

v. 2

Every Door Direct Mail®

Simplified Mailing Process // User Guide



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OVERVIEW

What is Every Door Direct Mail®?

Our online tool helps you choose mailing routes by neighborhood, ZIP Code™, city, or a target area around your business. The tool even identifies the number of active households and businesses in your chosen areas to estimate postage. The tool also generates and prints the appropriate documentation to take with your mailing to the Post Office®.

Every Door Direct Mail enables you to extend your customer reach via saturation mail without the need for mailing lists, permits, and the associated fees. With Every Door Direct Mail, you create a saturation mailing without applying individual names and addresses to each mailpiece.

You can use Every Door Direct Mail to:

- Target a location without an address list
- Send out local mailings or national campaigns
- Build more traffic
- Find new customers
- Increase revenue
- Reduce mail preparation costs

What Are My Mailing Options?

Whether you're a large or small business, Every Door Direct Mail® service can help get your marketing messages into the hands of consumers. There are two options.

With Every Door Direct Mail - Retail™ your mailings are taken to the local Post Office™ for processing if they meet all of the following criteria:

- You must register or log in via the Business Customer Gateway <https://gateway.usps.com/bcg/login.htm> to access the online tool.
- Appropriate documentation will be provided online to take with your mailing to the Post Office.
- Mail pieces are limited to Standard Mail® flats only.
- Each mailpiece must be at least .007" thick (approx. 3 sheets of copy paper) and cannot exceed 3.3 oz.
- Each mailpiece must display the Every Door Direct Mail® Retail indicia or permit imprint.
- For more information, please visit USPS® Every Door Direct Mail. <https://www.usps.com/business/every-door-direct-mail.htm>

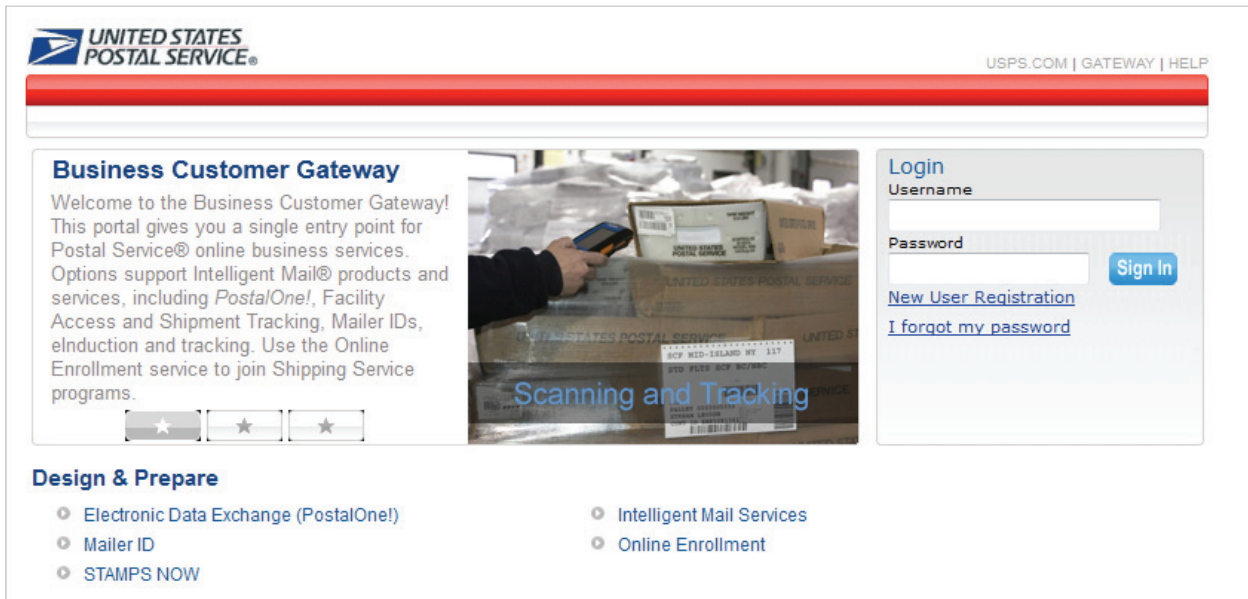
The other option is Every Door Direct Mail for Business Mail Entry Unit (BMEU). Requirements for BMEU are:

- You must have an active USPS Standard Mail® permit number.
- You must register or log in via the Business Customer Gateway to access the online tool.
- Appropriate documentation will be provided to take with your mailing to the Post Office®.
- Mailings must be entered at the BMEU where the permit is held.
- Mailings entered at the BMEU and dropped at the local Post Office must be accompanied by PS Form 8125.
- Postage rates may vary.
- For more information, please visit USPS Every Door Direct Mail <https://www.usps.com/business/every-door-direct-mail.htm>

Registration

New User Registration

- 1 Go to <http://gateway.usps.com/bcg/login.htm>



- 2 Select **New User Registration**

You will be taken to the **Create Your USPS.com Account** page.

Note: existing customers, enter your username and password.

- 3 Choose **Business as the Account Type**

and enter the required information.

Note: User must select **Business** for the account type for access to both **Retail** and **BMUE** mailings.

- 4 Click **Create Account**

And you're registered. It's that simple.

Business Service: Every Door Direct Mail for Retail

After your new **Business Customer Gateway** account has been created, you will then need to request access to the online tool.

UNITED STATES POSTAL SERVICE® USPS.COM | GATEWAY | HELP | SIGN OUT

[Profile >>](#)
 [Request Access >>](#)
 [Request Status >>](#)

Select a Business Service

The Business Services that display on the Business Customer Gateway are grouped into categories. Click the details link next to the service to get more information. To apply for access to a Business Service, select one of the service links from the list below.

