

Business Customer Gateway



Table of Contents

■	Highlights	
■	Basics	<u>5</u>
–	Login and New Accounts	<u>8</u>
–	Your Account Settings	<u>18</u>
■	Business Services	<u>31</u>
–	Accounts	<u>38</u>
–	Design & Prepare	<u>43</u>
–	Mail & Transport	<u>60</u>
–	Track & Report	<u>70</u>
■	Business Services Administrator	<u>88</u>
■	Customer Support	<u>104</u>

All business customers, large or small, use the Gateway as a starting point to USPS services

- Creates a single, unified landing point for customers to access all of the Postal Service's online business offerings
- A single user name & password give access to multiple services



The screenshot shows the USPS Business Customer Gateway interface. At the top, there is the USPS logo and navigation links for USPS.COM, GATEWAY, HELP, and SIGN OUT. Below this is a secondary navigation bar with links for Profile, Request Access, Request Status, Request Inbox, and Manage User Access. The main content area is titled "Business Customer Gateway" and includes a welcome message and a photo of business professionals. The interface is organized into several service categories:

- Accounts:**
 - Balance & Fees (PostalOne!)
 - Manage Permits (PostalOne!)
- Design & Prepare:**
 - Intelligent Mail Services
 - Mailer ID
- Mail & Transport:**
 - Centralized Account Processing System (CAPS)
 - Customer Label Distribution System (CLDS)
 - Customer/Supplier Agreements (CSAs)
 - Electronic Data Exchange (PostalOne!)
 - Postal Wizard (PostalOne!)
 - Schedule a Mailing Appointment (FAST)
- Track & Report:**
 - ADVANCE
 - Audit Mailing Activity (PostalOne!)
 - Delivery Confirmation
 - Mailing Reports (PostalOne!)
 - Manage Electronic Return Activity (PRS)
 - Manage Electronic Verification Activity (eVS)
 - Product Performance Reports
 - Track & Confirm
- Your Account Settings:**
 - Welcome SUE
 - Profile
 - Profile
 - Request Access
 - Request Status
 - User Management
 - Request Inbox
 - Manage User Access
- Customer Support:**
 - National Customer Support Center - RIBBS
 - Service Updates
 - ePubwatch
 - Business Service Network (BSN) eService
 - Gateway Help Desk
 - News & Information
 - User Responsibility Agreement (PDF) (DOC)

At the bottom of the page, there is a footer with links for Site Map, Customer Service, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, and Business Customer Gateway. It also includes copyright information for 2010 USPS and logos for Postal Inspectors and the Inspector General.

Customers will go through the Gateway to perform critical tasks such as:

- View company information
- Manage Mailer IDs
- Manage electronic data exchange
- Schedule mailing appointments
- View postage statements and transactions
- Track and confirm

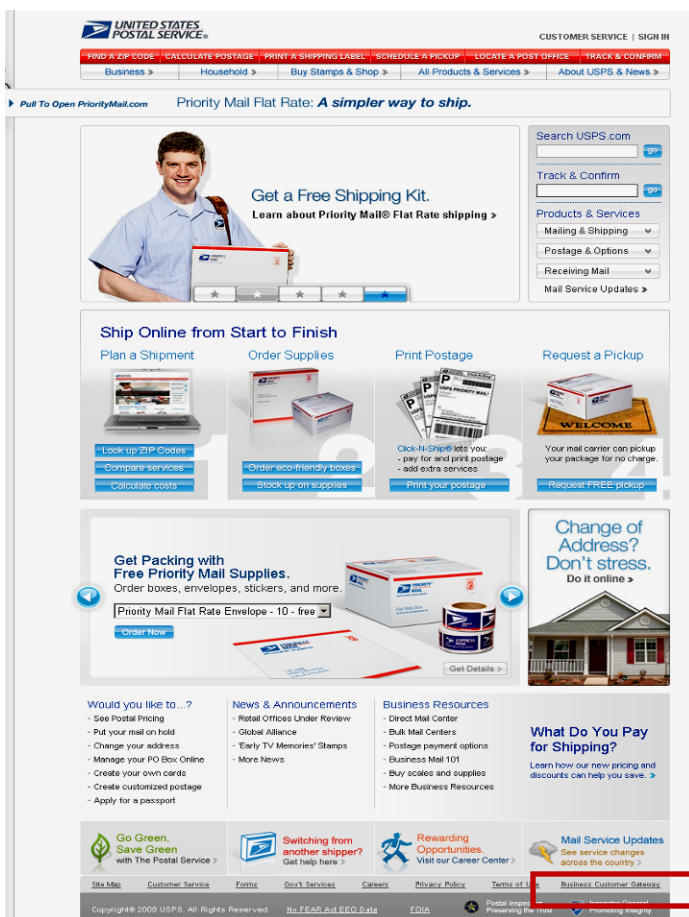
Table of Contents

- Highlights
- **Basics**
 - Login and New Accounts
 - Your Account Settings
- Business Services
 - Accounts
 - Design & Prepare
 - Mail & Transport
 - Track & Report
- Business Services Administrator
- Customer Support

Customers access the Business Customer Gateway from USPS.com

<http://www.usps.com>

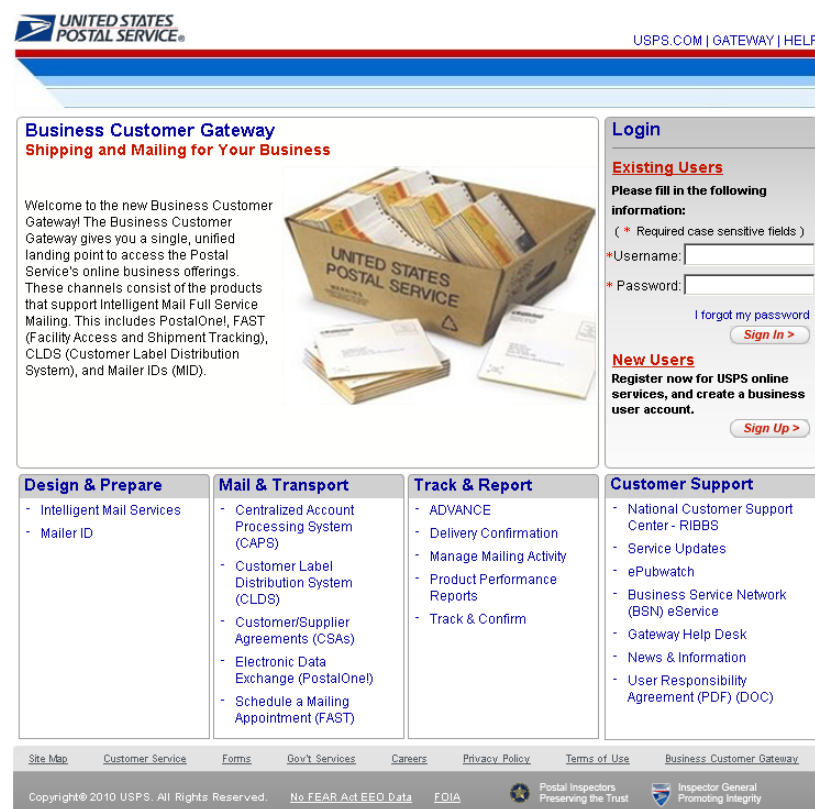
<https://gateway.usps.com/bcg/login.htm>



The screenshot shows the USPS.com homepage with various service tiles and navigation links. A red box highlights the 'Business Customer Gateway' link in the footer.

Navigation Links: FIND A ZIP CODE, CALCULATE POSTAGE, PRINT A SHIPPING LABEL, SCHEDULE A PICKUP, LOCATE A POST OFFICE, TRACK & CONFIRM

Business Customer Gateway Link: <https://gateway.usps.com/bcg/login.htm>



The screenshot shows the Business Customer Gateway login page. It includes a welcome message, a login form, and a list of services.

Business Customer Gateway
Shipping and Mailing for Your Business

Welcome to the new Business Customer Gateway! The Business Customer Gateway gives you a single, unified landing point to access the Postal Service's online business offerings. These channels consist of the products that support Intelligent Mail Full Service Mailing. This includes PostalOne!, FAST (Facility Access and Shipment Tracking), CLDS (Customer Label Distribution System), and Mailer IDs (MID).

Login

Existing Users
Please fill in the following information:
(* Required case sensitive fields)
* Username:
* Password:
[I forgot my password](#)
[Sign In >](#)

New Users
Register now for USPS online services, and create a business user account.
[Sign Up >](#)

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Delivery Confirmation
- Manage Mailing Activity
- Product Performance Reports
- Track & Confirm

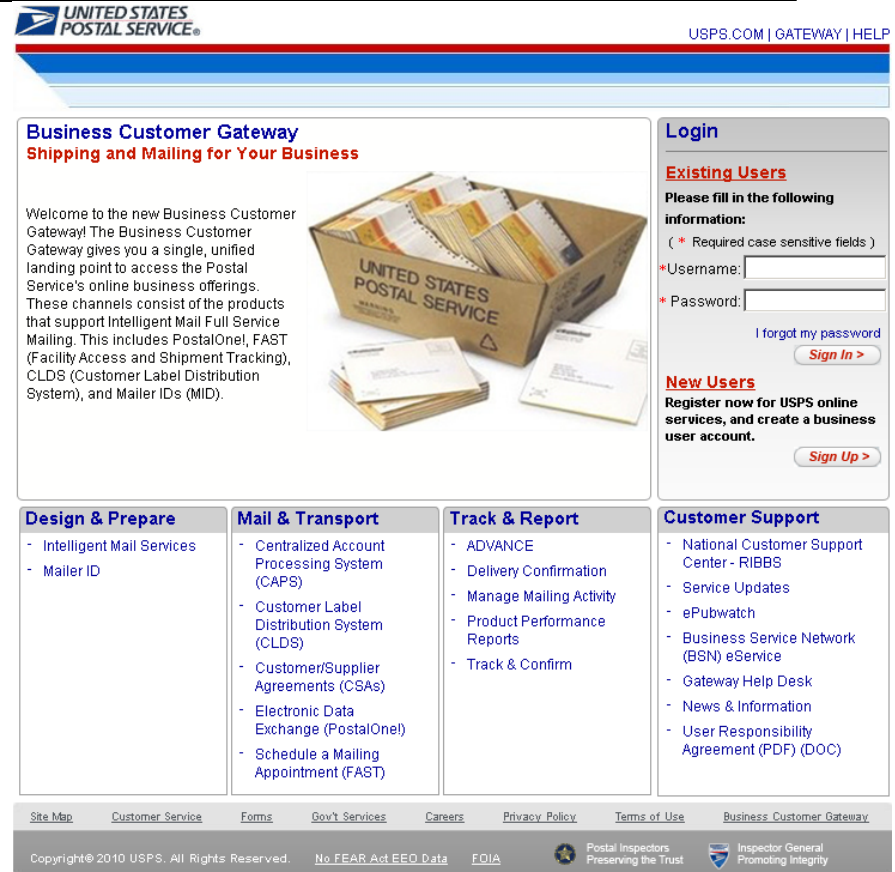
Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

Footer: Site Map, Customer Service, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, Business Customer Gateway

The Gateway landing page provides links to more information and the ability to sign in or register for access

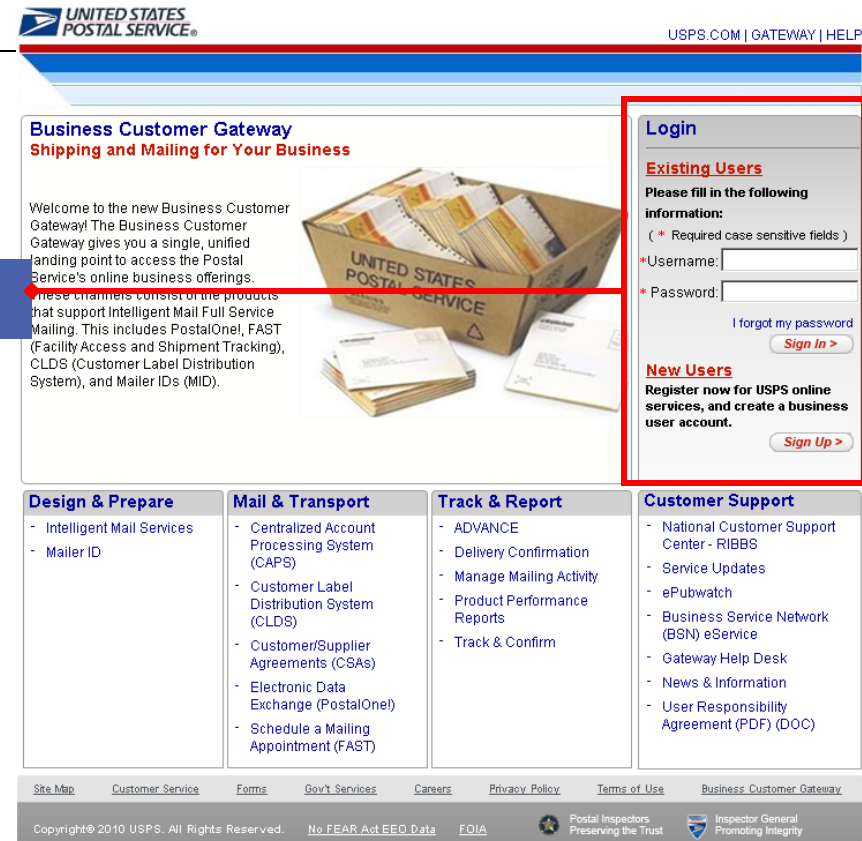
- Information on the services available through Gateway links
- General information links
- Customer Support links
- Login for existing users
- New Users Sign Up



The screenshot shows the Business Customer Gateway landing page. At the top, it features the USPS logo and the text "UNITED STATES POSTAL SERVICE®" on the left, and "USPS.COM | GATEWAY | HELP" on the right. The main heading is "Business Customer Gateway Shipping and Mailing for Your Business". Below this, there is a welcome message and a photograph of a USPS shipping box. To the right of the main content is a "Login" section with fields for "Existing Users" (Username and Password) and a "New Users" section with a "Sign Up" button. At the bottom, there are four columns of links: "Design & Prepare", "Mail & Transport", "Track & Report", and "Customer Support". The footer contains various links like "Site Map", "Customer Service", "Forms", "Gov't Services", "Careers", "Privacy Policy", "Terms of Use", "Business Customer Gateway", and "Inspector General Promoting Integrity".

