "Search" button to search again. Pri D Job ID Original MB <u>Created</u> Action <u>Date</u> Original MB <u>Created</u> Action <u>Cr</u>	Do	whoad	S	earch Res	ult in The Form	nat Of":  Exce	el (XLS)		<b>•</b>		
Print         Display         Original MB         Record Creation Data         Action Code         Parsent Address on Piece         On Piece City State-ZIP         Return To City Address on State-ZIP         Return To City Code         Resont Code         Keyline Trome Doc         Fee Nutification           7739         A6169999         96442390546989843234802/18/2008         R         123 Main Street Address on Actibing 70056507         1122 Certer Address on Actibing 70056507         Sain Rose LA 122 Certer 70057323         A         1234 5678 9012 3456         N           7739         A6169999         96442390546989843234802/18/2008         R         123 Main Street Address 70056507         1122 Certer 70057323         Sain Rose LA 1224 5678         N           7739         A6169999         96442390546989843234802/18/2008         R         123 Main Street Actibing 70056507         1122 Certer 70057323         Sain Rose LA 1224 5678         N           7739         A6169999         96442390546989843234802/18/2008         R         123 Main Street Actibing 70056507         1122 Certer 70055507         Sain Rose LA 1224 5678         N           7739         A6169999         96442390546989843234802/18/2008         R         123 Main Street Actibing 70055507         Rose LA 700565507         N         1234 5678         N           7739         A61699999         96442390546989843234802/18											
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Apr.26         Apr.26<	202456790 A 64 90000	004400004800004000400	00/10/2000	P	123 Main Street	Kenner LA		Saint Rose LA	٨	1234 5678	N
Cross Act 199992 95M4 23905469898432348 02/1 8/2008         R         Apt2B         700656507         Lane         PO0073239         A         9012 3456         N           Cross Act 199929 95M4 23905469898432348 02/1 8/2008         R         Apt2B         700656507         Lane         Saint Kose LA         A         2012 3456         N           Cross Act 199929 95M4 23905469898432348 02/1 8/2008         R         123 Main Street Kenner LA         1122 Certer         Saint Kose LA         1234 5678         N           Cross Act 199929 95M4 23905469898432348 02/1 8/2008         R         123 Main Street Kenner LA         1122 Certer         Saint Kose LA         1234 5678         N           Cross Act 199929 95M4 23905469898432348 02/1 8/2008         R         123 Main Street Kenner LA         1122 Certer         Saint Kose LA         1234 5678         N           Cross Act 199929 95M4 23905469898432348 02/1 8/2008         R         123 Main Street Kenner LA         1122 Certer         Saint Kose LA         1234 5678         N           Cross Act 199929 95M4 23905469898432348 02/1 8/2008         R         123 Main Street Kenner LA         1122 Certer         Saint Kose LA         1234 5678         N           Cross Act 199929 95M4 23905469898432348 02/1 8/2008         R         123 Main Street Kenner LA         1122 Certer         Saint Rose LA         1234 5											
Critics         Apt/26         700656507         Lane         700673233         A         9012 3456         N           S789         A6189999         964442300546998443234802/18/2008         R         Apt/26         700656507         Lane         Sont Rose LA         A         9012 3456         N           S789         A6189999         964442300546989843234802/18/2008         R         Apt/26         700656507         Lane         Sont Rose LA         A         1224 5678         N           S789         A6189999         964442390546989843234802/18/2008         R         123 Main Street         Kenner LA         1122 Center         Sont Rose LA         A         1234 5678         N           S789         A6189999         96442390546989843234802/18/2008         R         123 Main Street         Kenner LA         1122 Center         Sont Rose LA         A         1234 5678         N           S789         A6189999         96442390546989843234802/18/2008         R         123 Main Street         Kenner LA         1122 Center         Sont Rose LA         A         1234 5678         N           S789         A6189999         96442390546989843234802/18/2008         R         123 Main Street         Kenner LA         1122 Center         Sont Rose LA         A	523456789 <u>A6189999</u>	39M423905469898432348	02/18/2008	R	Apt2B	700656507	Lane	700873239	A	9012 3456	N
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62789         A618999299M42390546989843234802/18/2008         R         123 Main Street, Kerner LA         1122 Certer Sanit Rose LA         1231 Street Kerner LA         1201	523456789 A6189999	39M423905469898432348	02/18/2008	R	123 Main Street	Kenner LA	1122 Center	Saint Rose LA	А	1234 5678	N
Apt/25         7/0055507         Lane         7/0057233         9/012 3455           6789         A6189999         99M42390546599843234802/18/2008         R         Apt/25         700565507         Lane         700073233         9/012 3455         N           6789         A6189999         99M42390546599843234802/18/2008         R         Apt/25         700656507         Lane         700073233         A         9/012 3456         N           6789         A6189999         99M423905465989843234802/18/2008         R         123 Main Street Kenner LA         1122 Center         Saint Rose LA         A         1234 5678         N           6789         A6189999         99M423905465989843234802/18/2008         R         123 Main Street Kenner LA         1122 Center         Saint Rose LA         A         1234 5678         N           6789         A6189999         99M423905465989843234802/18/2008         R         123 Main Street Kenner LA         1122 Center         Saint Rose LA         A         1234 5678         N           6789         A6189999         99M423905465989843234802/18/2008         R         123 Main Street Kenner LA         1122 Center         Saint Rose LA         A         1234 5678         N           6789         A6172         7006755507         Lane	623456789 A6120000	0044030054608084999499	02480008	P	123 Main Street	Kenner LA		Saint Rose LA	٨	1234 5678	N
Vrzes         Apt/26         700656507         Lane         700073233         A         9012 3456         N           5739_A61699999990442390546989843234802/18/2008         R         123 Main Street         Kenner LA         1122 Center         Saint Rose LA         1234 5678         N           5739_A61699999990442390546989843234802/18/2008         R         123 Main Street         Kenner LA         1122 Center         Saint Rose LA         1234 5678         N           1         1428         7006555507         Lane         700673239         S012 3456         N           1         158         7006555507         Lane         700673239         S012 3456         N           1         158         700655507         Lane         700673239         S012 3456         N           1         Faedback I Locout I         Locout I         Locout I         Copyright @ 1090-2000 USPS. All Rights Reserved.											14
<u>vros Ab 199999</u> 96442390346969643234602/18/2008 K Apt2B 700656507 Lane 700873239 <sup>A</sup> 90123456 <sup>N</sup> I <u>Feedback</u> [Logovit] Copyright @ 1999-2009 USP S. All Rights Reserved.	623456789 A6189999	39M423905469898432348	02/18/2008	R	Apt2B	700656507	Lane	700873239	A	9012 3456	N
Copyright @ 1999-2009 USPS. All Rights Reserved.	623456789 A6189999	99M423905469898432348	02/18/2008	R					А		Ν
Copyright @ 1999-2009 USPS. All Rights Reserved.								and the state of the second			
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Figure 4.12: Full-Service ACS Nixie Detail Report