Participation in the following programs requires a user to request access to the **Mailer ID** and **Manage Mailing Activity** services, **IN ADDITION TO** the desired business service(s) below:

Intelligent Mail® Small Business (IMsb) Tool
Online Enrollment
Package Intercept

Participation in **Every Door Direct Mail (EDDM)** requires a user to request access to the **Manage Mailing Activity (MMA)** service.

To search for a specific service, enter a key word about that service and then click the **Submit** button for a customized result set.

Locate service where contains:


- Small Business Services**
 - [Select Multiple Services](#) (details)
- Account Services**
 - [Incentive Programs](#) (details)
 - [Verification Assessment Evaluator \(PostalOne!\)](#) (details)
- Design & Prepare**
 - [Mailer ID](#) (details)
- Mail & Transport**
 - [Customer Label Distribution System \(CLDS\)](#) (details)
 - [Customer/Supplier Agreements \(CSAs\)](#) (details)
 - [Schedule a Mailing Appointment \(FAST\)](#) (details)
 - [Transportation Location Service \(TLS\)](#) (details)
 - [USPS Package Intercept](#) (details)
- Mailing Services**
 - [Audit Mailing Activity \(PostalOne!\)](#) (details)
 - [Every Door Direct Mail](#) (details)
- Shipping Services**
 - [Manage Electronic Return Activity \(PRS\)](#) (details)
 - [Manage Electronic Verification Activity \(eVS\)](#) (details)
 - [Manage Open Based Payment Activity \(OPB\)](#) (details)

5

For Retail

Select **Every Door Direct Mail** located under Mailing Services. You will be automatically redirected to select a Business Service webpage.

Note: To use *Every Door Direct Mail for BMEU* you will need to return to the *Select a Business Service* step to have your permits associated to your account within **PostalOne!** by selecting **Manage Mailing Activity**.


USPS.COM | GATEWAY | HELP | SIGN OUT

Profile >> Request Access >> Request Status >>

Select Business Locations

Select at least one business location to associate to a service. This enables you to access the data for that business location.

You have selected the following online service:

Service

Every Door Direct Mail [\(details\)](#)

When using this service, you will be linked with the business locations you add to your user profile. If you would like to be linked with a business location that is not shown in the table below, click the **Add Location** button to add a new location to your profile.

After you have entered all of the desired business locations, attach them to the business service by selecting the check box next to each business name, and then click the **Next** button.

Click the **Cancel** button to return to the previous screen.

Add Location

Existing Business Locations

	Business Name	CRID	Address	City	State/Province	ZIP/Postal Code
<input type="checkbox"/>	EDDM User	8636496	123 Maple Ave.	Anytown	PA	17101

Cancel
Next >

6

Select from the List of Existing Business Locations

Then click **Next**. Access is granted to the services at the business location(s) you chose.

7

Click Continue

Your account is now prepared for you to use Every Door Direct Mail for retail.

Business Service: Every Door Direct Mail for BMEU

8 For BMEU, return to Business Customer Gateway.

The screenshot shows the USPS Business Customer Gateway interface. At the top left is the USPS logo. To the right are links for USPS.COM, GATEWAY, HELP, and SIGN OUT. Below this is a navigation bar with links for Profile >>, Request Access >>, and Request Status >>. The main content area is divided into three sections:

- Business Customer Gateway:** A text block explaining that users can request access to services and manage mailing activities online. It also notes that if a user lacks access to a service, they can request it.
- Image:** A photograph of a person using a laptop with the text 'PostalOne!® Dashboard' overlaid.
- Your Account Settings:** A sidebar section titled 'Welcome EDDM' with a 'Profile' link and sub-links for Profile, Request Access, and Request Status.

9 Select the Request Access link from the top menu.

The screenshot displays the 'Request Access' page on the USPS Business Customer Gateway. It features the USPS logo and navigation links (USPS.COM, GATEWAY, HELP, SIGN OUT, Profile >>, Request Access >>, Request Status >>). The main heading is 'Select a Business Service'.

The page provides instructions on how to select a service and apply for access. It lists several programs that require access to Mailer ID and Manage Mailing Activity services, including:

- Intelligent Mail® Small Business (IMsb) Tool**
 - Online Enrollment
 - Package Intercept
- Every Door Direct Mail (EDDM)** requires access to the **Manage Mailing Activity (MMA)** service.


A search bar is provided with the text 'Locate service where' followed by a dropdown menu set to 'Service Name', a 'contains:' label, an input field, and a blue 'Submit' button.

Below the search bar, there are four expandable service categories, each with a radio button and a '(details)' link:

- Small Business Services**
 - Select Multiple Services (details)
- Account Services**
 - Incentive Programs (details)
 - Verification Assessment Evaluator (PostalOne!) (details)
- Design & Prepare**
 - Mailer ID (details)
- Mail & Transport**
 - Customer Label Distribution System (CLDS) (details)

10 Select Manage Mailing Activity

located under **Track & Report**.


USPS.COM | GATEWAY | HELP | SIGN OUT

[Profile >>](#) [Request Access >>](#) [Request Status >>](#)

Select Business Locations

Select at least one business location to associate to a service. This enables you to access the data for that business location.

You have selected the following online service:

Service
(details)

Manage Mailing Activity

When using this service, you will be linked with the business locations you add to your user profile. If you would like to be linked with a business location that is not shown in the table below, click the **Add Location** button to add a new location to your profile.

After you have entered all of the desired business locations, attach them to the business service by selecting the check box next to each business name, and then click the **Next** button.

Click the **Cancel** button to return to the previous screen.