Table of Contents

- Highlights
- Basics
 - Login and New Accounts
 - Your Account Settings
- Business Services
 - Accounts
 - Design & Prepare
 - Mail & Transport
 - Track & Report
- Business Services Administrator
- Customer Support



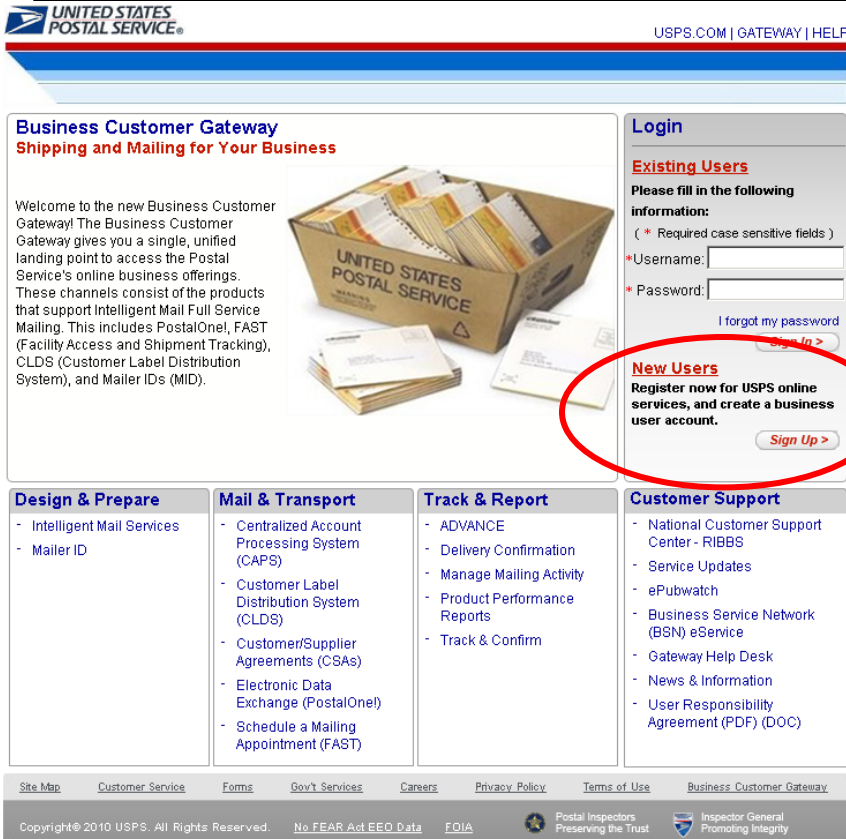
The screenshot shows the Business Customer Gateway interface. At the top, it says "UNITED STATES POSTAL SERVICE" and "USPS.COM | GATEWAY | HELP". The main heading is "Business Customer Gateway Shipping and Mailing for Your Business". Below this, there is a welcome message and a list of services supported. A red box highlights the "Login" section, which includes fields for "Username" and "Password", a "Sign In" button, and a link for "I forgot my password". Below the login section is the "New Users" section, which includes a "Sign Up" button. At the bottom, there are four columns of links: "Design & Prepare", "Mail & Transport", "Track & Report", and "Customer Support".

Existing users log in and new users create their accounts from the Gateway landing page

- New users request access to services and business locations when signing up:
 - Services (system functionality such as *PostalOne!*)
 - Business locations (company name at an address)
- Services require a Business Service Administrator (BSA)
 - BSA is the key contact for a Business Location for the management of the selected Service
 - Approves and deactivates all user requests for Services at the business location
 - Establishes the company locations where permits and Mailer IDs will be linked
 - The first user requesting a service for a business location will be prompted to assume the BSA role

Step 1 for new user:
Sign up at the Gateway landing page

Step 2. New user creates Username
and Password



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

Business Customer Gateway
Shipping and Mailing for Your Business

Welcome to the new Business Customer Gateway! The Business Customer Gateway gives you a single, unified landing point to access the Postal Service's online business offerings. These channels consist of the products that support Intelligent Mail Full Service Mailing. This includes PostalOnel, FAST (Facility Access and Shipment Tracking), CLDS (Customer Label Distribution System), and Mailer IDs (MID).

Login

Existing Users
Please fill in the following information:
(* Required case sensitive fields)

* Username:

* Password:

[I forgot my password](#)

[Sign In >](#)

New Users
Register now for USPS online services, and create a business user account.

[Sign Up >](#)

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOnel)
- Schedule a Mailing Appointment (FAST)



Track & Report

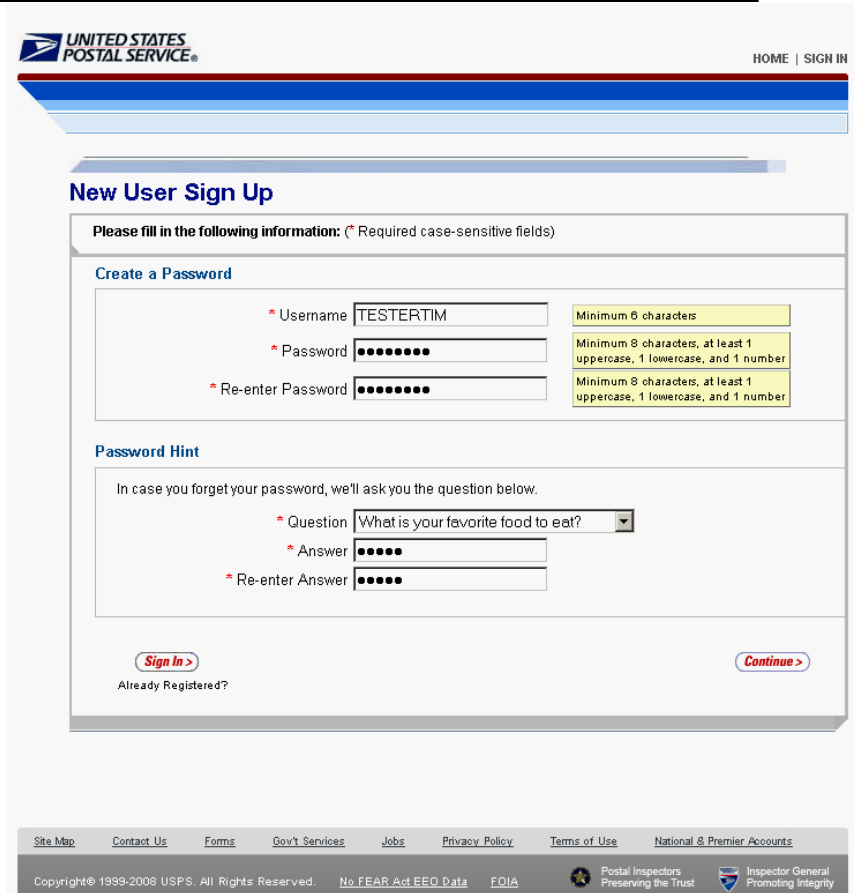
- ADVANCE
- Delivery Confirmation
- Manage Mailing Activity
- Product Performance Reports
- Track & Confirm

Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

Site Map Customer Service Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway

Copyright © 2010 USPS. All Rights Reserved. No FEAR Act EEO Data FOIA  Postal Inspectors Preserving the Trust  Inspector General Promoting Integrity



UNITED STATES POSTAL SERVICE® HOME | SIGN IN

New User Sign Up

Please fill in the following information: (* Required case-sensitive fields)

Create a Password

* Username Minimum 6 characters

* Password Minimum 8 characters, at least 1 uppercase, 1 lowercase, and 1 number

* Re-enter Password Minimum 8 characters, at least 1 uppercase, 1 lowercase, and 1 number

Password Hint

In case you forget your password, we'll ask you the question below.

* Question



* Answer

* Re-enter Answer

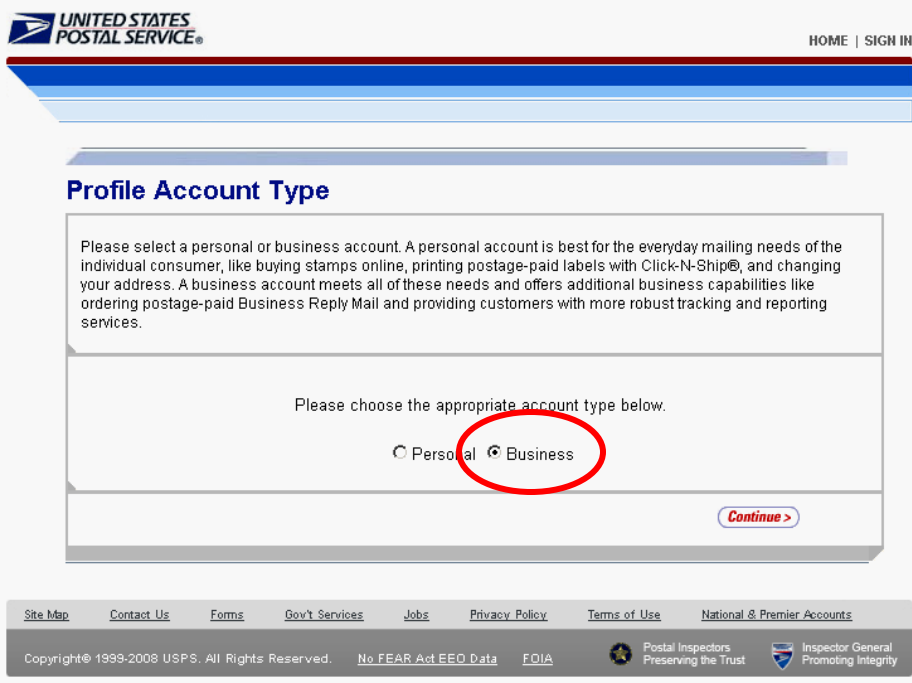
[Sign In >](#) [Continue >](#)

Already Registered?

Site Map Contact Us Forms Gov't Services Jobs Privacy Policy Terms of Use National & Premier Accounts

Copyright © 1999-2008 USPS. All Rights Reserved. No FEAR Act EEO Data FOIA  Postal Inspectors Preserving the Trust  Inspector General Promoting Integrity

Step 3. New user selects business account



**UNITED STATES
POSTAL SERVICE®** HOME | SIGN IN

Profile Account Type



Please select a personal or business account. A personal account is best for the everyday mailing needs of the individual consumer, like buying stamps online, printing postage-paid labels with Click-N-Ship®, and changing your address. A business account meets all of these needs and offers additional business capabilities like ordering postage-paid Business Reply Mail and providing customers with more robust tracking and reporting services.

Please choose the appropriate account type below.

Personal
 Business

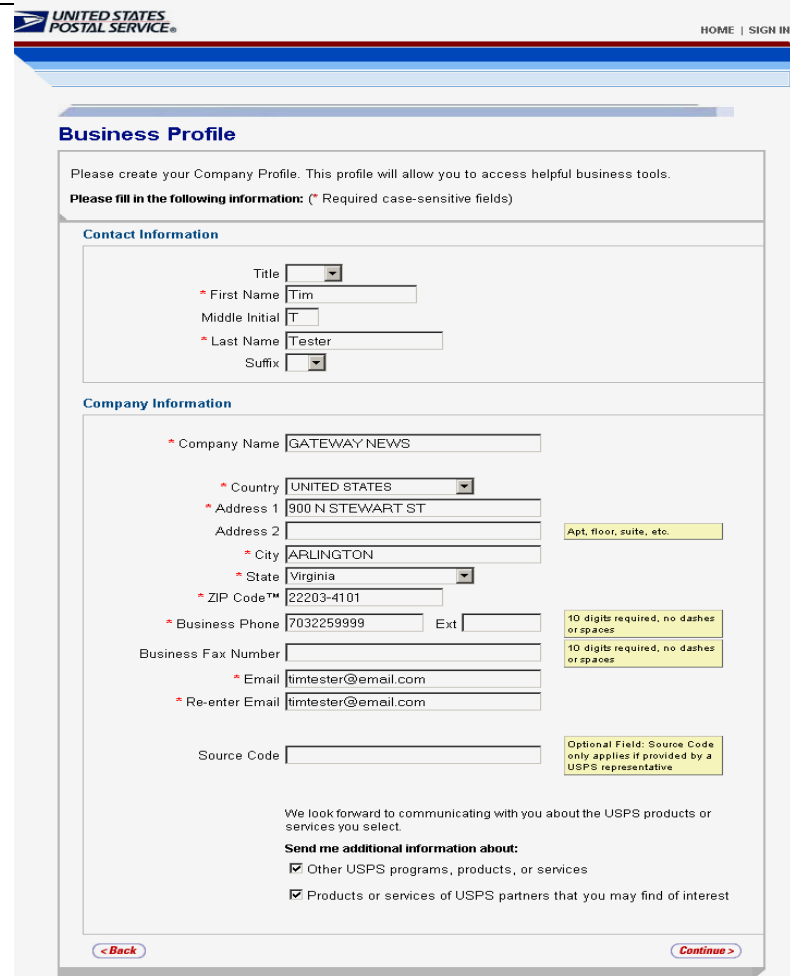
[Continue >](#)

[Site Map](#)
[Contact Us](#)
[Forms](#)
[Gov't Services](#)
[Jobs](#)
[Privacy Policy](#)
[Terms of Use](#)
[National & Premier Accounts](#)

Copyright© 1999-2008 USPS. All Rights Reserved. [No FEAR Act EEO Data](#) [FOIA](#)  Postal Inspectors Preserving the Trust  Inspector General Promoting Integrity

Note: All Business locations receive a Customer Registration ID (CRID). The CRID is used to link all users and company information.

Step 4. New user enters company information



**UNITED STATES
POSTAL SERVICE®** HOME | SIGN IN

Business Profile

Please create your Company Profile. This profile will allow you to access helpful business tools.
Please fill in the following information: (* Required case-sensitive fields)

Contact Information

Title

* First Name

Middle Initial

* Last Name

Suffix

Company Information

* Company Name

* Country

* Address 1

Address 2

* City

* State

* ZIP Code™

* Business Phone Ext

Business Fax Number

* Email

* Re-enter Email

Source Code

10 digits required, no dashes or spaces

10 digits required, no dashes or spaces

Optional Field: Source Code only applies if provided by a USPS representative

We look forward to communicating with you about the USPS products or services you select.

