

### **An enhanced Reply Mail design tool is now available online!**

The United States Postal Service® is excited to announce the system-wide enhancement of the Automated Business Reply Mail® (ABRM) website, an online self-service tool that allows customers to create approved USPS camera-ready artwork for domestic Reply Mail pieces in just a few steps.

### **What is the USPS Automated Business Reply Mail® (ABRM) application?**

The USPS Automated Business Reply Mail® (ABRM) application is a web-based, self-service tool that allows Reply Mail customers to create card and letter-size mailpieces for domestic **Courtesy Reply Mail (CRM)™**, **Business Reply Mail (BRM)®**, **Qualified Business Reply Mail (QBRM)™**, and **Metered Reply Mail (MRM)™**. It also provides the option to create a FIM and Bar Code only for CRM™ and BRM™. The ABRM tool provides a number of features for Reply Mail customers, including the ability to:

- Design and create approved USPS camera-ready artwork
- Create artwork with an Intelligent Mail barcode (IMb)
- Place the barcode above the address block or in the barcode clear zone (lower right corner) of the piece (optional feature)
- Add an image or logo related to the mailpiece
- Authorize a third-party vendor or Mail Service Provider to create artwork for clients through the ABRM tool
- Download approved USPS camera-ready artwork designs (PDF and EPS formats) and store mailpieces online for future use (up to 100MB)

It is the goal of the Automated Business Reply Mail® (ABRM) application to provide a fast, flexible, and simple way to create official USPS camera-ready artwork online.

### **What direct benefits can customers take advantage of by using the ABRM Online Tool?**

The Automated Business Reply Mail (ABRM) Tool offers customers effective, innovative means for generating approved USPS Reply Mail artwork for domestic use.

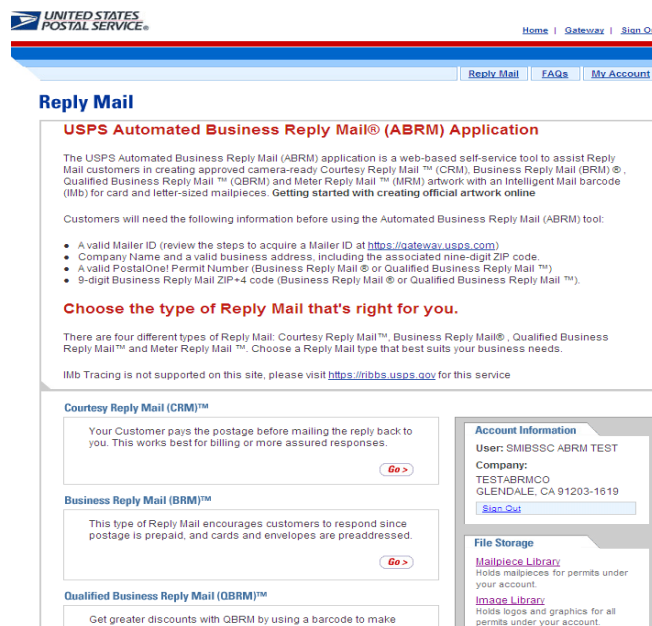
- **Ease of Use:** The ABRM Tool is easy to use and navigate, providing a clear step-by-step process for creating artwork from beginning to end.
- **24/7 Availability:** Customers no longer have to wait to receive their artwork! The ABRM Tool is available 24 hours a day, 7 days a week.
- **Cost and Time Savings:** The ABRM Tool reduces the **time** and **cost** associated with the generation of artwork



## Getting started with creating official artwork online

Customers can begin creating official Reply Mail artwork online immediately by following these easy steps:

- 1) Access the website at:  
<https://www.usps.com/business/reply-mail-solutions.htm>
- 2) Sign in or create an account for the USPS Business Customer Gateway
- 3) Select the type of mailpiece you would like to create – CRM, BRM, QBRM, MRM, or FIM & Barcode only
- 4) Enter your Permit number, associated Post Office ZIP code, and Mailer ID for BRM or QBRM pieces
- 5) Design your mailpiece – Select the delivery address, mailpiece size, font, logo, and other details
- 6) Review an image of your artwork immediately, live on your computer screen
- 7) Download the artwork to your computer, ready for printing!