Add Location


Existing Business Locations

	Business Name	CRID	Address	City	State/Province	ZIP/Postal Code
<input checked="" type="checkbox"/>	EDDM User	8636496	123 Maple Ave.	Anytown	PA	17101

Cancel
Next >

11 Click the check box

of the address you wish to associate to a service and then click **Next**.


USPS.COM | GATEWAY | HELP | SIGN OUT

[Profile >>](#) [Request Access >>](#) [Request Status >>](#)

Add a Service

Review the information below and click the **Confirm** button to complete the request.

Click the **Back** button to go to the previous page or the **Cancel** button to return to the **Select a Business Location** page.

Service
(details)

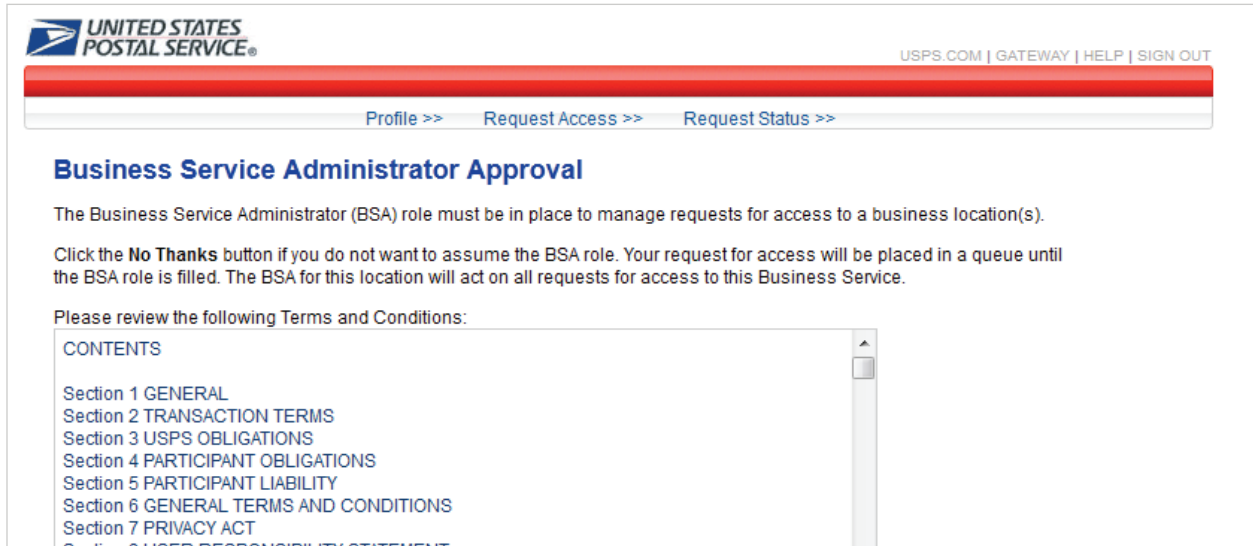
Manage Mailing Activity

Business Locations

Business Name	CRID	Address	City	State/Province	ZIP/Postal Code
EDDM User	8636496	123 Maple Ave.	Anytown	PA	17101

< Back
Cancel
Confirm

12 Review the information and then click Confirm.



The screenshot shows the USPS Business Service Administrator Approval page. At the top left is the USPS logo and the text "UNITED STATES POSTAL SERVICE®". At the top right are links for "USPS.COM | GATEWAY | HELP | SIGN OUT". Below the header is a navigation bar with three links: "Profile >>", "Request Access >>", and "Request Status >>". The main heading is "Business Service Administrator Approval". Below this heading is a paragraph explaining the BSA role. Another paragraph explains the "No Thanks" button. A section titled "Please review the following Terms and Conditions:" contains a scrollable list of sections: "CONTENTS", "Section 1 GENERAL", "Section 2 TRANSACTION TERMS", "Section 3 USPS OBLIGATIONS", "Section 4 PARTICIPANT OBLIGATIONS", "Section 5 PARTICIPANT LIABILITY", "Section 6 GENERAL TERMS AND CONDITIONS", "Section 7 PRIVACY ACT", and "Section 8 USER RESPONSIBILITY STATEMENT".

13 Review the Terms & Conditions and click the check box to indicate if you agree.

14 Click the check box to select the company, and then click **Yes**.

15 Click Confirm. You will be taken back to the **Business Customer Gateway**.

16 Review the Terms & Conditions

Under Account Services, select Verification Assessment Evaluator (PostalOne!). The Manage Permits page is displayed

Note: A permit is NOT required to access IMSB. Click the business name to select. You will be taken to the Business Location Information page.

17 Click the business name to select.

You will be taken to the **Business Location Information** page.

18 Scroll to the bottom and select Permit Validation.

19 Enter the Permit Number, Permit Type, Post Office of Mailing ZIP Code™

and enter the Amount of one of last 10 transactions on this account.

Example: If fee payment of \$190.00, enter 190.00.

20 Click Validate.

Once linked, you will receive “Your permit account has been successfully validated”. Your permit information will be available to you within the IMSB application.

21 Return to the BCG by clicking the Home link at the top of the screen.

22 Access the tool by clicking the Every Door Direct Mail link

within the **Design & Prepare** section. Now you can begin.

Using the EDDM Tool

As you enter the **Every Door Direct Mail** tool, 5 easy steps are provided to assist in selecting or entering desired mailing geographic information, reviewing and editing geographic results, and printing mailing documentation.

STEP 1 / Search location

STEP 2 / Select deliveries

STEP 3 / Select drop-off date

STEP 4 / Confirmation

STEP 5 / Order Confirmation/Print

The following information is provided to assist you from the Retail and BMEU perspective.