Send me additional information about:

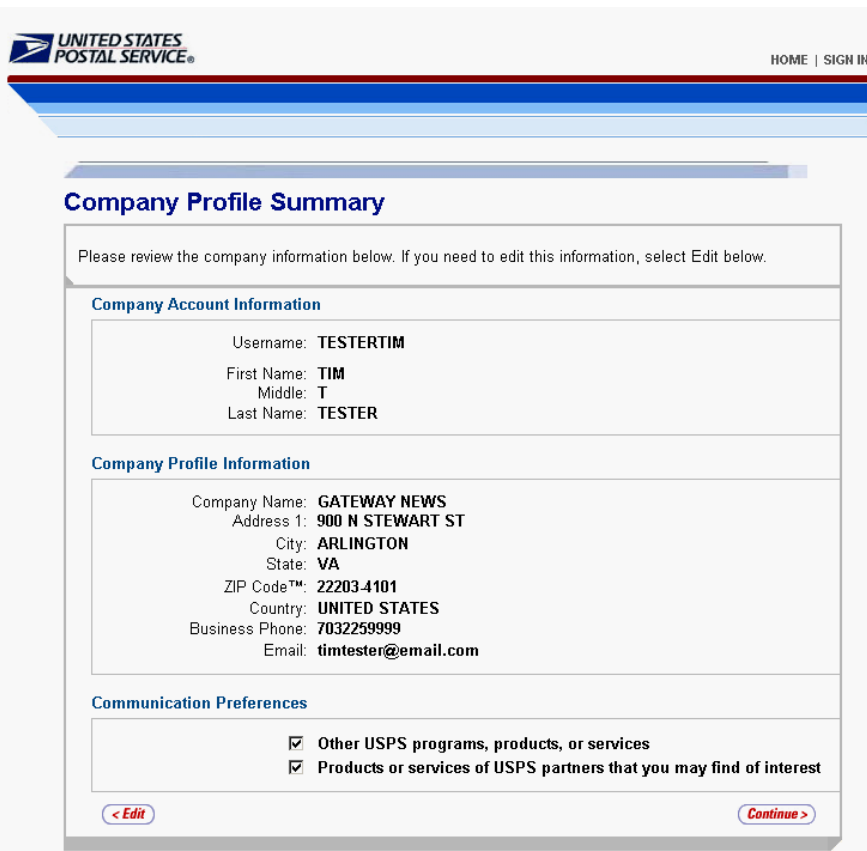
Other USPS programs, products, or services

Products or services of USPS partners that you may find of interest

[< Back](#) [Continue >](#)

Step 5. New user reviews and confirms information

Step 6. New user reads and accepts the Privacy Act



UNITED STATES POSTAL SERVICE® HOME | SIGN IN

Company Profile Summary

Please review the company information below. If you need to edit this information, select Edit below.

Company Account Information

Username: **TESTERTIM**
 First Name: **TIM**
 Middle: **T**
 Last Name: **TESTER**

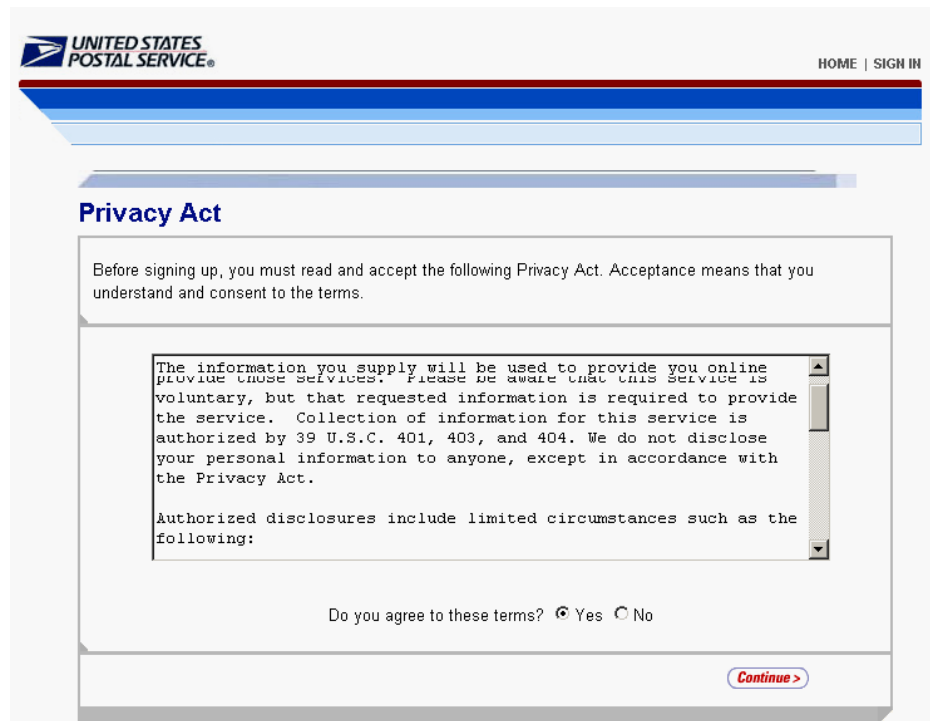
Company Profile Information

Company Name: **GATEWAY NEWS**
 Address 1: **900 N STEWART ST**
 City: **ARLINGTON**
 State: **VA**
 ZIP Code™: **22203-4101**
 Country: **UNITED STATES**
 Business Phone: **7032259999**
 Email: **timtester@email.com**

Communication Preferences

Other USPS programs, products, or services
 Products or services of USPS partners that you may find of interest

[< Edit](#) [Continue >](#)



UNITED STATES POSTAL SERVICE® HOME | SIGN IN

Privacy Act

Before signing up, you must read and accept the following Privacy Act. Acceptance means that you understand and consent to the terms.

The information you supply will be used to provide you online provide those services. Please be aware that this service 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.

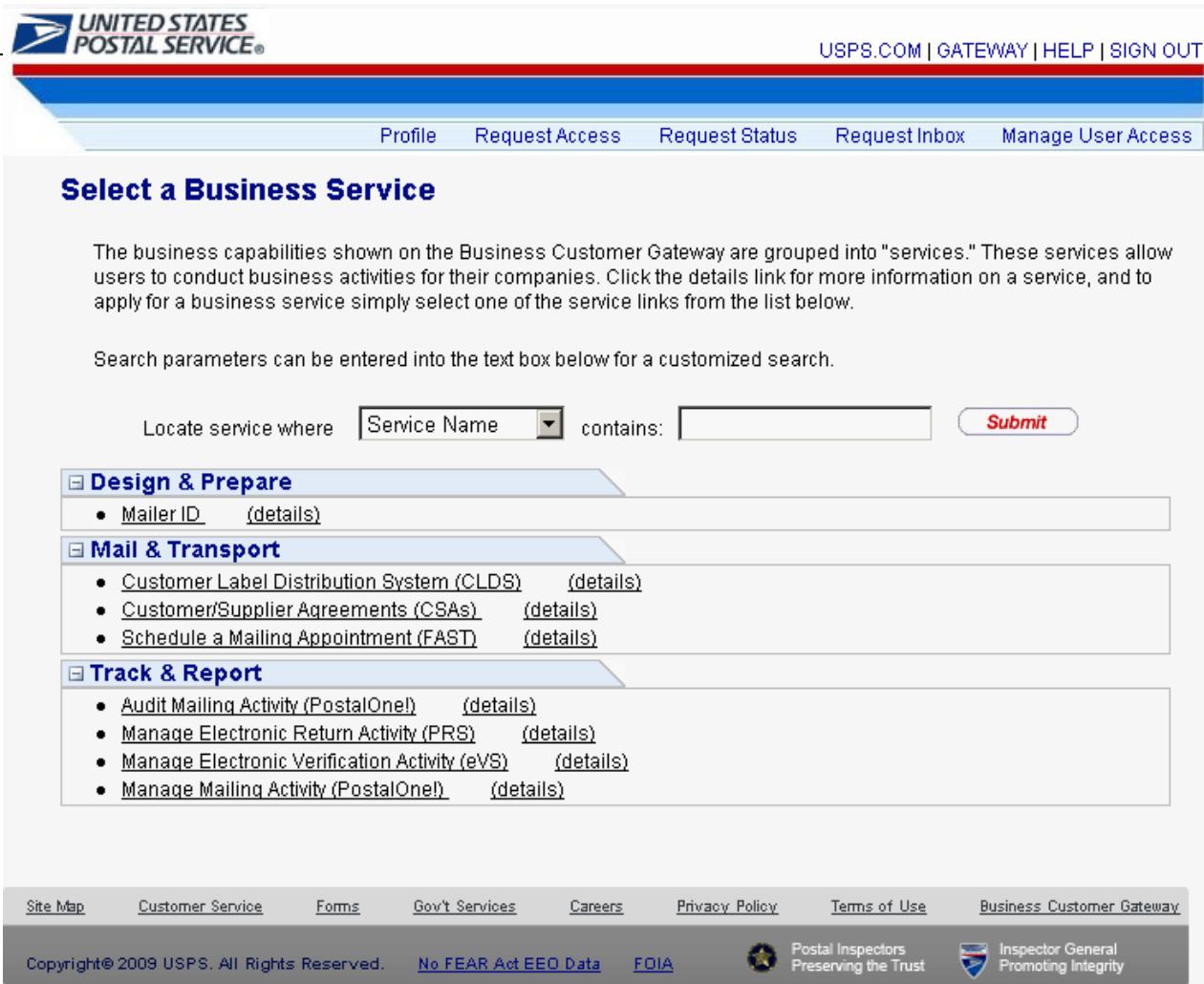
Authorized disclosures include limited circumstances such as the following:

Do you agree to these terms? Yes No

[Continue >](#)

Step 7. New user selects a business service

- A user requests a service by selecting one of the service links
- Users can add additional services and business locations later from the Gateway homepage



The screenshot shows the 'Select a Business Service' page on the Business Customer Gateway. At the top, there is a navigation bar with links for Profile, Request Access, Request Status, Request Inbox, and Manage User Access. Below this is a search section with a text box and a 'Submit' button. The main content area is divided into three sections: Design & Prepare, Mail & Transport, and Track & Report, each containing a list of service links with '(details)' links.

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

Profile Request Access Request Status Request Inbox Manage User Access

Select a Business Service



The business capabilities shown on the Business Customer Gateway are grouped into "services." These services allow users to conduct business activities for their companies. Click the details link for more information on a service, and to apply for a business service simply select one of the service links from the list below.

Search parameters can be entered into the text box below for a customized search.

Locate service where contains:

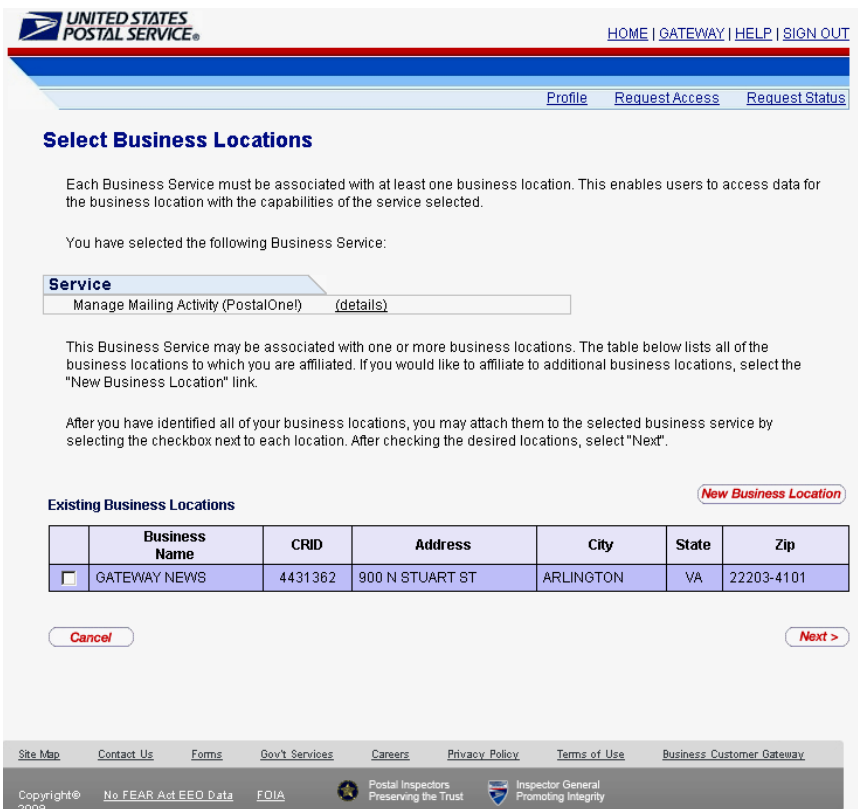
- Design & Prepare**
 - [Mailer ID](#) (details)
- Mail & Transport**
 - [Customer Label Distribution System \(CLDS\)](#) (details)
 - [Customer/Supplier Agreements \(CSAs\)](#) (details)
 - [Schedule a Mailing Appointment \(FAST\)](#) (details)
- Track & Report**
 - [Audit Mailing Activity \(PostalOne!\)](#) (details)
 - [Manage Electronic Return Activity \(PRS\)](#) (details)
 - [Manage Electronic Verification Activity \(eVS\)](#) (details)
 - [Manage Mailing Activity \(PostalOne!\)](#) (details)

[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 Preserving the Trust
  Inspector General Promoting Integrity

Step 8. New user selects the business locations to associate to the service

Step 9. New user account confirms or cancels the business service request



UNITED STATES POSTAL SERVICE® [HOME](#) | [GATEWAY](#) | [HELP](#) | [SIGN OUT](#)

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

Select Business Locations

Each Business Service must be associated with at least one business location. This enables users to access data for the business location with the capabilities of the service selected.

You have selected the following Business Service:

Service

This Business Service may be associated with one or more business locations. The table below lists all of the business locations to which you are affiliated. If you would like to affiliate to additional business locations, select the "New Business Location" link.

After you have identified all of your business locations, you may attach them to the selected business service by selecting the checkbox next to each location. After checking the desired locations, select "Next".