# Appendix A – Full-Service ACS Nixie Detail and Full-Service ACS COA Detail Report Formats (csv format)

# **Nixie Detail Report:**

ORIG\_MAILER\_ID\_6 VARCHAR2(6 BYTE), ORIG\_MAILER\_ID\_9 VARCHAR2(9 BYTE), VARCHAR2(8 BYTE), MD\_JOB\_ID RECORD\_CREATE\_DATE DATE, ORIG\_INTL\_MAIL\_BARCODE VARCHAR2(34 BYTE), ACTION CODE VARCHAR2(1 BYTE), VARCHAR2(100 BYTE), ONPIECE\_ADDRESS ONPIECE\_CITY\_ST\_ZIP VARCHAR2(100 BYTE), VARCHAR2(100 BYTE), RETURN\_TO\_ADDRESS RETURN\_TO\_CITY\_ST\_ZIP VARCHAR2(100 BYTE), REASON CODE VARCHAR2(1 BYTE), KEYLINE\_FROM\_EDOC VARCHAR2(50 BYTE), FEE\_NOTIFICATION VARCHAR2(3 BYTE), MAILING\_GROUP\_ID NUMBER DEFAULT 0, CUST\_GROUP\_ID VARCHAR2(25 BYTE) DEFAULT 0, USER\_LIC\_CODE VARCHAR2(4 BYTE) DEFAULT 0 ClassNotificationType VARCHAR2(1 BYTE)