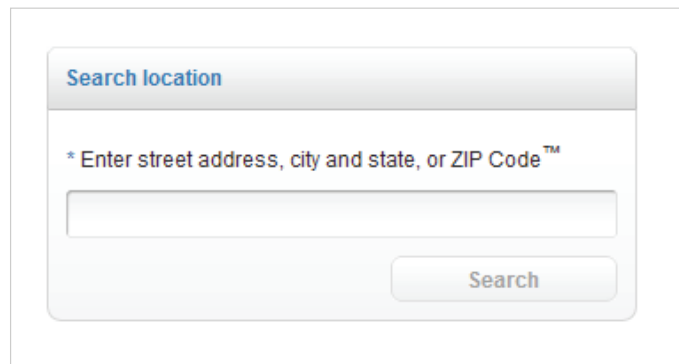
Step 1 Search Location

1 Begin your search to determine your mailing audience.

You can search by street address, city and state, or ZIP Code™ by entering in your search criteria into the text field within the Search Location box and **hitting the search button**.

Note: If searching by City and State, you may be presented with the option to select up to 5 ZIP Codes to target for delivery. This is accomplished by checking the checkboxes that appear to the left of each ZIP Code.

It is also possible your search will result in more than one address result. If this is the case, you will need to select the appropriate address by clicking the checkbox to the left of that particular result.



The screenshot shows a web form titled "Search location". Below the title is a text input field with the placeholder text "* Enter street address, city and state, or ZIP Code™". To the right of the input field is a "Search" button.

2 Results are displayed in Table View.

Step 2 – Select Deliveries, Table View covered on page 13.

Step 2 Select Deliveries

Table View // RETAIL

- Selection results are available in a table for all search options.**
 In the Table view, results are displayed by indicating the total routes and the total possible deliveries based on the selection made in STEP 1, in addition to the approximate cost to mail.

Every Door Direct Mail®

Find the customers that matter most. With Every Door Direct Mail from the U.S. Postal Service®, you can reach every home, every address, every time. Just sign in to your USPS.com account, pick your delivery routes, let us know when you'd like to drop off your order, and we'll take care of the rest.

New to EDDM?
[Learn more about how to use the tool](#)

Still Have Questions?
[Browse our FAQs](#)

123 Maple Street Anytown, NY 10023

Select deliveries

[Mailing Options](#)

	ROUTE	RES	BUS	ALL	COST
<input type="checkbox"/>	10012-C001	379	141	520	\$75.40
<input checked="" type="checkbox"/>	10012-C002	186	133	319	\$46.26
<input checked="" type="checkbox"/>	10012-C003	322	109	431	\$62.50
<input checked="" type="checkbox"/>	10012-C004	186	132	318	\$46.11
<input type="checkbox"/>	10012-C005	206	105	311	\$45.10
<input type="checkbox"/>	10012-C006	74	202	276	\$40.02
<input type="checkbox"/>	10012-C007	399	51	450	\$65.25
<input type="checkbox"/>	10012-C010	704	46	750	\$108.75
<input type="checkbox"/>	10012-C011	587	22	609	\$88.31
<input checked="" type="checkbox"/>	10012-C012	684	71	755	\$109.48
<input checked="" type="checkbox"/>	10012-C013	978	123	1101	\$159.65
<input type="checkbox"/>	10012-C014	537	17	554	\$80.33
<input type="checkbox"/>	10012-C015	72	167	239	\$34.66
<input type="checkbox"/>	10012-C016	153	215	368	\$53.36

Deliveries selected **3444**

Approximate cost **\$499.38**

[Continue](#)

Select expected drop off date

Confirmation

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11

2 The Table view displays selection results and an approximate mailing cost for flats only to be dropped at a local Post Office retail unit. The Table view columns include:

Route / Identifies the particular route by ZIP Code and carrier route ID.

RES / Indicates the number of residential delivery points in a given route.

BUS / Indicates the number of business delivery points in a given route.

ALL / Indicates the total number of delivery points in a given route.

COST / Indicates total cost for mailings included within that route.

Note: It is not possible to select a partial route.

3 All columns are sortable in ascending and descending order.

This can be accomplished by clicking the column text, which will first sort the column by descending order. Ascending order can be accomplished by clicking the column text again.

4 Within the Table view,

the Mailing options text will bring up an action box that will allow you to apply additional filters to your search results. These filters include:

The screenshot shows the 'Every Door Direct Mail' interface. At the top left, there is a search bar with the address '123 Maple Street Anytown, NY 10023'. Below it, there are two buttons: 'New to EDDM? Learn more about how to use the tool' and 'Still Have Questions? Browse our FAQs'. The main area is split into a left sidebar and a right map. The sidebar contains a 'Select deliveries' section with 'Select Delivery Type' (Business & Residential selected, Residential Only unselected) and 'Select route types' (City, Rural/Highway, P.O. Boxes all selected). Below that is a 'Display routes within a 1 mile radius' slider set to 1. At the bottom of the sidebar is a table of routes:

<input type="checkbox"/>	10019-C007	465	32	497	\$72.07
<input type="checkbox"/>	10019-C008	214	39	253	\$36.69
<input checked="" type="checkbox"/>	10019-C009	22	65	87	\$12.62
<input type="checkbox"/>	10019-C010	759	75	834	\$120.93
<input type="checkbox"/>	10019-C011	840	29	869	\$126.01

The map on the right shows a street grid with a red location pin and a blue highlighted route area.

A Select delivery types:

Business & Residential / Results will include business and residential delivery points.

Residential only / Results will only include residential delivery points.

B **Select route types:**

City / Results will include delivery points where mail is delivered by a USPS employee.

Rural/Highway / Results will include delivery points where mail is delivered by a USPS or contracted employee.

PO Box™ / Results will include delivery points where mail is delivered to USPS Post Office Boxes. Includes personal and business boxes.