[New Business Location](#)

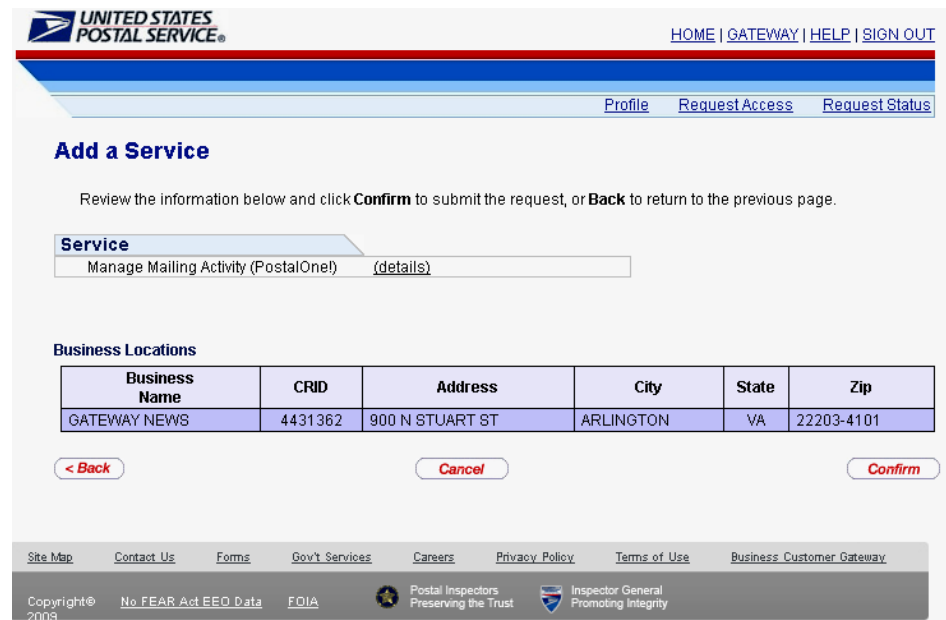
Existing Business Locations

	Business Name	CRID	Address	City	State	Zip
<input type="checkbox"/>	GATEWAY NEWS	4431362	900 N STUART ST	ARLINGTON	VA	22203-4101

[Cancel](#) [Next >](#)

[Site Map](#) [Contact Us](#) [Forms](#) [Gov't Services](#) [Careers](#) [Privacy Policy](#) [Terms of Use](#) [Business Customer Gateway](#)

Copyright© 2009 [No FEAR Act EEO Data](#) [FOIA](#)  Postal Inspectors Preserving the Trust  Inspector General Promoting Integrity



UNITED STATES POSTAL SERVICE® [HOME](#) | [GATEWAY](#) | [HELP](#) | [SIGN OUT](#)

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

Add a Service

Review the information below and click **Confirm** to submit the request, or **Back** to return to the previous page.



Service

Business Locations

Business Name	CRID	Address	City	State	Zip
GATEWAY NEWS	4431362	900 N STUART ST	ARLINGTON	VA	22203-4101

[< Back](#) [Cancel](#) [Confirm](#)

[Site Map](#) [Contact Us](#) [Forms](#) [Gov't Services](#) [Careers](#) [Privacy Policy](#) [Terms of Use](#) [Business Customer Gateway](#)

Copyright© 2009 [No FEAR Act EEO Data](#) [FOIA](#)  Postal Inspectors Preserving the Trust  Inspector General Promoting Integrity

Some Services require a Business Service Administrator (BSA)

- The system prompts the first user to become the BSA, so the person the company wants to become BSA should register first.
- The user has the option to assume the BSA role or wait for the Service until a BSA is assigned at the business location
- The BSA agreement lists the Responsibility and Obligations and Terms & Conditions of Participation

Step 10a (BSA).

New user has the option to assume the BSA role if they are the first to apply for the Service at the selected business location

Business Service Administrator Approval

It is a requirement for this online Business Service that a Business Service Administrator (BSA) be in place to manage user access for this business location. Would you like to become the BSA and accept the responsibilities detailed below for this business location?

If you do not want to accept these responsibilities, your access request will be placed in a queue until another individual becomes the BSA.

Please review the following Terms and Conditions:

United States Postal Service™

Terms and Conditions

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
 Section 8 USER RESPONSIBILITY STATEMENT

This document describes the terms and conditions pertaining to your participation in and use of United States Postal Service™ (hereinafter Postal Service™ or USPS™) computer systems as described and authorized by the USPS™. These terms and conditions are subordinate to, and do not supercede, any provisions of the Domestic Mail Manual (DMM™) or any other regulations

I certify that I have read and understand the foregoing.

Please select which of the following companies for which you wish to become the BSA:

	Business Name	CRID	Address	City	State	Zip
<input type="checkbox"/>	GATEWAY NEWS	4431205	900 N STEWART ST	ARLINGTON	VA	22203-4101

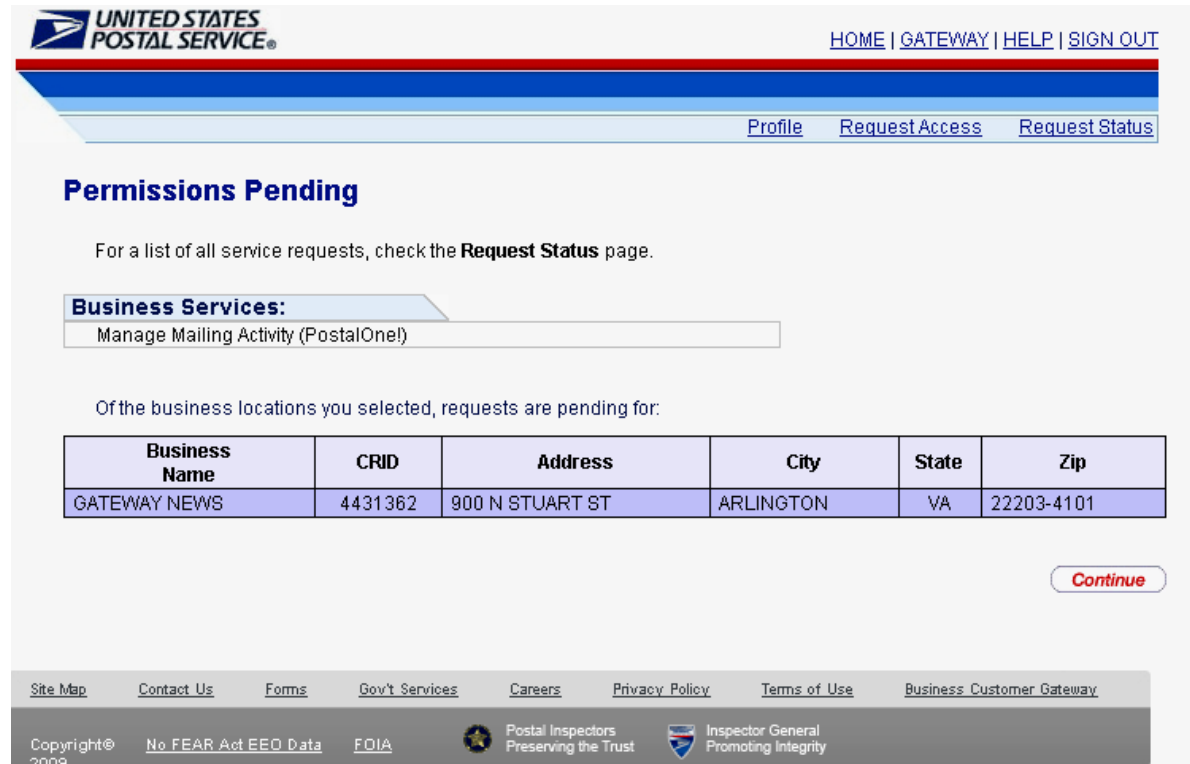
[No Thanks](#)

[Print](#)

[Yes](#)

Step 10 (non-BSA) Access Pending

- If Business Service Administrator already exists, the user receives a permissions pending notification



The screenshot shows the 'Permissions Pending' page in the Business Customer Gateway. At the top, there is a navigation bar with the USPS logo and links for HOME, GATEWAY, HELP, and SIGN OUT. Below this, there are links for Profile, Request Access, and Request Status. The main heading is 'Permissions Pending', followed by a message: 'For a list of all service requests, check the Request Status page.' Under 'Business Services:', there is a list item 'Manage Mailing Activity (PostalOne!)'. Below that, a message states: 'Of the business locations you selected, requests are pending for:'. This is followed by a table with the following data:

Business Name	CRID	Address	City	State	Zip
GATEWAY NEWS	4431362	900 N STUART ST	ARLINGTON	VA	22203-4101

At the bottom right of the main content area, there is a 'Continue' button. The footer contains various links: Site Map, Contact Us, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, and Business Customer Gateway. It also includes copyright information (© 2008), a 'No FEAR Act EEO Data' link, an FOIA link, and logos for Postal Inspectors (Preserving the Trust) and the Inspector General (Promoting Integrity).

Gateway – Service Requests

- The system auto generates Request status emails
- User receives email confirmation of Business Service Administrator status for the Service at the requested location(s)
- Non-Business Service Administrator users receive an email notification of the status of the request

Table of Contents

- Highlights
- Basics
 - Login and New Accounts
 - **Your Account Settings**
- Business Services
 - Accounts
 - Design & Prepare
 - Mail & Transport
 - Track & Report
- Business Services Administrator
- Customer Support



Business Customer Gateway

This is the navigation page to access the service options offered through 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 for which you do not have access the system will give you the option to Add a Service.

Accounts

- Balance & Fees (PostalOne)
- Manage Permits (PostalOne)

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne)
- Postal Wizard (PostalOne)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne)
- Delivery Confirmation
- Mailing Reports (PostalOne)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm

Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

Your Account Settings

Welcome SUE

Profile

- Profile
- Request Access
- Request Status

User Management

- Request Inbox
- Manage User Access

Site Map | Customer Service | Forms | Gov't Services | Careers | Privacy Policy | Terms of Use | Business Customer Gateway

Copyright © 2010 USPS. All Rights Reserved. No FEAR Act/EEO Data FDIA

Postal Inspectors Preserving the Trust | Inspector General Promoting Integrity

Profile Management Functionality

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.

Profile Management

- Gateway Profile links allow current users self-service
- view their profile
- edit profile info for affiliate location(s)
- request access to additional business services and business locations
- monitor a request status for approval



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

Profile Request Access Request Status Request Inbox Manage User Access

Business Customer Gateway

This is the navigation page to access the service options offered through 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 for which you do not have access, the system will give you the option to Add a Service.

Your Account Settings

Welcome SUE

Profile

- Profile
- Request Access
- Request Status

User Management

- Request Inbox
- Manage User Access

Accounts

- Balance & Fees (PostalOne!)
- Manage Permits (PostalOne!)

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm

Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

Site Map Customer Service Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway

Copyright© 2010 USPS. All Rights Reserved. No FEAR Act EEO Data FOIA Postal Inspectors Preserving the Trust Inspector General Promoting Integrity

CRID

- The User Profile displays the user's Business locations including the CRIDs (Customer Registration IDs) associated to those locations.
- The Profile also displays the Services a user has and locations for which that Service has been approved.

Note: The option for a user to remove Services is available through the User Profile.



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

Profile Request Access Request Status Request Inbox Manage User Access

Profile Information

Welcome JOHN, your current user profile and affiliated business locations are shown below.

User Information

Name: JOHN TRAVOLTA
 Company Name: WIND PROOF COSMETICS
 Address Line 1: 10990 ROE AVE
 Address Line 2:
 City: OVERLAND PARK
 Zip Code: 66211-1213
 State: KS
 Email: jt@usps.gov

If you need to edit the profile information for one of your associated business locations just click on the Business Name link.

Business Locations:

Business Name	CRID	Address	City	State	Zip
WIND PROOF COSMETICS	4431355	10990 ROE AVE	OVERLAND PARK	KS	66211-1213
Wind Proof Location 3	4431357	625 S 5TH AVE	LEBANON	PA	17042-7728
Wind Proof Location 1	4431358	750 E 40TH ST	HOLLAND	MI	49423-5342

To remove access to one or more services, select the associated check boxes and click the **Remove Service** button. If you are the BSA for a service, you must instead call the Help Desk to remove your access to that service.

Services:

	Service	Business Name	Business Location	BSA Status
<input type="checkbox"/>	Manage Mailing Activity (PostalOne!)	Wind Proof Location 3	625 S 5TH AVE	Yes
<input type="checkbox"/>	Mailer ID	Wind Proof Location 3	625 S 5TH AVE	Yes
<input type="checkbox"/>	Manage Mailing Activity (PostalOne!)	WIND PROOF COSMETICS	10990 ROE AVE	Yes
<input type="checkbox"/>	Mailer ID	WIND PROOF COSMETICS	10990 ROE AVE	Yes
<input type="checkbox"/>	Manage Mailing Activity (PostalOne!)	Wind Proof Location 1	750 E 40TH ST	Yes
<input type="checkbox"/>	Mailer ID	Wind Proof Location 1	750 E 40TH ST	Yes

[Remove Service](#)