#### ACS Report:

ORIG\_MAILER\_ID\_6 VARCHAR2(6 BYTE), ORIG\_MAILER\_ID\_9 VARCHAR2(9 BYTE), MD JOB ID VARCHAR2(8 BYTE), RECORD\_CREATE\_DATE DATE, ORIG\_INTL\_MAIL\_BARCODE VARCHAR2(34 BYTE), MOVE\_EFFECTIVE\_DATE DATE, MOVE\_TYPE VARCHAR2(1 BYTE), VARCHAR2(100 BYTE), LAST\_NAME FIRST NAME VARCHAR2(100 BYTE), MIDDLE\_NAME VARCHAR2(50 BYTE), VARCHAR2(50 BYTE), NAME\_PREFIX VARCHAR2(50 BYTE), NAME\_SUFFIX KEYLINE\_FROM\_EDOC VARCHAR2(100 BYTE), OLD\_ADDRESS\_TYPE VARCHAR2(1 BYTE), OLD\_URBANIZATION\_NAME VARCHAR2(100 BYTE), OLD\_PRIMARY\_NO VARCHAR2(10 BYTE), OLD\_PRE\_DIRECTIONAL VARCHAR2(2 BYTE), OLD\_STREET\_NAME VARCHAR2(28 BYTE), OLD\_STREET\_SUFFIX VARCHAR2(4 BYTE), OLD POST DIRECTIONAL VARCHAR2(2 BYTE), OLD\_UNIT\_DESIGNATOR VARCHAR2(4 BYTE), OLD\_SECONDARY\_NO VARCHAR2(10 BYTE), OLD\_CITY VARCHAR2(28 BYTE), OLD\_STATE VARCHAR2(2 BYTE), OLD ZIP VARCHAR2(5 BYTE), VARCHAR2(4 BYTE), OLD\_ZIP\_PLUS\_4 NEW\_ADDRESS\_TYPE VARCHAR2(1 BYTE), NEW\_URBANIZATION\_NAME VARCHAR2(100 BYTE),

```
NEW_PRIMARY_NO
                    VARCHAR2(10 BYTE),
NEW_PRE_DIRECTIONAL VARCHAR2(2 BYTE),
NEW_STREET_NAME
                     VARCHAR2(28 BYTE),
NEW_STREET_SUFFIX
                     VARCHAR2(4 BYTE),
NEW_POST_DIRECTIONAL VARCHAR2(2 BYTE),
NEW_UNIT_DESIGNATOR VARCHAR2(4 BYTE),
NEW SECONDARY NO
                      VARCHAR2(10 BYTE).
NEW_CITY
                VARCHAR2(28 BYTE),
NEW_STATE
                 VARCHAR2(2 BYTE),
NEW_ZIP
               VARCHAR2(5 BYTE),
NEW_ZIP_PLUS_4
                   VARCHAR2(4 BYTE),
PRIVATE_MAIL_BOX
                    VARCHAR2(37 BYTE),
CLASS_NOTIFICATION_TYPE VARCHAR2(1 BYTE),
FEE_NOTIFICATION
                    VARCHAR2(3 BYTE),
MAILING_GROUP_ID
                    NUMBER
                                  DEFAULT 0,
BUSINESS_NAME
                   VARCHAR2(100 BYTE),
DEL_CODE_TYPE
                   VARCHAR2(1 BYTE),
CUST_GROUP_ID
                   VARCHAR2(25 BYTE) DEFAULT 0.
USER_LIC_CODE
                   VARCHAR2(4 BYTE) DEFAULT 0
```

#### The *PostalOne!* system will send one or more FullServiceAddressCorrection blocks.

The *PostalOne!* system will provide Move Type to identify the type of move for Individual, Family or Business (indicated by values 'I', 'F', or 'B' respectively).