To select a filter, click the checkbox that appears to the left of the text. Clicking the Apply button will update that Table view results with your selections.

When searching by a full address, it will also be possible to revise search results based on location radius. To accomplish this, you can use the location slider to revise search location by .25 mile increments. Clicking the **Apply** button will update that Table view results with your selections.

5 **Within the Table view you have the ability to select routes**

by clicking the checkbox that appears to the left of each route name.

Note: *The possibility exists that your route selections will require you to drop off mail pieces at more than one drop off location. If this is the case, you will be promoted by an alert message that your selections require additional drop off locations. It is possible to continue forward with your order or remove that route from your selections.*

6 When using the Table, the EDDM map will change to indicate your selections. Within the map, your route selections will be updated visually in the following ways:

123 Maple Street Anytown, NY 10023

Select deliveries

Mailing Options

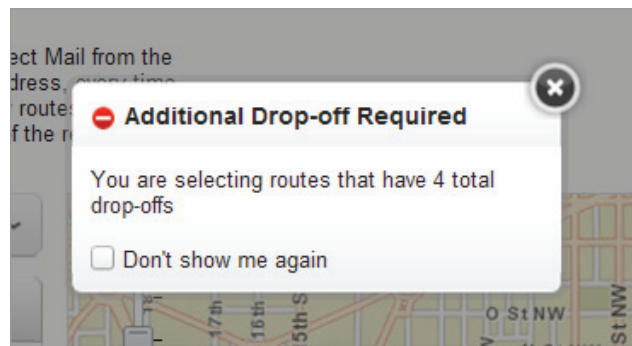
<input type="checkbox"/>	ROUTE	RES	BUS	ALL	COST
<input checked="" type="checkbox"/>	10019-C001	889	43	932	\$135.14
<input checked="" type="checkbox"/>	10019-C002	660	40	700	\$101.50
<input checked="" type="checkbox"/>	10019-C003	625	31	656	\$95.12
<input checked="" type="checkbox"/>	10019-C004	882	32	914	\$132.53
<input checked="" type="checkbox"/>	10019-C005	769	38	807	\$117.02
<input checked="" type="checkbox"/>	10019-C006	770	17	787	\$114.12
<input type="checkbox"/>	10019-C007	465	32	497	\$72.07
<input type="checkbox"/>	10019-C008	214	39	253	\$36.69
<input type="checkbox"/>	10019-C009	22	65	87	\$12.62
<input type="checkbox"/>	10019-C010	759	75	834	\$120.93
<input type="checkbox"/>	10019-C011	840	29	869	\$126.01
<input type="checkbox"/>	10019-C013	187	75	262	\$37.99
<input type="checkbox"/>	10019-C015	508	71	579	\$83.96
<input type="checkbox"/>	10019-C017	289	61	350	\$50.75
Deliveries selected				4796	
Approximate cost				\$695.42	

Continue

- Hovering over a route within the table will apply a purple color to the route within the map.
- Selecting a “Business only” route within the table will apply a green color to the route within the map.
- Selecting a standard route within the table will apply a blue color to the route within the map.
- Selecting a PO Box route within the table will add a blue icon to the map.

7 When selections do not meet Retail qualifications

(greater than 200 and less than 5000 deliveries), a message appears indicating such. If your selections total more than 5,000 delivery points, you will be prompted to reduce that number or sign in as a BMEU user.



- 8 Delivery totals and approximate cost are displayed below the table.**
As a logged in user, clicking the Continue button will bring you to the STEP 3 – Select drop-off date.
If you are not logged in, a message will prompt you to log in before proceeding to the next step.

Table View // BMEU

1 Selection results are available in a table for all search options.

In the Table view, results are displayed by indicating the total routes and the total possible deliveries based on the selection made in STEP 1, in addition to the approximate cost to mail.