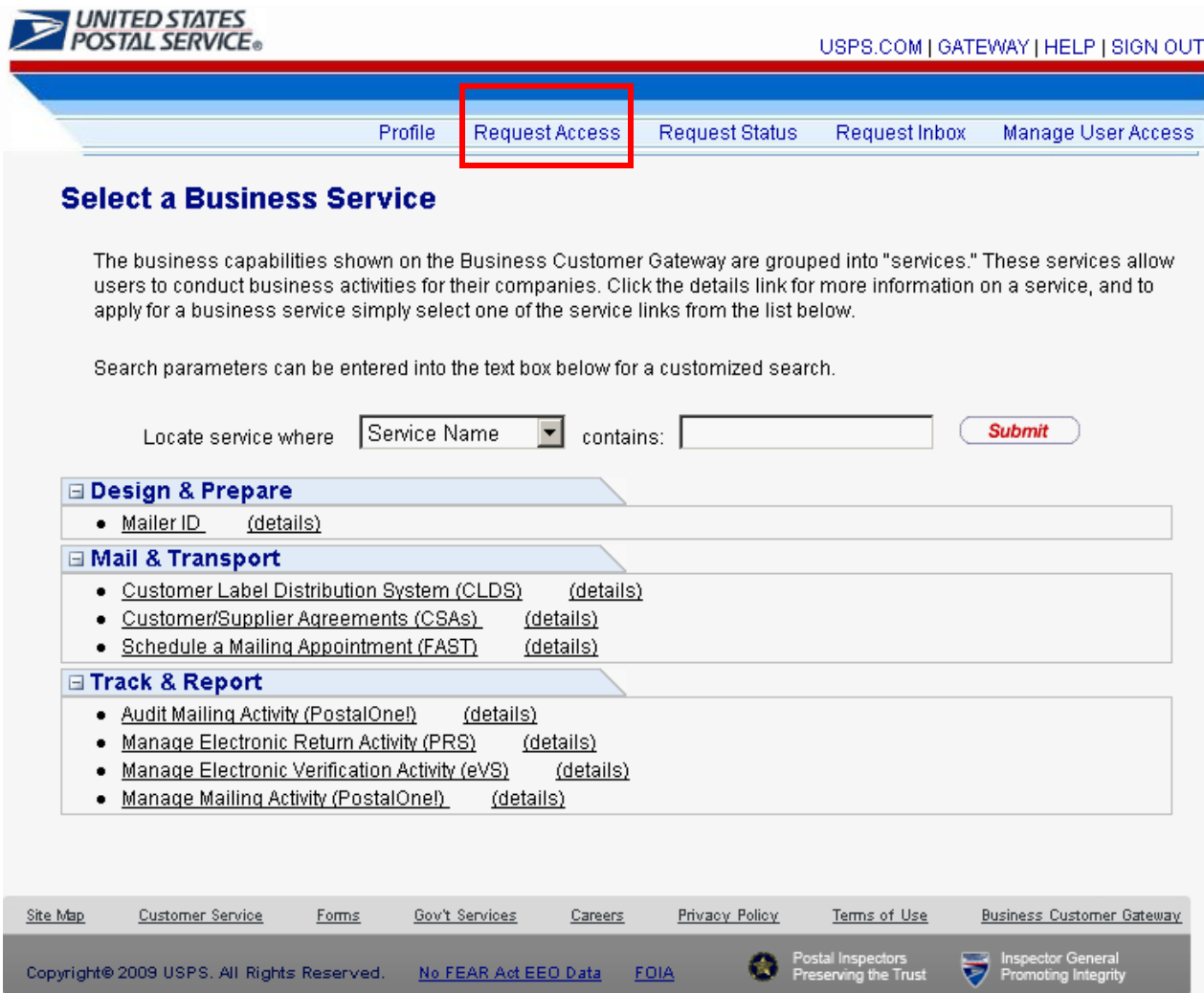
Customer Registration ID (CRID)

- Unique identifier created by the system to identify the USPS Customers at a business location address
 - Or each unique combination of Company Name and physical address
- Connects a company information across all USPS applications
- Associates every Permit Number and Mailer ID issued (there may be multiple Permit Numbers or MIDs associated to a single CRID)
- When setting up business profiles, it's critical that users enter the business name and address consistently for correct affiliation
- A different CRID could be inadvertently assigned and the user will not be linked to the business entity for the desired location.

Request Access

Users can request access to additional services and business locations via the Request access link

Note: Users also have the option of having their BSAs assign them any additional Services and locations.



UNITED STATES
POSTAL SERVICE®

USPS.COM | GATEWAY | HELP | SIGN OUT

Profile **Request Access** Request Status Request Inbox Manage User Access

Select a Business Service



The business capabilities shown on the Business Customer Gateway are grouped into "services." These services allow users to conduct business activities for their companies. Click the details link for more information on a service, and to apply for a business service simply select one of the service links from the list below.

Search parameters can be entered into the text box below for a customized search.

Locate service where contains:

- Design & Prepare**
 - [Mailer ID](#) [\(details\)](#)
- Mail & Transport**
 - [Customer Label Distribution System \(CLDS\)](#) [\(details\)](#)
 - [Customer/Supplier Agreements \(CSAs\)](#) [\(details\)](#)
 - [Schedule a Mailing Appointment \(FAST\)](#) [\(details\)](#)
- Track & Report**
 - [Audit Mailing Activity \(PostalOne!\)](#) [\(details\)](#)
 - [Manage Electronic Return Activity \(PRS\)](#) [\(details\)](#)
 - [Manage Electronic Verification Activity \(eVS\)](#) [\(details\)](#)
 - [Manage Mailing Activity \(PostalOne!\)](#) [\(details\)](#)

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 Preserving the Trust  Inspector General Promoting Integrity

Request Access



Select Business Locations

Each Business Service must be associated with at least one business location. This enables users to access data for the business location with the capabilities of the service selected.

You have selected the following Business Service:

Service

Manage Mailing Activity (PostalOne!) [\(details\)](#)

This Business Service may be associated with one or more business locations. The table below lists all of the business locations to which you are affiliated. If you would like to affiliate to additional business locations, select the "New Business Location" link.

After you have identified all of your business locations, you may attach them to the selected business service by selecting the checkbox next to each location. After checking the desired locations, select "Next".

[New Business Location](#)

Existing Business Locations

	Business Name	CRID	Address	City	State	Zip
<input type="checkbox"/>	GATEWAY NEWS	4431362	900 N STUART ST	ARLINGTON	VA	22203-4101

[Cancel](#)

[Next >](#)

When requesting additional business locations, users may enter the CRID of the business rather than the name and address

When setting up business profiles, it's critical that users enter the business name and address consistently for correct affiliation

- A different CRID could be inadvertently 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.

- To ensure correct Business Location / CRID assignment, users may enter a business location by CRID when adding a new business location for a Service

Add a Service

If you know the Business CRID, please select the appropriate radio button then enter the CRID in the enabled textbox. If that information is not available, enter the Business Name and Address information.

Business Information:

Search By Existing Business CRID

* CRID

Business Name and Address

* Company Name

* Country

* Address 1

Address 2

* City

* State

* ZIP Code™

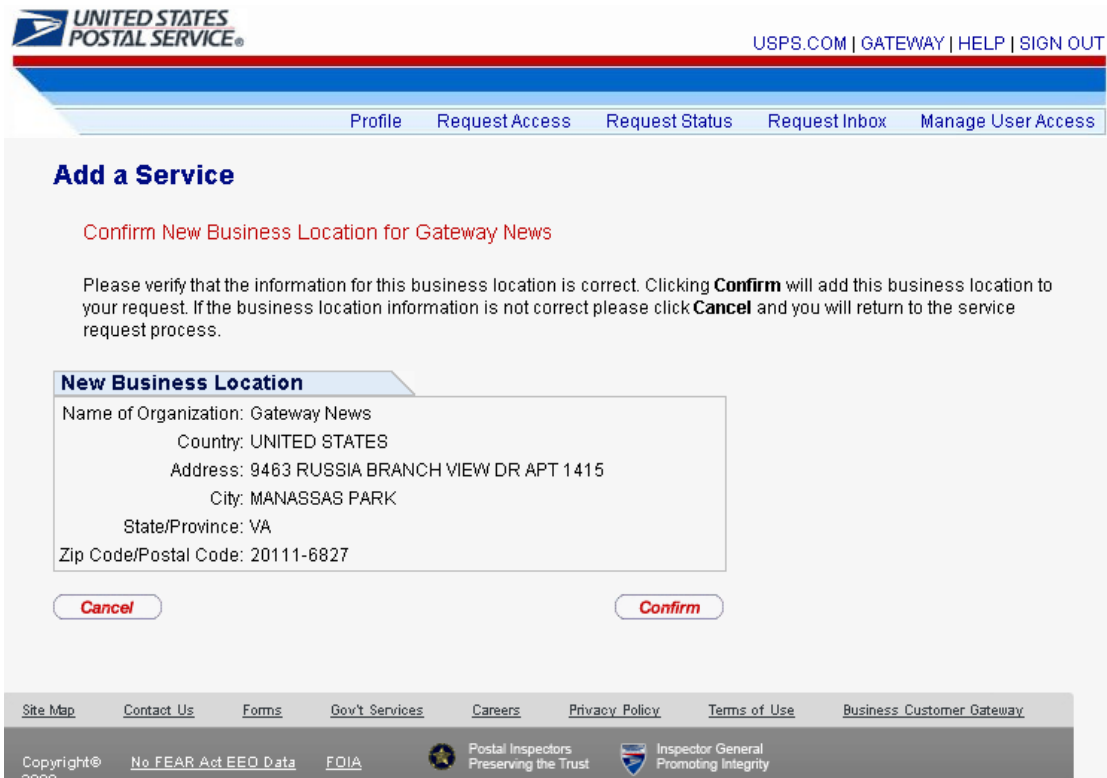
[Cancel](#)

[Continue](#)



Request Access

- Confirm location entry



UNITED STATES
POSTAL SERVICE®

USPS.COM | GATEWAY | HELP | SIGN OUT

Profile Request Access Request Status Request Inbox Manage User Access

Add a Service

Confirm New Business Location for Gateway News

Please verify that the information for this business location is correct. Clicking **Confirm** will add this business location to your request. If the business location information is not correct please click **Cancel** and you will return to the service request process.

New Business Location

Name of Organization: Gateway News
Country: UNITED STATES
Address: 9463 RUSSIA BRANCH VIEW DR APT 1415
City: MANASSAS PARK
State/Province: VA
Zip Code/Postal Code: 20111-6827

[Cancel](#) [Confirm](#)

Site Map Contact Us Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway

Copyright© 2009 No FEAR Act EEO Data FOIA Postal Inspectors Preserving the Trust Inspector General Promoting Integrity

Request Access

- Once all locations are added, select locations by check box and select Next



Select Business Locations

Each Business Service must be associated with at least one business location. This enables users to access data for the business location with the capabilities of the service selected.

You have selected the following Business Service:

Service

Manage Mailing Activity (PostalOne!) [\(details\)](#)

This Business Service may be associated with one or more business locations. The table below lists all of the business locations to which you are affiliated. If you would like to affiliate to additional business locations, select the "New Business Location" link.

After you have identified all of your business locations, you may attach them to the selected business service by selecting the checkbox next to each location. After checking the desired locations, select "Next".

[New Business Location](#)

Existing Business Locations

	Business Name	CRID	Address	City	State	Zip
<input type="checkbox"/>	GATEWAY NEWS	4431362	900 N STUART ST	ARLINGTON	VA	22203-4101

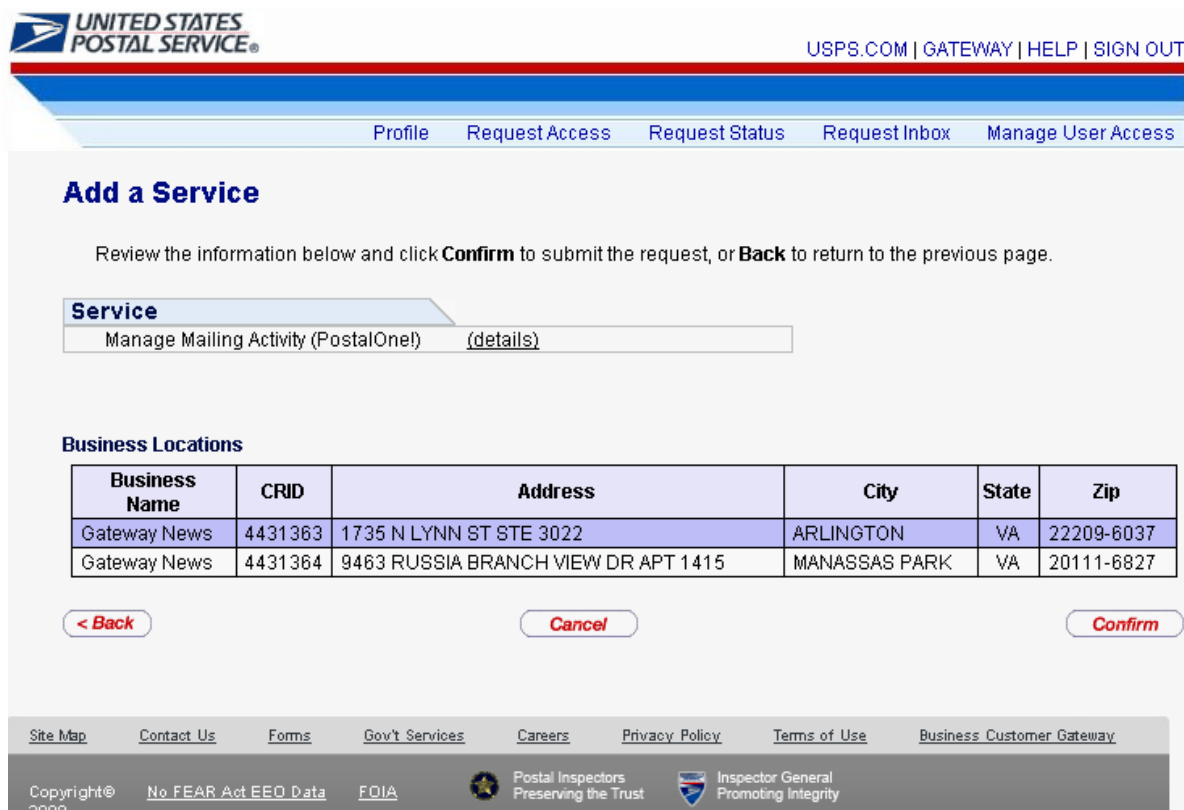
New Business Locations

	Business Name	Address	City	State	Zip
<input checked="" type="checkbox"/>	Gateway News	1735 N LYNN ST STE 3022	ARLINGTON	VA	22209-6037
<input checked="" type="checkbox"/>	Gateway News	9463 RUSSIA BRANCH VIEW DR APT 1415	MANASSAS PARK	VA	20111-6827

[Cancel](#)
[Next >](#)

Request Access

- Confirm the Service and locations



The screenshot shows the 'Request Access' page in the USPS Business Customer Gateway. At the top, there is a navigation bar with the USPS logo and the text 'UNITED STATES POSTAL SERVICE'. To the right of the logo, it says 'USPS.COM | GATEWAY | HELP | SIGN OUT'. Below this is a secondary navigation bar with links for 'Profile', 'Request Access', 'Request Status', 'Request Inbox', and 'Manage User Access'. The main heading is 'Add a Service'. Below this, a message reads: 'Review the information below and click **Confirm** to submit the request, or **Back** to return to the previous page.' There is a section for 'Service' with a dropdown menu currently showing 'Manage Mailing Activity (PostalOne!)' and a link for '(details)'. Below that is a 'Business Locations' section containing a table with two rows of location data. At the bottom of the form area are three buttons: '< Back', 'Cancel', and 'Confirm'. The footer contains various links like 'Site Map', 'Contact Us', 'Forms', 'Gov't Services', 'Careers', 'Privacy Policy', 'Terms of Use', and 'Business Customer Gateway', along with copyright information and logos for 'Postal Inspectors Preserving the Trust' and 'Inspector General Promoting Integrity'.