**USPS Automated Business Reply Mail® (ABRM) Application**

The USPS Automated Business Reply Mail (ABRM) application is a web-based self-service tool to assist Reply Mail customers in creating approved camera-ready Courtesy Reply Mail™ (CRM), Business Reply Mail (BRM)®, Qualified Business Reply Mail™ (QBRM) and Meter Reply Mail™ (MRM) artwork with an Intelligent Mail barcode (IMb) for card and letter-sized mailpieces. **Getting started with creating official artwork online**

Customers will need the following information before using the Automated Business Reply Mail (ABRM) tool:

- A valid Mailer ID (review the steps to acquire a Mailer ID at <https://gateway.usps.com>)
- Company Name and a valid business address, including the associated nine-digit ZIP code.
- A valid PostalOne! Permit Number (Business Reply Mail® or Qualified Business Reply Mail™)
- 9-digit Business Reply Mail ZIP+4 code (Business Reply Mail® or Qualified Business Reply Mail™)

**Choose the type of Reply Mail that's right for you.**

There are four different types of Reply Mail: Courtesy Reply Mail™, Business Reply Mail®, Qualified Business Reply Mail™ and Meter Reply Mail™. Choose a Reply Mail type that best suits your business needs.

IMb Tracing is not supported on this site, please visit <https://ribbs.usps.gov> for this service

**Courtesy Reply Mail (CRM)™**

Your Customer pays the postage before mailing the reply back to you. This works best for billing or more assured responses. [Go >](#)

**Business Reply Mail (BRM)™**

This type of Reply Mail encourages customers to respond since postage is prepaid, and cards and envelopes are preaddressed. [Go >](#)

**Qualified Business Reply Mail (QBRM)™**

Get greater discounts with QBRM by using a barcode to make your Reply Mail automation compatible.

**Account Information**

User: SMBSSC ABRM TEST  
Company: TESTABRMCO  
GLENDALE, CA 91203-1619  
[Sign Out](#)

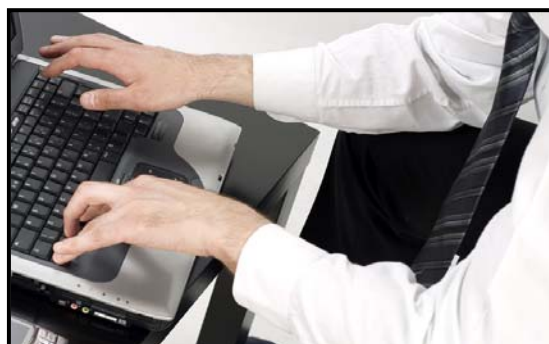
**File Storage**

[Mailpiece Library](#)  
Hosts mailpieces for permits under your account.

[Image Library](#)  
Hosts logos and graphics for all permits under your account.

### Customers will need the following information before using the Automated Business Reply Mail® (ABRM) Tool:

- A valid Mailer ID (review the steps to acquire a Mailer ID at <https://gateway.usps.com>)
- Company name and a valid business address, including the associated nine-digit ZIP code
- A valid *PostalOne!* Permit Number for Business Reply Mail® or Qualified Business Reply Mail™ pieces
- Uniquely USPS assigned 9-digit Business Reply Mail® ZIP+4 code (Business Reply Mail® or Qualified Business Reply Mail™)



In addition, Reply Mail customers can contact the MDA Support Center for help or questions by dialing **855-593-6093** or by sending a request via email to [MDA@usps.gov](mailto:MDA@usps.gov). The MDA Support Center hours of operation are **Monday through Friday**, between **7:00 am and 5:00 pm CST**.

### Additional Resources

For additional information on:

<p>Reply Mail <a href="https://www.usps.com/business/reply-mail-solutions.htm">https://www.usps.com/business/reply-mail-solutions.htm</a></p> <p>Frequently Asked Questions about Reply Mail <a href="https://www.usps.com/faqs/replymail-faqs.htm">https://www.usps.com/faqs/replymail-faqs.htm</a></p> <p>Learn about Intelligent Mail &amp; Address Quality <a href="https://ribbs.usps.gov">https://ribbs.usps.gov</a></p>	<p>USPS Online Business Offerings <a href="https://gateway.usps.com">https://gateway.usps.com</a></p> <p>Business Mail &amp; Mailpiece Design <a href="http://pe.usps.gov">http://pe.usps.gov</a>*</p> <p>The USPS ABRM Tool <a href="https://www.usps.com/business/reply-mail-solutions.htm">https://www.usps.com/business/reply-mail-solutions.htm</a></p>
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