Select deliveries

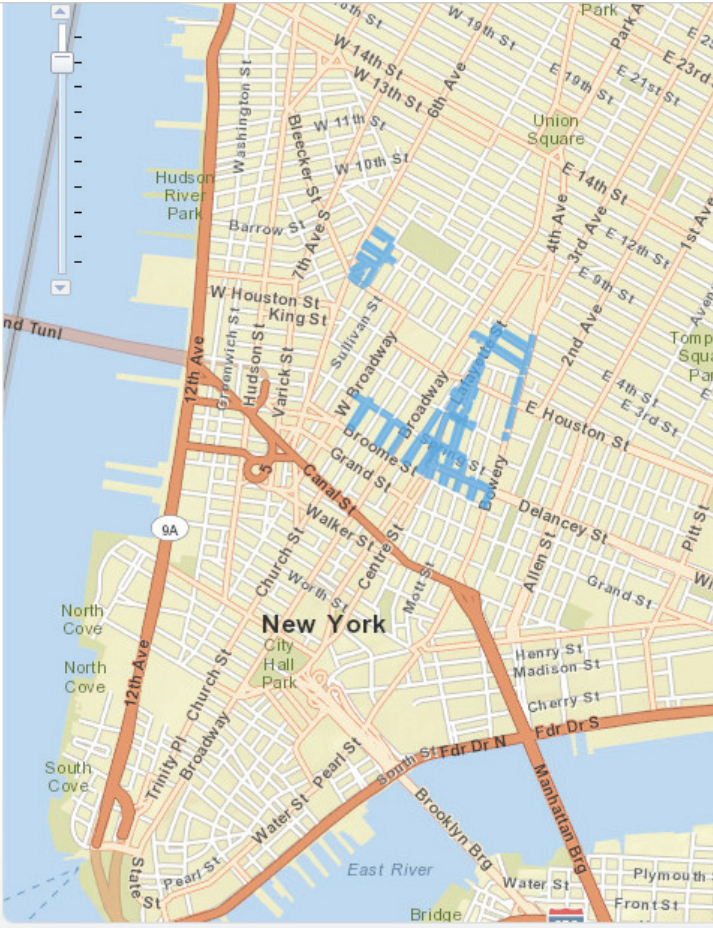
Mailing Options ▼

<input type="checkbox"/>	ROUTE	RES	BUS	ALL	COST
<input checked="" type="checkbox"/>	10012-C001	379	141	520	\$75.40
<input checked="" type="checkbox"/>	10012-C002	186	133	319	\$46.26
<input checked="" type="checkbox"/>	10012-C003	322	109	431	\$62.50
<input checked="" type="checkbox"/>	10012-C004	186	132	318	\$46.11
<input type="checkbox"/>	10012-C005	206	105	311	\$45.10
<input type="checkbox"/>	10012-C006	74	202	276	\$40.02
<input type="checkbox"/>	10012-C007	399	51	450	\$65.25
<input type="checkbox"/>	10012-C010	704	46	750	\$108.75
<input type="checkbox"/>	10012-C011	587	22	609	\$88.31
<input checked="" type="checkbox"/>	10012-C012	684	71	755	\$109.48
<input checked="" type="checkbox"/>	10012-C013	978	123	1101	\$159.65
<input type="checkbox"/>	10012-C014	537	17	554	\$80.33
<input type="checkbox"/>	10012-C015	72	167	239	\$34.66
<input type="checkbox"/>	10012-C016	153	215	368	\$53.36

Deliveries selected **3444**

Approximate cost **\$499.38**

Continue



The map shows a grid of streets in New York City, including the East River, Hudson River, and various avenues and streets like Broadway, Canal St, and Fdr Dr. Several routes are highlighted in orange and blue, indicating the selected delivery areas.

2 The Table view displays selection results and an approximate mailing cost

for flats only to be dropped at a local Post Office retail unit. The Table view columns include:

Route / Identifies the particular route by ZIP Code and carrier route ID.

RES / Indicates the number of residential delivery points in a given route.

BUS / Indicates the number of business delivery points in a given route.

ALL / Indicates the total number of delivery points in a given route.

COST / Indicates total cost for mailings included within that route.

Note: It is not possible to select a partial route.

3 All columns are sortable in ascending and descending order.

This can be accomplished by clicking the column text, which will first sort the column by descending order. Ascending order can be accomplished by clicking the column text again.

4 Within the Table view,

the BMEU Mailing options text will bring up an action box that will allow you to apply additional filters to your search results. These filters include:

A Select delivery types:

Business & Residential / Results will include business and residential delivery points.

Residential only / Results will only include residential delivery points.

B Select route types:

City / Results will include delivery points where mail is delivered by a USPS employee.

Rural/Highway / Results will include delivery points where mail is delivered by a USPS or contracted employee.

Rural/Highway / Results will include delivery points where mail is delivered by a USPS or contracted employee.

PO Box™ / Results will include delivery points where mail is delivered to USPS Post Office™ Boxes, including personal and business boxes. Includes personal and business boxes.

C Mailing type:

Flats / Standard mailing pieces weighing 3.3 oz or less

Marketing Parcels / Mail pieces weighing more than 3.3 oz

C Drop-off location:

Non-Discounted

Regional Plant / Destination Network Distribution Center (DNDC)

Local Plant / Destination Sectional Center Facility (DSCS)

Local PO / Destination Delivery Unit (DDU)

To select a filter, click the checkbox that appears to the left of the text. Clicking the **Apply** button will update that Table view results with your selections.

When searching by a full address, it will also be possible to revise search results based on location radius. To accomplish this, you can use the location slider to revise search location by .25-mile increments. Clicking the **Apply** button will update that Table view results with your selections.

5 Within the Table view you have the ability to select routes
by clicking the checkbox that appears to the left of each route name.

Note: The possibility exists that your route selections will require you to drop off mail pieces at more than one drop off location. If this is the case, you will be promoted by an alert message that your selections require additional drop off locations. It is possible to continue forward with your order or remove that route from your selections.

6 When using the Table, the EDDM map will change to indicate your selections.
Within the map, your route selections will be updated visually in the following ways:

Select deliveries

Hide Mailing Options

Select Delivery Type

Business & Residential Residential Only

Select route types

City Rural/Highway P.O. Boxes

Display routes within a 1 mile radius

0 1 2 3 4 5

APPLY

<input type="checkbox"/>	10069-C099	581	4	585	\$84.83
<input type="checkbox"/>	10069-C098	860	13	873	\$126.59
<input type="checkbox"/>	10069-C097	804	6	810	\$117.45
<input checked="" type="checkbox"/>	10069-C096	542	0	542	\$78.59
<input type="checkbox"/>	10069-C095	501	0	501	\$72.65
<input type="checkbox"/>	10065-C638	209	96	305	\$44.23
<input type="checkbox"/>	10065-C637	319	55	374	\$54.23
<input type="checkbox"/>	10065-C635	305	48	353	\$51.19

Deliveries selected **4406**

Approximate cost **\$638.87**

Continue

Select expected drop off date

- Hovering over a route within the table will apply a purple color to the route within the map.
- Selecting a “Business only” route within the table will apply a green color to the route within the map.
- Selecting a standard route within the table will apply a blue color to the route within the map.
- Selecting a PO Box route within the table will add a blue icon to the map.

- 7 Delivery totals and approximate cost are displayed below the table.**
Clicking the **Continue** button will bring you to the STEP 3 – Select drop-off date.

Step 3 Select Drop-Off Date

1 You may select a drop-off date for your EDDM mailings using the calendar.

Note: NOTE: Dates may be selected up to 30 days in advanced.