Service

Manage Mailing Activity (PostalOne!) [\(details\)](#)

Business Locations

Business Name	CRID	Address	City	State	Zip
Gateway News	4431363	1735 N LYNN ST STE 3022	ARLINGTON	VA	22209-6037
Gateway News	4431364	9463 RUSSIA BRANCH VIEW DR APT 1415	MANASSAS PARK	VA	20111-6827

< Back Cancel Confirm

Site Map Contact Us Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway

Copyright© 2009 No FEAR Act EEO Data FOIA Postal Inspectors Preserving the Trust Inspector General Promoting Integrity

Request Status

- Allows users to view status of their service requests.

Request Status

The list below shows the status for each of your application service requests that you've made, along with the business location associated with that request. These requests will expire if they are not approved within 10 days of the initial request date. You may also cancel your own request by selecting the associated check box and clicking the "Cancel Request" button.

My Requests:

	Request ID	Service	Business Location	Address	Date Requested ▲	Status	Approver	External Approval Link
<input type="checkbox"/>	6608	Manage Mailing Activity	TEST COMPANY INC	1 NEW ORCHARD RD	09/04/2009	Approved	Application	
<input type="checkbox"/>	6730	Mailer ID	TEST COMPANY INC	1 NEW ORCHARD RD	09/15/2009	Approved	Application	

[Cancel Request](#)

Table of Contents

- Highlights
- Basics
 - Login and New Accounts
 - Your Account Settings
- **Business Services**
 - Accounts
 - Design & Prepare
 - Mail & Transport
 - Track & Report
- Business Services Administrator
- Customer Support



Business Customer Gateway

This is the navigation page to access the service options offered through 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 for which you do not have access, the system will give you the option to Add a Service.

Accounts

- Balance & Fees (PostalOne!)
- Manage Permits (PostalOne!)

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm

Your Account Settings

Welcome SUE

Profile

- Profile
- Request Access
- Request Status

User Management

- Request Inbox
- Manage User Access

Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

Copyright © 2010 USPS. All Rights Reserved. No FEAR Act EEO Data FOIA

A Business Service is functionality in a USPS application

- Grouped under four business areas on the Gateway Landing page: Accounts, Design and Prepare, Mail & Transport and Track & Report
- Service groups such as Manage Mailing Activity display components on the User homepage
- If Service is not enabled, the system prompts user to add the Service

Business Service	Service Description
Manage Mailing Activity (<i>PostalOne!</i>)	Manage Mailing Activity is comprised of <i>PostalOne!</i> functionality that supports electronic submission of mailings (including a Test Environment for Mailers (TEM) for Mail.dat, Mail.XML™ and the Postal Wizard) and provides mailing activity information
Manage Mailing Activity Sub-Services	Sub-Service Description
Summary	Provides overview of recent transaction activity
Balance and Fees	Provides permit owners the balance and fees due for permit and publication accounts
Postal Wizard	Provides mailers an online avenue to submit an electronic postage statement
Electronic Data Exchange	Provides users access to TEM to submit Mail.dat 09-1 and 08-2 files and Mail.XML for test purposes, and Production environment to submit Mail.dat 09-1 and 08-2 files
Mailing Reports	Provides users mailing transactions including postage statement detail, Electronic Mail Improvement reports, Mail Quality reports, Issue Level Postage Statements.
Dashboard	Provides users the status of all electronically submitted mailings.
Manage Permits	Provides users a view of all permits linked to their account. BSAs have the capability to link additional permits to their business locations.

Business Service	Service Description
<p>Mailer ID</p>	<p>Mailer Id supports all functionality associated with the management of Mailer IDs, including applying for a MID and managing an MID profile.</p>
Mailer ID Sub-Services	Sub-Service Description
<p>Mailer ID Summary</p>	<p>Provides summary of all Mailer IDs that are linked to a business location</p>
<p>Request a Mailer ID</p>	<p>Provides the capability to request a Mailer ID. System does a volume check to determine qualification.</p>
<p>Manage Mailer ID Profile</p>	<p>Provides user capability to manage data distribution for Full Service ACS and Start-The-Clock/Container Visibility information.</p>
<p>Address Book</p>	<p>Provides users capability to store data distribution recipient candidates for profile management.</p>
<p>Delegate Mailer ID</p>	<p>Provides users the capability to delegate the management of a Mailer ID to another party. This enables the other party to manage data distribution options.</p>

Business Service	Service Description
Schedule a Mailing Appointment (Fast)	FAST provides electronic drop shipment and Origin Entry appointment scheduling.
Customer Supplier Agreements (CSA)	Customer Supplier Agreements provide, for a commercial mailer, the origin-entry preparation requirements and the acceptance window times necessary for mail to be considered entered into the postal network on “Start-the-clock Day Zero” (Day-0)
Customer Label Distribution System (CLDS)	The Customer Label Distribution System (CLDS) provides an online alternative to the existing manual label order process.
Audit Mailing Activities (<i>PostalOne!</i>)	Provides users with read-only access to the Mailing Reports included in the Manage Mailing Activity service.
Manage Electronic Verification Activity (e-VS)	The Electronic Verification System (e-VS), allows high-volume package mailers and package consolidators to document and pay postage, including special service fees, using electronic manifest files.
Manage Electronic Return Activity (PRS)	Parcel Return Service (PRS) is a workshare discount program that offers an easy and convenient way for customers of retail companies to return parcels.

Navigating the Gateway

- The USPS.COM link on the Gateway will return a user to USPS home page.
- The GATEWAY link returns a user to the Gateway Signed In page.
- The HELP link takes a user to the USPS.com Customer Service page.
- The SIGN OUT link returns a user to the Gateway Sign In page.



The screenshot shows the Business Customer Gateway interface. At the top right, a red box highlights the navigation links: [USPS.COM](#) | [GATEWAY](#) | [HELP](#) | [SIGN OUT](#). Below this is a secondary navigation bar with links for [Profile](#), [Request Access](#), [Request Status](#), [Request Inbox](#), and [Manage User Access](#).

The main content area is titled "Business Customer Gateway" and includes a welcome message and a photo of business professionals. Below the main content are several menu categories:

- Accounts**
 - Balance & Fees (PostalOne!)
 - Manage Permits (PostalOne!)
- Design & Prepare**
 - Intelligent Mail Services
 - Mailer ID
- Mail & Transport**
 - Centralized Account Processing System (CAPS)
 - Customer Label Distribution System (CLDS)
 - Customer/Supplier Agreements (CSAs)
 - Electronic Data Exchange (PostalOne!)
 - Postal Wizard (PostalOne!)
 - Schedule a Mailing Appointment (FAST)
- Track & Report**
 - ADVANCE
 - Audit Mailing Activity (PostalOne!)
 - Delivery Confirmation
 - Mailing Reports (PostalOne!)
 - Manage Electronic Return Activity (PRS)
 - Manage Electronic Verification Activity (eVS)
 - Product Performance Reports
 - Track & Confirm
- Your Account Settings**
 - Welcome SUE**
 - Profile**
 - Profile
 - Request Access
 - Request Status
 - User Management**
 - Request Inbox
 - Manage User Access
- Customer Support**
 - National Customer Support Center - RIBBS
 - Service Updates
 - ePubwatch
 - Business Service Network (BSN) eService
 - Gateway Help Desk
 - News & Information
 - User Responsibility Agreement (PDF) (DOC)

At the bottom of the page, there is a footer with links for [Site Map](#), [Customer Service](#), [Forms](#), [Gov't Services](#), [Careers](#), [Privacy Policy](#), [Terms of Use](#), and [Business Customer Gateway](#). Copyright information and logos for Postal Inspectors and the Inspector General are also present.

Navigating the Gateway

- Until users are approved for a Service, access and functionality will not be enabled



The screenshot shows the Business Customer Gateway interface. At the top, there is a navigation bar with links for Profile, Request Access, Request Status, Request Inbox, and Manage User Access. The main content area is divided into several sections:

- Business Customer Gateway:** A central section with a description of the gateway and a photo of business professionals. It includes a note about adding services if access is not granted.
- Your Account Settings:** A sidebar section containing a welcome message for 'SUE', a profile section with links to Profile, Request Access, and Request Status, and a user management section with links to Request Inbox and Manage User Access.
- Accounts:** A section with links to Balance & Fees (PostalOne!) and Manage Permits (PostalOne!).
- Design & Prepare:** A section with links to Intelligent Mail Services and Mailer ID.
- Mail & Transport:** A section with links to Centralized Account Processing System (CAPS), Customer Label Distribution System (CLDS), Customer/Supplier Agreements (CSAs), Electronic Data Exchange (PostalOne!), Postal Wizard (PostalOne!), and Schedule a Mailing Appointment (FAST).
- Track & Report:** A section with links to ADVANCE, Audit Mailing Activity (PostalOne!), Delivery Confirmation, Mailing Reports (PostalOne!), Manage Electronic Return Activity (PRS), Manage Electronic Verification Activity (eVS), Product Performance Reports, and Track & Confirm.
- Customer Support:** A section with links to National Customer Support Center - RIBBS, Service Updates, ePubwatch, Business Service Network (BSN) eService, Gateway Help Desk, News & Information, and User Responsibility Agreement (PDF) (DOC).

At the bottom, there is a footer with various links and information, including Site Map, Customer Service, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, Business Customer Gateway, Copyright © 2010 USPS, No FEAR Act EEO Data, FOIA, Postal Inspectors Preserving the Trust, and Inspector General Promoting Integrity.

Table of Contents

- Highlights
- Basics
 - Login and New Accounts
 - Your Account Settings
- Business Services
 - **Accounts**
 - Design & Prepare
 - Mail & Transport
 - Track & Report
- Business Services Administrator
- Customer Support



Manage Permits

Verify correct permits are linked to the desired business location CRID

Users may view linked permits.
BSAs can link additional permits under Manage Permits.



**UNITED STATES
POSTAL SERVICE®**

USPS.COM | GATEWAY | HELP | SIGN OUT

Profile Request Access Request Status Request Inbox Manage User Access

Business Customer Gateway

This is the navigation page to access the service options offered through 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 for which you do not have access, the system will give you the option to Add a Service.



Your Account Settings

Welcome SUE

Profile

- Profile
- Request Access
- Request Status

User Management

- Request Inbox
- Manage User Access

Accounts

- Balance & Fees (PostalOne!)
- **Manage Permits (PostalOne!)**

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm

Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

Site Map Customer Service Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway

Copyright© 2010 USPS. All Rights Reserved. No FEAR Act EEO Data FOIA  Postal Inspectors Preserving the Trust  Inspector General Promoting Integrity

Manage Permits



Business Customer Gateway

This is the navigation page to access the service options offered through 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 for which you do not have access, the system will give you the option to Add a Service.



Your Account Settings

Welcome SUE

Profile

- Profile
- Request Access
- Request Status

User Management

- Request Inbox
- Manage User Access

Accounts

- Balance & Fees (PostalOne!)
- **Manage Permits (PostalOne!)**

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports

Customer Support

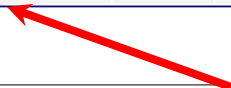
- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility



Associated Business Entities

Select a business entity name to view its profile. Sort results by clicking on the column titles.

Name	CRID	Address	City	State	ZIP Code	Status	Corporate
GATEWAY NEWS	4431362	900 N STUART ST	ARLINGTON	VA	22203-4101	Y	N



Manage Permits – Permit Profile

Users may view linked permits for a business location CRID under the Permit Profile tab

[Associated Business Entities](#) > **Business Entity Information**

Business Entity Information

View and manage business entity profile information.

Name:	GATEWAY NEWS
CRID:	4431205
Corporate:	N
Address:	900 N STEWART ST
City:	ARLINGTON
State:	VA
ZIP Code:	22203-4101
Mail Facility ID:	22203-4101
Discounts and Rebates:	<input type="checkbox"/>
eVS Participant:	<input type="checkbox"/>
PRS Participant:	<input type="checkbox"/>
Web Service Enabled:	<input type="checkbox"/>

[Associated Business Entities](#) **Permit Profile** [Permit Validation](#) [Contact Information](#) [Manage Additional Info](#)

Permit Search Form

All the permits linked to the selected business entity are displayed below the search form. Use the below search to find the specific permits within the displayed result set.

Permit No:	is	<input type="text"/>
Permit Type:		<input type="text"/>
Permit City:	is	<input type="text"/>
State:		<input type="text"/>
Permit ZIP:		<input type="text"/>
<input type="button" value="Search"/>		

All Permits Linked to the selected Business Entity

Use the checkboxes below if you wish to extend or retract the viewing of permit account balance and fee information to any mailing agent presenting mail on your behalf. Please confirm your selections using the Update View Status button.

Extend Balance and Fees	Permit No	Permit Type	PO of Mailing	Owner Name	Address	Permit Status	Finance No
<input type="checkbox"/>	223	MT	Richland Center, WI. 53581	GATEWAY NEWS	S68W29189 S RIDGE PASS,MUKWONAGO,WI,53149	ACTIVE	567030
<input type="checkbox"/>	4124	PE	Richland Center, WI. 53581	GATEWAY NEWS	S68W29189 S RIDGE PASS,MUKWONAGO,WI,53149	ACTIVE	567030
<input type="checkbox"/>	223	PI	Richland Center, WI. 53581	GATEWAY NEWS	S68W29189 S RIDGE PASS,MUKWONAGO,WI,53149	ACTIVE	567030

Manage Permits

BSAs may link additional permits

Link additional permits if necessary. If validation fails, BSA should contact the Help Desk.

Associated Business Entities

Permit Profile

Permit Validation

Contact Information

Manage Additional Info

Permit Validation

You may validate your access to permit accounts currently in the system. Please enter the exact Account Number, Account Type, ZIP, and the exact dollar value of any of the last 10 transactions performed on that account. After successful authentication the permit account will be linked to your currently selected business entity and will be visible on the Permit Profile tab.