The COAName element will be used to identify the following:

Individual/Family Move Type = Last Name, First Name, Prefix and Suffix

Business Move Type = Last Name will be utilize to provide business name information

The ClassNotificationType element will be used to identify the mail class of the mail piece that generated the ACS COA notification for the following values:

- 'A' = Package Services (Bound Printed Matter)
- 'B' = First-Class
- 'C' = Periodicals Initial
- 'D' = Standard Mail
- 'F' = Periodicals Follow-up

The DeliverabilityCodeType element will be used to identify the deliverability status of the mailpiece that generated the ACS COA notification for the following values:

<black> = COA Match with new address

'K' = COA Match, no forwarding address

- 'G' = COA Match, PO Box Closed, no forwarding address
- 'W' = COA Match with a temporary COA

The AddressType element will be used to identify the type of address from which the customer is moving for the following values:

- 'G' = General Delivery
- 'H' = Highway Contract Route
- 'P' = Post Office Box
- 'R' = Rural Route

'S' = Street Address

The PostalOne! system will send one or more FullServiceNixieDetail blocks.

The ActionCode element will be used to identify the action taken for the returned mail for the following values:

- 'F' = Forwarded
- 'W' = Wasted
- 'R' = Returned
- 'U' = Unable to determine action

The ClassNotificationType element will be used to identify the mail class of the mail piece that generated the ACS COA notification for the following values:

'A' = Package Services (Bound Printed Matter)

- 'B' = First-Class
- 'C' = Periodicals Initial
- 'D' = Standard Mail
- 'F' = Periodicals Follow-up

# **Move Update Verification Results**

Move Update Verification Results are aggregated and displayed across mailings in the *PostalOne!* system. Results are compiled and updated overnight. To view Move Update reports, mailers are required to have access to the Business Customer Gateway. Refer to the Existing Customers and New Users sections above.

To access the Verification Results, a user must first request the *Manage Mailing Activity* service using the Business Customer Gateway Request Access feature. Once the request for the Manage Mailing Activity access is approved by the BSA (user will receive a notification by email), the user then logs in to the Business Customer Gateway and clicks on the "*Manage Mailing Activity*" link on the left-hand side of the screen from their homepage. Refer to Figure 5.1 below.

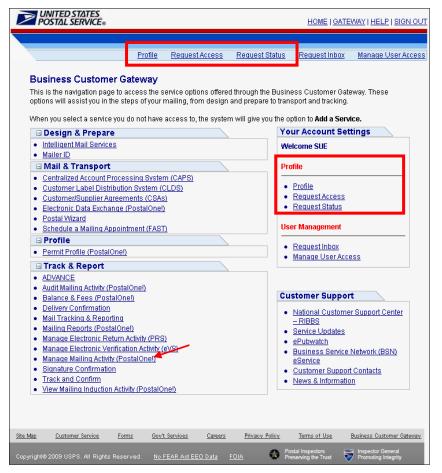


Figure 5.1: Business Customer Gateway user homepage

The following screens below show how Continuous Mailers can review verification results generated during sampling of their mail. Move Update reports are only available on First-Class Mail and Standard Mail mailings which are verified via MERLIN equipment.

Continuous Mailers are defined as mailers who continuously produce mail (over a varying timeframe) and release it for transport at different intervals, while verification is performed by sampling portions of the mail

prior to completion of the entire mail job. All other non-continuous mailers already have access to these types of verification data via the Dashboard in the *PostalOne!* Mailer view.

The user selects *Dashboard* from the Manage Mailing Activity left-hand menu (Figure 5.2). The Dashboard Management System displays, where the user then selects *View Verification Results* link underneath the search page (Figure 5.3). If the link is not present, then no verification results are available.