Every Door Direct Mail®

Find the customers that matter most. With Every Door Direct Mail from the U.S. Postal Service®, you can reach every home, every address, every time. Just sign in to your USPS.com account, pick your delivery routes, let us know when you'd like to drop off your order, and we'll take care of the rest.

New to EDDM?
[Learn more about how to use the tool](#)

Still Have Questions?
[Browse our FAQs](#)

123 Maple Street Anytown, NY 10023

4406 deliveries (6 routes)

Select expected drop off date

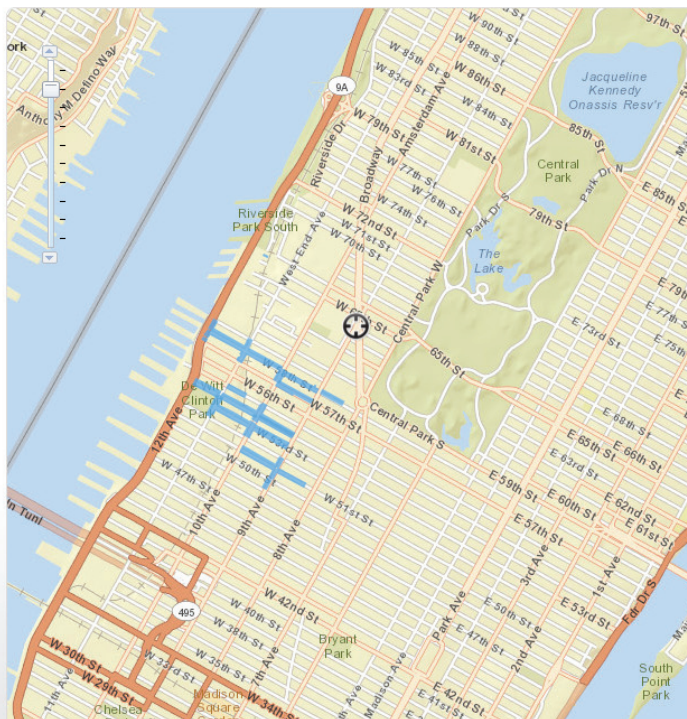
Calendar Key: [Sun] [Mon] [Tue] [Wed] [Thu] [Fri] [Sat]

August 2012

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Continue

Confirmation



2 Clicking the “Continue” option will bring you to STEP 4 – Confirmation.

Step 4 Confirmation

The confirmation step will include a summary of all information pertaining to your EDDM order, including:

- Total deliveries
- Total order cost
- Drop-off location, hours, address, and contact information
- Scheduled drop-off date

Confirmation // RETAIL

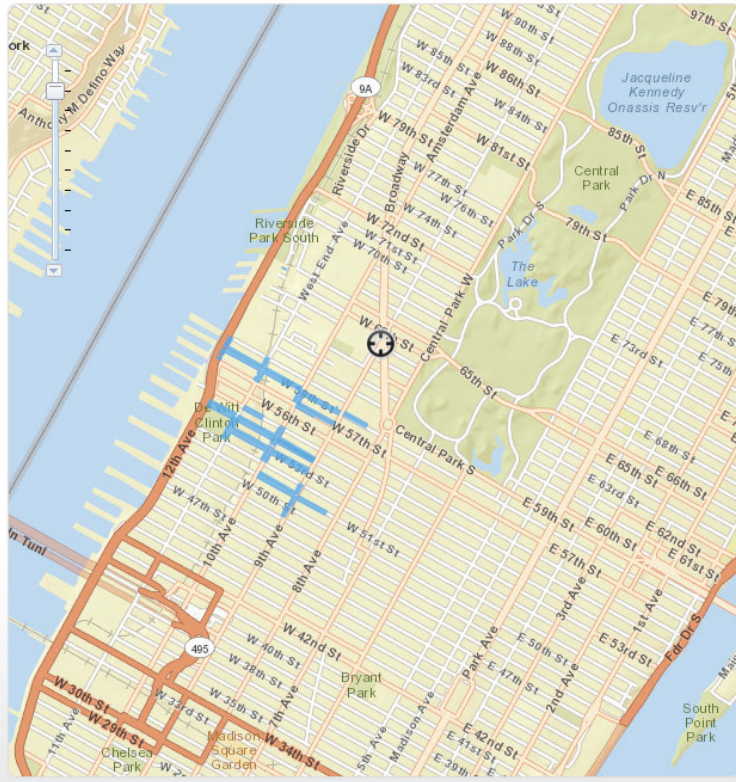
1 Within the Confirmation step

you will be required to select your Company/Mailer name using the drop down menu below your EDDM order total. If you do not have a Company/Mailer name associated with your account, you will not be able to continue with your order. If you need to associate with a permit with your account, you will need to update your account in the Business Portal Gateway.

123 Maple Street Anytown, NY 10023

4406 deliveries (6 routes)

August 23, 2012



Confirmation

3864 deliveries (5 Routes) **\$560.28**

RADIO CITY	Mon-Wed	7:30am - 6:00pm
322 W 52ND ST	Thu	7:30am - 7:00pm
NEW YORK, NY 10019	Fri	7:30am - 6:00pm
(212) 265-3672	Sat	9:00am - 4:00pm
	Sun	Closed

542 deliveries (1 Route) **\$78.59**

ANSONIA	Mon-Fri	8:00am - 7:00pm
178 COLUMBUS AVE	Sat	9:00am - 4:00pm
NEW YORK, NY 10023	Sun	Closed
(212) 362-1697		

Drop off at Post Office™ **Thursday, August 23**

Total **\$638.87**

Select Company/Mailer Name
▼

Need assistance? Call 1-877-747-6249

I understand and agree to the Terms & Conditions

Privacy Act Notice: The information you supply will be used to provide you online registration capability for Internet-based services, and to provide those services. Please be aware that this service is voluntary, but that

Pay at Post Office

Pay Online

- 2** **You will also be required to agree to the terms & conditions for EDDM.**
This can be accomplished by reading the terms and conditions box and checking the checkmark to indicate agreement.