*Required

* Account Number	<input type="text"/>
* Account Type:	(Please Select) <input type="button" value="v"/>
* ZIP Code:	<input type="text"/>
* Amount From Any Of Last 10 Transactions:	<input type="text"/>
<input type="button" value="Validate"/>	

Table of Contents

- Highlights
- Basics
 - Login and New Accounts
 - Your Account Settings
- Business Services
 - Accounts
 - **Design & Prepare**
 - Mail & Transport
 - Track & Report
- Business Services Administrator
- Customer Support



The screenshot shows the USPS Business Customer Gateway interface. At the top, there is a navigation bar with links for Profile, Request Access, Request Status, Request Inbox, and Manage User Access. The main content area is divided into several sections:

- Business Customer Gateway:** A introductory text block and a photo of business professionals.
- Accounts:**
 - Balance & Fees (PostalOne!)
 - Manage Permits (PostalOne!)
- Design & Prepare (highlighted):**
 - Intelligent Mail Services
 - Mailer ID
- Mail & Transport:**
 - Centralized Account Processing System (CAPS)
 - Customer Label Distribution System (CLDS)
 - Customer/Supplier Agreements (CSAs)
 - Electronic Data Exchange (PostalOne!)
 - Postal Wizard (PostalOne!)
 - Schedule a Mailing Appointment (FAST)
- Track & Report:**
 - ADVANCE
 - Audit Mailing Activity (PostalOne!)
 - Delivery Confirmation
 - Mailing Reports (PostalOne!)
 - Manage Electronic Return Activity (PRS)
 - Manage Electronic Verification Activity (eVS)
 - Product Performance Reports
 - Track & Confirm
- Your Account Settings:**
 - Welcome SUE**
 - Profile:**
 - Profile
 - Request Access
 - Request Status
 - User Management:**
 - Request Inbox
 - Manage User Access
- Customer Support:**
 - National Customer Support Center - RIBBS
 - Service Updates
 - ePubwatch
 - Business Service Network (BSN) eService
 - Gateway Help Desk
 - News & Information
 - User Responsibility Agreement (PDF) (DOC)

At the bottom, there is a footer with links for Site Map, Customer Service, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, and Business Customer Gateway. Copyright information and logos for Postal Inspectors and the Inspector General are also present.

Link provides access to detailed information on Intelligent Mail Services

▢ **Design & Prepare**

- [Intelligent Mail Services](#)
- [Mailer ID](#)



The screenshot shows the United States Postal Service National Customer Support Center website. The main heading is "Intelligent Mail® Services". The page includes a search bar, navigation links (Home, Site Index A-Z, Site Index by Topic, Locators/Lookups, Contact Us), and a sidebar with links to Intelligent Mail Services, Flats Sequencing Strategy, Address Quality Products, Certifications, Move Update, and MTAC. The main content area features a section titled "Intelligent Mail" with a description of the technology platform. To the right, there is an "Important Links" section with links to Intelligent Mail Vision v2.0 (PDF/531KB), Intelligent Mail Services Video (WMV/37.7MB), Find your local BMEU or MDA, Register for Business Customer Gateway access, Learn about Suite of Barcodes, and Select OneCode™ Services. A "Printable View" link is also present. On the far right, there are two video thumbnails: "Intelligent Mail® Services" and "Pending Route Adjustment Effective Dates".

Intelligent Mail
Intelligent Mail is the technology platform for the next generation of postal services, features and products. Mailers and the Postal Service™ will gain end-to-end visibility into the mailstream through the use of the suite of Intelligent Mail barcodes and by submitting electronic documentation, which will create actionable information about mail for marketing, financial and operational environments.

Important Links

- [Intelligent Mail Vision v2.0 \(PDF/531KB\)](#)
- [Intelligent Mail Services Video \(WMV/37.7MB\)](#)
- [Find your local BMEU or MDA](#)
- [Register for Business Customer Gateway access](#)
- [Learn about Suite of Barcodes](#)
- [Select OneCode™ Services](#)

[Printable View](#)

The Mailer ID System is designed for Mailers to manage assignment and data distribution for their Mailer IDs (MID)

- The Mailer ID is a part of Intelligent Mail barcodes that is used to identify Mail Owners and/or Mailing Agents. The IDs are assigned by the USPS to each Mail Owner and/or Mailing Agent or other service providers that request them.



The screenshot shows the USPS Business Customer Gateway interface. At the top, there is a navigation bar with links for Profile, Request Access, Request Status, Request Inbox, and Manage User Access. The main content area is divided into several sections:

- Business Customer Gateway:** A large section with a header and a sub-header. It contains introductory text and a photograph of business professionals. Below the text, there is a red box highlighting the 'Mailer ID' link under the 'Design & Prepare' sub-section.
- Accounts:** A section with links for 'Balance & Fees (PostalOne!)' and 'Manage Permits (PostalOne!)'.
- Design & Prepare:** A section with links for 'Intelligent Mail Services' and 'Mailer ID' (highlighted with a red box).
- Mail & Transport:** A section with links for 'Centralized Account Processing System (CAPS)', 'Customer Label Distribution System (CLDS)', 'Customer/Supplier Agreements (CSAs)', 'Electronic Data Exchange (PostalOne!)', 'Postal Wizard (PostalOne!)', and 'Schedule a Mailing Appointment (FAST)'.
- Track & Report:** A section with links for 'ADVANCE', 'Audit Mailing Activity (PostalOne!)', 'Delivery Confirmation', 'Mailing Reports (PostalOne!)', 'Manage Electronic Return Activity (PRS)', 'Manage Electronic Verification Activity (eVS)', 'Product Performance Reports', and 'Track & Confirm'.
- Your Account Settings:** A section with a sub-header 'Welcome SUE' and a 'Profile' sub-section containing links for 'Profile', 'Request Access', and 'Request Status'. It also has a 'User Management' sub-section with links for 'Request Inbox' and 'Manage User Access'.
- Customer Support:** A section with links for 'National Customer Support Center - RIBBS', 'Service Updates', 'ePubwatch', 'Business Service Network (BSN) eService', 'Gateway Help Desk', 'News & Information', and 'User Responsibility Agreement (PDF) (DOC)'.

At the bottom of the page, there is a footer with various links and information, including 'Site Map', 'Customer Service', 'Forms', 'Gov't Services', 'Careers', 'Privacy Policy', 'Terms of Use', 'Business Customer Gateway', and copyright information for 2010 USPS.

Acquire Mailer IDs

- Obtain access to the Mailer ID service
- Review Mailer ID Summary
 - Summary displays all Mailer IDs that are linked to a business location
 - If company has Mailer IDs which do not display in the Summary, contact the Help Desk to have them linked to the correct location
- Request a Mailer ID
 - Customers may request a 6 or 9-digit Mailer ID online
 - If Mailer ID is not available through the online application, customers may contact the Help Desk
- Manage Mailer ID Profile
 - Mailer ID profile needed if Full Service data distribution is desired

Access The Mailer ID System Acquire Mailer IDs

Step 1. User requests Mailer ID service if they do not already have access.

Step 2. User accesses Mailer ID system.



The screenshot shows the USPS Business Customer Gateway interface. At the top, the USPS logo and 'UNITED STATES POSTAL SERVICE®' are visible. The navigation bar includes 'USPS.COM | GATEWAY | HELP | SIGN OUT' and a menu with 'Profile', 'Request Access', 'Request Status', 'Request Inbox', and 'Manage User Access'. The 'Request Access' item is highlighted with a red box. Below the navigation bar, the main content area is divided into several sections:

- Business Customer Gateway:** This section contains introductory text and a photo of business professionals. A red line points from the 'Request Access' menu item to this section.
- Accounts:** Lists 'Balance & Fees (PostalOne!)' and 'Manage Permits (PostalOne!)'.
- Design & Prepare:** Lists 'Intelligent Mail Services' and 'Mailer ID'. The 'Mailer ID' item is highlighted with a red box. A red line points from the 'Step 2' text box to this item.
- Mail & Transport:** Lists various services like CAPS, CLDS, CSAs, etc.
- Track & Report:** Lists services like ADVANCE, Audit Mailing Activity, etc.
- Your Account Settings:** Includes 'Welcome SUE', 'Profile' (with sub-items: Profile, Request Access, Request Status), and 'User Management' (with sub-items: Request Inbox, Manage User Access).
- Customer Support:** Lists support options like RIBBS, Service Updates, etc.

At the bottom, there is a footer with links for 'Site Map', 'Customer Service', 'Forms', 'Gov't Services', 'Careers', 'Privacy Policy', 'Terms of Use', and 'Business Customer Gateway'. Copyright information for 2010 USPS is also present.

Mailer ID Summary Acquire Mailer IDs

Step 1. MID Summary page will display all Mailer ID that are associated to the selected business location.

Step 2. If there is a Mailer ID that a business location has that is not displayed contact the Help Desk.

Step 3. To request a new Mailer ID select Request a MID.

MID Summary

- [Address Book: Add Data Recipients](#)

MID Search

Affiliate

- 5221270 - GATEWAY SERVICES 20260-0826
- 5221272 - GATEWAY SERVICES 22203-1561
- 5221273 - GATEWAY SERVICES 22209-6027
- 5415526 - CONSOLIDATOR 22203-1561
- 5415527 - LIST HOUSE 1 22209-6027
- 5415528 - PUBLISHER 20260-0826
- 5419906 - LIST HOUSE 2 22315-4147

Results

MID	△ ▽ Affiliate	△ ▽ Data Profile
900000000	GATEWAY SERVICES 475 LENFANT PLZ SW RM 2P826 WASHINGTON, DC 20260-0826	Edit Profile
900002059	GATEWAY SERVICES 475 LENFANT PLZ SW RM 2P826 WASHINGTON, DC 20260-0826	Add Profile
900002060	GATEWAY SERVICES 475 LENFANT PLZ SW RM 2P826 WASHINGTON, DC 20260-0826	Add Profile

Request a Mailer ID Acquire Mailer IDs

Step 4. System will display the number of MIDs that are available for the business location.

Step 5. If the type of MID wanted is not available, contact the Help Desk for assistance.

Step 6. Select type of MID, enter the number of MIDs requesting and click Request MIDs



[HOME](#) | [GATEWAY](#) | [HELP](#) | [SIGN OUT](#)

Insufficient Volume for 6 digit MID.

Apply For a MID

Select the locations for which you would like to apply for MID(s). You may apply for a maximum of 10 MIDs per site in one request. Please revisit this page if you would like to apply for more than 10 MIDs. Use the drop down menu to select either a 6 digit MID or a 9-digit MID. If you will be mailing Flats using your new MID prior to June 8 and intend to request ACS, please contact the ACS Help Desk at acs@usps.gov for additional instructions.

MIDs associated with Package Services (both eVS and non-eVS) are not issued through this system. If you plan to use either of those services and require a MID, please contact the help desk at 1-877-246-9893 option #1.

Please fill in the following information

Size / Affiliate / Quantity	<input type="text" value="6 Digit - GATEWAY SERVICES - 0 Available"/>
Number of MIDs Requested	<input type="text" value="6 Digit - GATEWAY SERVICES - 0 Available"/>

[< Cancel](#)

[Request MIDs >](#)

[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
Preserving the Trust



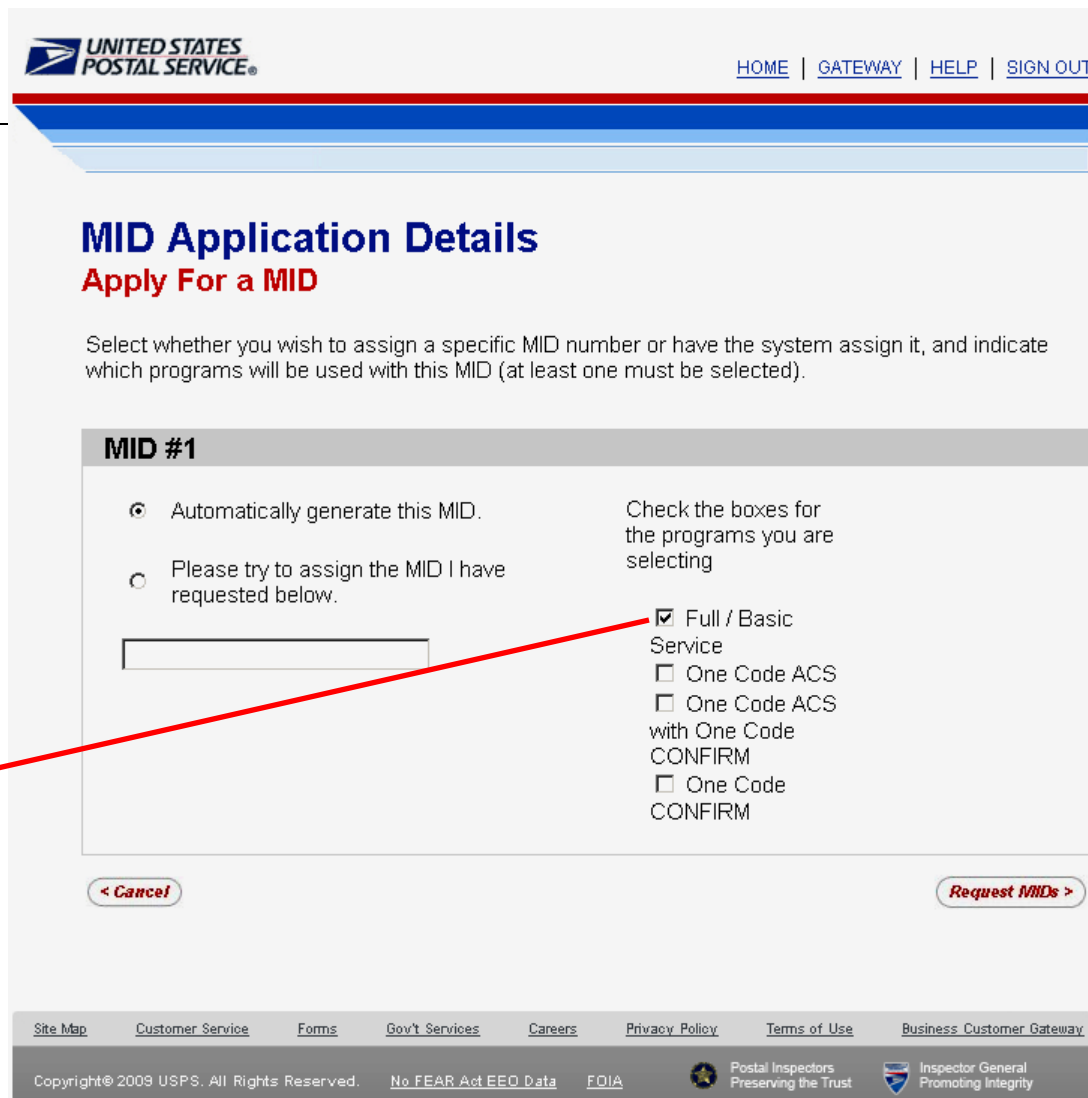
Inspector General
Promoting Integrity

Acquire Mailer IDs: Request a Mailer ID

Step 7. Select for the system to automatically generate the MID or request a specific MID number to see if available.