04/08/2009 PI 18 04/08/2009 PI 18 04/03/2009 PI 7	PORTLAND, ME PORTLAND, ME PORTLAND, ME	Transaction Type OMR verification 3600 3602 Adjustment 3602	Customer Reference ID NIA NIA NIA NIA Job 123	Begin Balance -\$334.98 \$148.52 \$598.12 Debit	\$0.00 -\$483.50 -\$449.60 -\$12.50	End Balance -\$334.98 -\$334.98 \$148.52 Debit	1000 1000 1000 N/A	APRIL         2009           S         M         T         W         T         F         S           1         2         3         4         6         7         8         10         11         2         3         4         6         6         7         8         10         11         12         13         14         16         16         17         18         10         20         21         22         23         24         25         24         25         27         28         29         30           Fee Expiration
04/09/2009 PI 18 04/08/2009 PI 18 04/08/2009 PI 18 04/03/2009 PI 7 04/01/2009 PI 7	PORTLAND, ME PORTLAND, ME PORTLAND, ME PORTLAND, ME	QMR verification 3600 3602 Adjustment	N/A N/A N/A N/A	-\$334.98 \$148.52 \$598.12 Debit	\$0.00 -\$483.50 -\$449.60 -\$12.50	-\$334.98 -\$334.98 \$148.52 Debit	1000 1000 1000 N/A	19         20         21         22         23         24         25           26         27         28         29         30
04/08/2009 PI 18 04/08/2009 PI 18 04/03/2009 PI 7 04/01/2009 PI 7	PORTLAND, ME PORTLAND, ME PORTLAND, ME	3600 3602 Adjustment	N/A N/A N/A	\$148.52 \$598.12 Debit	-\$483.50 -\$449.60 -\$12.50	-\$334.98 \$148.52 Debit	1000 1000 N/A	26 27 28 29 30
04/08/2009 PI 18 04/03/2009 PI 7 04/01/2009 PI 7	PORTLAND, ME PORTLAND, ME	3602 Adjustment	N/A N/A	\$598.12 Debit	-\$449.60 -\$12.50	\$148.52 Debit	1000 N/A	
04/03/2009 PI 7 04/01/2009 PI 7	PORTLAND, ME	Adjustment	N/A	Debit	-\$12.50	Debit	N/A	Fee Expiration
04/01/2009 PI7								i ee capitation
	PORTLAND, ME	3602	Job 123	Dehit				
				Debit	-\$3,205.00	Debit	12500	Library
								Mailing Guide(DMM 200)
ctivity Summary umber of Mailings						YTE	) Totals 19	Postal Explorer
								Business Mail 101
						\$20		Domestic Mail Manual
otal Deposits						4		International Mail Manua
								Bulk Mail Centers
uggestions, Questions,	or Comments'	?						Get the Latest News
Help us improve the information provided to you. Please take a moment to complete our feedback form and let us know how we can provide you with a better product. Thank you.								
								10 5 9 4 2 0 Jan Feb Mar Mailing Summary
ot ur ot	ggestions, Questions,	al Postage nber of Deposits al Deposits ggestions, Questions, or Comments Ip us improve the information provided to you.	al Postage near of Deposits al Peposits al Pepositions, Questions, or Comments? ggestions, Questions, or Comments?	al Postage near of Deposits al Deposits al Deposits ggestions, Questions, or Comments? gg wimprove the information provided to you. Please take a moment to complete our feedba	al Possge near of Deposits al Deposits al Depositons, Questions, or Comments? ggestions, Questions, or Comments?	al Postage neer of Deposits al Peposits ggestions, Questions, or Comments? I you improve the information provided to you. Please take a moment to complete our feedback form and let us know how we	al Postage \$20 her of Deposits 4 Beposits 4 ggestions, Questions, or Comments? por improve the information provided to you. Please take a moment to complete our feedback form and let us know how we can	al Possge \$28,89470 her of Deposits \$28,89470 al Poposits \$49,89470 ggestions, Questions, or Comments? pus improve the information provided to you. Please take a moment to complete our feedback form and let us know how we can <u>examinate to the second sec</u>

Figure 5.2: Manage Mailing Activity left-hand menu

Home > Dashboard Management System	
Dashboard Management System	
Dashboard Alerts	
ALERT: Review your Dormant Jobs.	
Dashboard Search	advanced search: <u>show / hide</u>
Submit Date: Begin: 03/30/2009 End:	Postage Statement ID: Mailer Location: All  Mailing Group: Mailer Job #: Preparer Permit #: Preparer Permit Type: All  Permit Holder Permit #: Permit Holder Permit Type: All  Search View Verification Results
Status Chart	<u>show / hide</u> Mail Class Chart <u>show / hide</u>
Manage My Settings	show / hide
My default time frame: 2 weeks	Save all of my current criteria selections as:
Number of rows to display per page: 20	Save Query
Inactivity alert time period: 7 days	My existing queries:
	USPS Defaults  Select Query

Figure 5.3: View Verification Results link

The Dashboard Management System screen appears after the user selects the *View Verification Results* link (Figure 5.3).