- 3** **Once you have agreed to the terms & conditions,**
you will be presented with the option to Pay at Your Local Post Office or Pay Online.

- 4** **Clicking the Pay at Post Office button**
will take you to STEP 5 – Order Confirmation/Print

- 5** **Clicking the Pay Online button**
will take you into the online payment portal.

Confirmation // BMEU

1 Within the Confirmation step

you will be required to select your Company/Mailer name using the drop down menu below your EDDM order total. If you do not have a Company/Mailer name associated with your account, you will not be able to continue with your order. If you need to associate with a permit with your account, you will need to update your account in the Business Portal Gateway.

Confirmation

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Pay at Post Office
Pay Online

2 You will also be required to select a Permit associated with your account

using the drop down menu below your EDDM order total. If you do not have a Permit name associated with your account, you will not be able to continue with your order. If you need to associate with a permit with your account, you will need to update your account in the Business Portal Gateway.

3 You will also be required to agree to the terms & conditions for EDDM.

This can be accomplished by reading the terms and conditions box and checking the checkmark to indicate agreement.

4

Once you have agreed to the terms & conditions

you will be presented with the option to Pay at Your Local Post Office or Pay Online.

Step 5 Order Confirmation/Print

Confirmation & Print // RETAIL

The screenshot shows the USPS.COM website interface. At the top left is the USPS.COM logo. To the right is a search bar with the text 'Search USPS.com or Track Packages'. Below the logo is a navigation menu with items: 'Quick Tools', 'Ship a Package', 'Send Mail', 'Manage Your Mail', 'Shop', and 'Business Solutions'. The main heading is 'Thank You for Your Order'. On the right side, there is a box containing user information: 'EDDM User', 'Account # - 1000235957', and 'CRID # - 20166713'. Below this, there is a box with order details: 'Your Order Number: 1916', 'Your 08/15/2012 Order: 4240 deliveries - \$614.80', 'Expected Drop-Off Date: 08/30/2012', and 'Thank you for your order. Check your email for an order confirmation.' Below that is a section titled 'Print Your Every Door Direct Mail - Retail® Forms' with instructions to print forms before going to the Post Office. It also includes a note about payment methods accepted at Post Offices. At the bottom of this section is a 'Forms' list for 'August 15, 2012 - TODAY', showing a 'Retail Post Office Listing Form' for 'LENFANT PLAZA WASHINGTON DC'.

1

The order confirmation page will include a summary of the information pertaining to your EDDM order. This includes:

- **Total deliveries**
- **Total order cost**
- **Drop-off location, hours, address, and contact information**
- **Scheduled drop-off date**

2 Within the confirmation page,

there are several forms relating to your order that you will need to print prior to dropping off your order at your drop-off location, which are prepopulated with your order information. The forms include:

A Retail Post Office Listing Form / Identifies the Post Office retail units that service the ZIP Codes and routes included in your mailing. The form is pre-populated with:

- Retail Post Office address
- Phone number
- Fax number
- Hours of operations
- The total number of mailpieces to submit to each unit
- Approximate cost at each unit

B Retail Post Office Form (USPS Form 0000) / Includes information for the Post Office on how to process your EDDM order.

C Mailing Statement (USPS Form PS3587) / Includes information specific to your EDDM mailing order, including:

- 5-Digit ZIP Code
- Route Number
- Number of Mailpieces per route

D Facing Slips (USPS Form 0000)

3 Printing can be accomplished by clicking each of the individual forms and printing manually or by clicking the blue Print Forms Now button.

Once you have printed your forms, you are ready to bring your EDDM order to your scheduled drop off location. You also have the ability to create new EDDM orders from this page by clicking the Create New Mailings button at the bottom of the page.

Confirmation & Print // BMEU

1 Within the Confirmation step

The order confirmation page will include a summary of all of the information pertaining to your EDDM order. This includes:

- **Total deliveries**
- **Total order cost**
- **Drop off location, hours, address, and contact information**
- **Scheduled drop off date**

USPS.COM Search USPS.com or Track Packages

Quick Tools Ship a Package Send Mail Manage Your Mail Shop Business Solutions

Thank You for Your Order

James Miller
Account # - 1000236282
Mailing Group ID # - 511466
Postage Statement ID # - 1929323

Your Order Number: 1929
Your 08/15/2012 Order: 5516 deliveries - \$1086.65
Expected Drop-Off Date: 08/30/2012
Thank you for your order. Check your email for an order confirmation.

Print Your Every Door Direct Mail Forms
Make sure that you have printed out all of your forms before going to the Post Office(s)™. You will receive an email with a link to this confirmation page.

Forms
August 15, 2012 - TODAY

Step 1 - Print your forms
PS Form 3602
PS Form 8125 (PVDS)
Facing Slip

Step 2 - Go to Postal Wizard to finalize your order
[Go to Postal Wizard](#)

[Create New Mailings](#)

2

Within the confirmation page,

there are several forms relating to your order that you will need to print prior to dropping off your order at your drop off location, which are prepopulated with your order information. The forms include:

- **PS Form 3062**
- **PS Form 8125 (PVDS)**
- **Facing Slip**

3

Once you have printed your forms, you will need to proceed to the Postal Wizard to complete your order.

4

You also have the ability to create new EDDM orders from this page by clicking the Create New Mailings button at the bottom of the page.