The user can click on any of the links in the "Verifications" column to access the underlying results (Figure 5.4). The following types of verifications are available:

- ME = MERLIN
- MU = Move Update
- PS = Presort
- BP = Bundle Preparation
- SP = Short paid (for First-Class Metered mailings)
- TT = Tap Test (for mailings with windowed envelopes)

Home > View Verification Results								
	plays verifications that were performed at a m	ailer facility and that are not	associated with	a specific postage :	statement.			
Search Criteria								
Reporting Period:         From:         03/30/2009         Job Status:         No Selection           To:         04/13/2009         Image: Control of the second se								
	10: 044713/2003	Search	/					
Date Created	Document Created	Verifications	Status	Permit	Pieces	Additional Postage	Cost Avoidance	
04/01/2009	Verification ID#54931168 First-Class Mail	ME MU	FAI	18 PI	1,000	\$0.00	\$6,260.00	
04/01/2009	Verification ID#54931171 Standard Mail	ME MU	FAI	18 PI	1,000	\$0.00	\$207.12	
04/01/2009	Verification ID#54931279 Standard Mail	ME MU	FAI	7 PI	10,000	\$0.00	\$4,810.00	
04/03/2009	Verification ID#54931690 First-Class Mail	II PS	FIN	7 PI	1,000	\$12.50	\$0.00	
Status Chart					<u>show / hide</u>	Mail Class Chart	show / hide	
Home   Site Map   Help   Customer Care   Feedback   Sign Out								

Figure 5.4: View Verification Results

# Appendix B – Glossary

Abbreviation / Acronym	Definition					
AMS	Address Management System					
AVW	DPV and/or Move Update Warning					
ACS	Address Change Service ACS is a registered trademark.					
BCG	Business Customer Gateway					
BME	Business Mail Entry					
BME & PT	Business Mail Entry & Payment Technologies					
BMEU	Business Mail Entry Unit					
BMA	Business Mail Acceptance					
BNS	Business Needs Statement					
CAN	Canceled					
CAT	Customer Acceptance Test					
CAT	Critical Acceptance Time					
COA	Change of Address					
CON	Consolidated					
CRID	Customer Registration ID					
CSA	Customer/Supplier Agreement					
DMU	Detached Mail Unit					
eDOC	Standardized Electronic Documentation					
ERR	Failed on Submission					
FAI	Failed Verification					
FIN	Finalized Statement					
HTTP/HTTPS	Hyper Text Transfer Protocol/Hyper Text Transfer Protocol Secure					
IMb	Intelligent Mail barcode					
INC	Incomplete					
ISM	Integrated Solutions Methodology					
IT	Information Technology					
Mail.dat, Mail.XML	Transmission Protocol of Mailers Files					
MDA	Mailpiece Design Analyst					
MEI	Mailer Enterprise Integration					
NAP	Not Available for Processing					
PAS	Passed Verification without Auto-Finalize					
PAV	Pending DPV and Move Update Results					
PBV	Performance Based Verification					
PC	Personal Computer					
PEN	Pending Verification Results					
QMR	Quality Mail Review					
REV	Reversed					
REW	Returned for Rework					
RIBBS	Rapid Information Bulletin Board System RIBBS is a registered trademark.					
SASP	Seamless Acceptance Service Performance					
SQL	Sequel Database Transaction					
SRS	Software Requirements Specification					
STC	Start-the-Clock					
URL	Uniform Resource Locator					
UPD	USPS Processing Due					
USPS	United States Postal Service					