Step 8. Select the program for which you are requesting to use the MID

Step 9. Select Request MIDs



**UNITED STATES
POSTAL SERVICE®** [HOME](#) | [GATEWAY](#) | [HELP](#) | [SIGN OUT](#)

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 programs will be used with this MID (at least one must be selected).

MID #1



Automatically generate this MID.
 Please try to assign the MID I have requested below.

Check the boxes for the programs you are selecting

- Full / Basic Service
- One Code ACS
- One Code ACS with One Code CONFIRM
- One Code CONFIRM

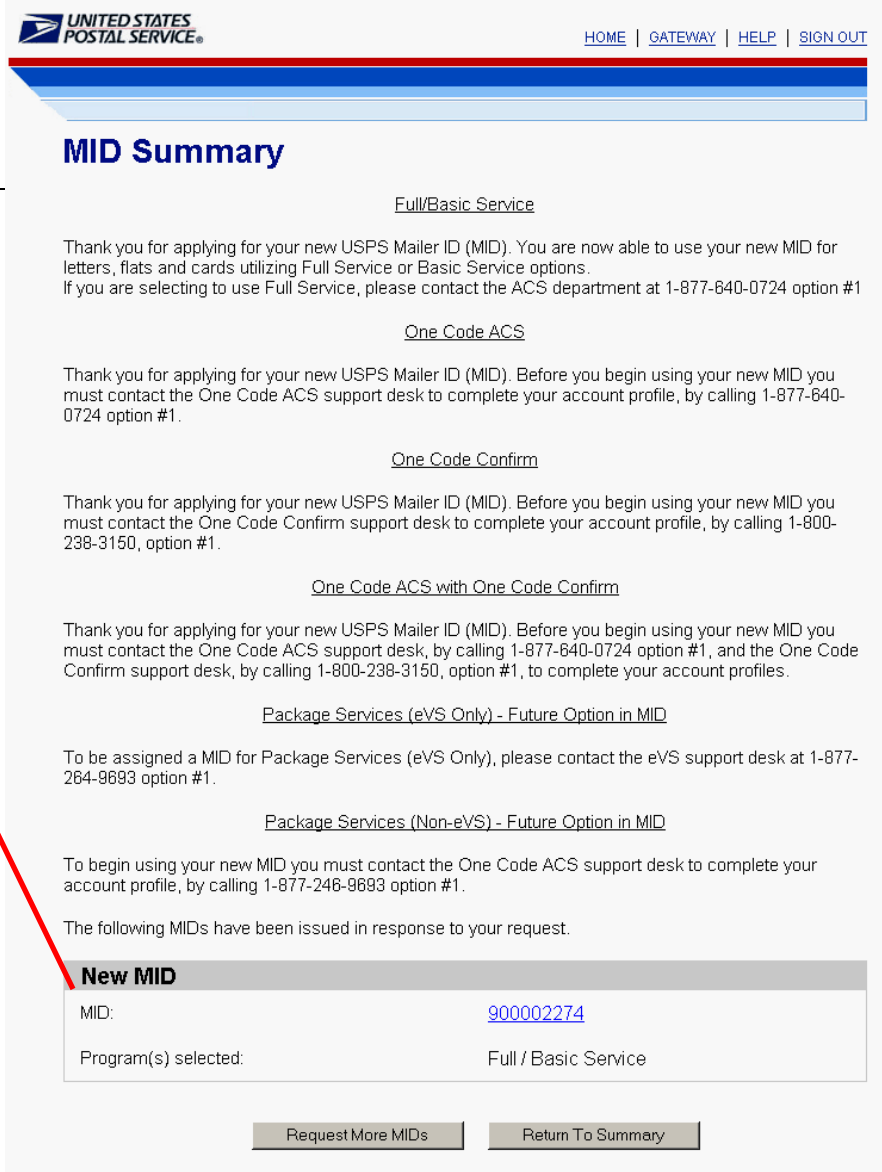
[< Cancel](#)
[Request MIDs >](#)

[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 Preserving the Trust
  Inspector General Promoting Integrity

Acquire Mailer IDs: Mailer ID Issued

Step 10. New MID is issued and added to the summary for the business location.



The screenshot shows the USPS Mailer ID Issued summary page. At the top, there is a navigation bar with the USPS logo and links for HOME, GATEWAY, HELP, and SIGN OUT. The main heading is "MID Summary". Below this, there are several sections, each with a sub-heading and a paragraph of text:

- Full/Basic Service**: Thank you for applying for your new USPS Mailer ID (MID). You are now able to use your new MID for letters, flats and cards utilizing Full Service or Basic Service options. If you are selecting to use Full Service, please contact the ACS department at 1-877-640-0724 option #1.
- One Code ACS**: Thank you for applying for your new USPS Mailer ID (MID). Before you begin using your new MID you must contact the One Code ACS support desk to complete your account profile, by calling 1-877-640-0724 option #1.
- One Code Confirm**: Thank you for applying for your new USPS Mailer ID (MID). Before you begin using your new MID you must contact the One Code Confirm support desk to complete your account profile, by calling 1-800-238-3150, option #1.
- One Code ACS with One Code Confirm**: Thank you for applying for your new USPS Mailer ID (MID). Before you begin using your new MID you must contact the One Code ACS support desk, by calling 1-877-640-0724 option #1, and the One Code Confirm support desk, by calling 1-800-238-3150, option #1, to complete your account profiles.
- Package Services (eVS Only) - Future Option in MID**: To be assigned a MID for Package Services (eVS Only), please contact the eVS support desk at 1-877-264-9693 option #1.
- Package Services (Non-eVS) - Future Option in MID**: To begin using your new MID you must contact the One Code ACS support desk to complete your account profile, by calling 1-877-246-9693 option #1.

The following MIDs have been issued in response to your request.

New MID	
MID:	900002274
Program(s) selected:	Full / Basic Service

At the bottom of the page, there are two buttons: "Request More MIDs" and "Return To Summary".

Establish Full Service Data Distribution Profiles

- Complete Address Book entries
 - Identify data recipients by entry of their Mailer IDs
- Delegate Mailer ID Management
 - MID owner has option to delegate management of their Mailer ID to another party (may revoke at any time)
 - Delegated party manages Mailer ID profile on behalf of their customer for data distribution
- Complete Profiles For Full Service ACS and/or Start-The-Clock / Container Visibility
 - Mailing Preparer: Send this data to the preparer of the mailing
 - Mailer ID (MID) Holder: Send this data to the holder of the MID on the mailpiece
 - Other - Single Recipient: Send this data to this single recipient
 - Other - Multiple Recipient: Send this data to the multiple recipient(s)

Full Service Data Distribution

Step 1. Access the Mailer ID System from the Business Customer Gateway.

Step 2 Locate the MID for which you want to create a Data Distribution Profile.

Step 3. Click Add Profile.

MID Summary

- [Address Book: Add Data Recipients](#)

MID Search

 Affiliate

Results

MID	△▽	Affiliate	△▽	Data Profile
900000000		GATEWAY SERVICES 475 LENFANT PLZ SW RM 2P826 WASHINGTON, DC 20260-0826		Edit Profile
900002059		GATEWAY SERVICES 475 LENFANT PLZ SW RM 2P826 WASHINGTON, DC 20260-0826		Add Profile
000002060		GATEWAY SERVICES 475 LENFANT PLZ SW RM 2P826 WASHINGTON, DC 20260-0826		Add Profile
900002274		GATEWAY SERVICES 475 LENFANT PLZ SW RM 2P826 WASHINGTON, DC 20260-0826		Add Profile

Data Distribution – Full Service ACS

Step 4. Select desired data distribution option:

- Mailing Preparer – sends ACS information to Preparer of mailing (Preparer identified in eDoc must match one of the recipients in the Preparer option)
- Mailer ID Holder – sends ACS data to the associated company of the MID used on the mailpiece.
- Other - Single Recipient – sends ACS data to identified recipient.
- Other – Multiple Recipient – sends ACS data to identified recipients that match the cast of characters message.

Step 5. Click Save Profile.

FULL-SERVICE ACS

Choose one of the 5 options listed below to identify your data recipients(s) Select recipients by clicking inside the Search box, scrolling through the selections, and clicking on your choices. For multiple selections, hold down the **CTRL** key (the **Command** key for Macs) while clicking selections.

Note: Data recipients can only be selected from your Address Book entries. If you do not see your intended data recipient in the lists below, please add the new recipient to your Address Book.

No data dissemination needed: Do not create a profile for this data.

Mailing Preparer: Send this data to the preparer of the mailing as identified below:

Allow one or more of the following recipients to receive my data based on information contained in electronic file submissions.

999999850, CONFIRM - MID PLACEHOLDER

Recipients(s):

Mailer ID (MID) Holder: Send this data to the holder of the MID on the mailpiece.

Other - Single Recipient: Send this data to this single recipient:

Recipient: 999999850, CONFIRM - MID PLACEHOLDER ▾

Other - Multiple Recipient: Send this data to the multiple recipient(s) as identified below:

999999850, CONFIRM - MID PLACEHOLDER

Recipient(s):

Hi-lighted options must have address book entries.

Data Distribution – Address Book Entry

Step 1. Select Business Location. Note: Each Business Location (CRID) has its own Address Book.

MID Summary

- [Address Book: Add Data Recipients](#)

MID Search

 Affiliate

Step 2. Click Address Book: Add Data Recipients

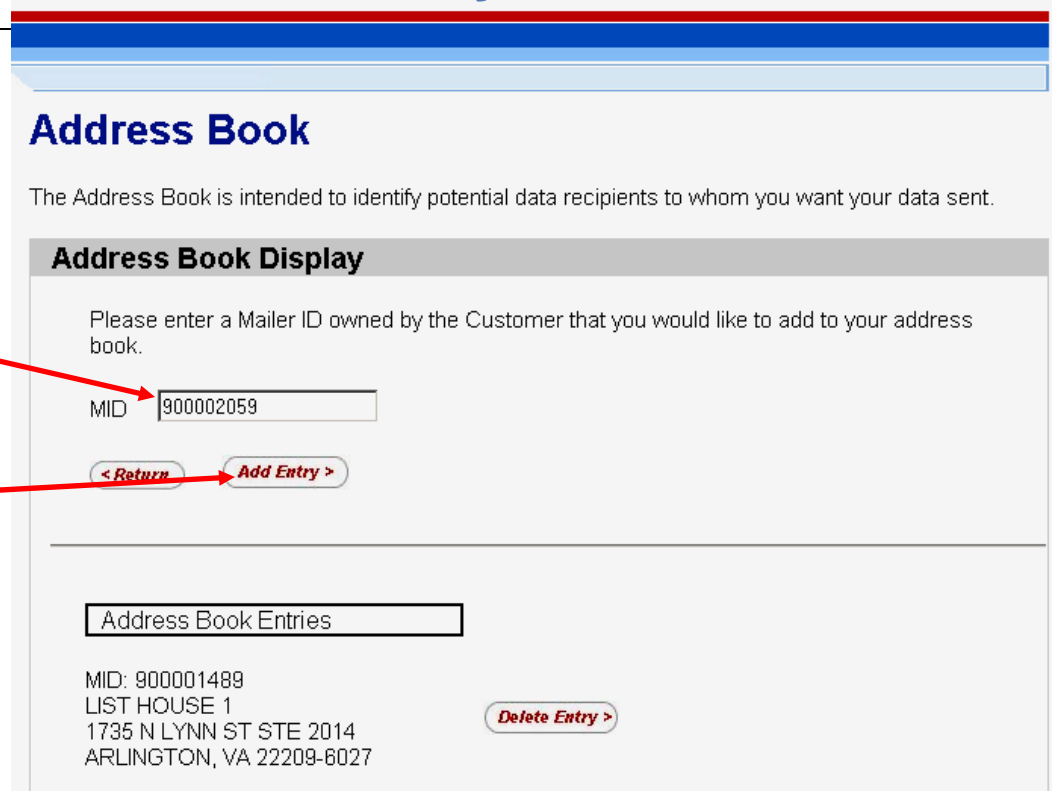
Results

MID	△▽	Affiliate	△▽	Data Profile
0165		PUBLISHER 475 LENFANT PLZ SW RM 2P826 WASHINGTON, DC 20260-0826		Edit Profile
200022		PUBLISHER 475 LENFANT PLZ SW RM 2P826 WASHINGTON, DC 20260-0826		Add Profile

Data Distribution – Address Book Entry

Step 3. Key in the MID of a possible data recipient. Note: You will need to know the MIDs of your data recipients.

Step 4. Click Add Entry



Address Book

The Address Book is intended to identify potential data recipients to whom you want your data sent.

Address Book Display

Please enter a Mailer ID owned by the Customer that you would like to add to your address book.

MID

[< Return](#) [Add Entry >](#)

Address Book Entries

MID: 900001489
LIST HOUSE 1
1735 N LYNN ST STE 2014
ARLINGTON, VA 22209-6027 [Delete Entry >](#)

Data Distribution – Address Book Entry

Step 5. New data recipient candidate displays in Address Book and will be available for selection for all MIDs linked to the business location

Address Book

The Address Book is intended to identify potential data recipients to whom you want your data sent.

Address Book Display

MID 900002059 Was Successfully Added.

Please enter a Mailer ID owned by the Customer that you would like to add to your address book.

MID

[< Return](#)

[Add Entry >](#)

Address Book Entries

MID: 900001489
LIST HOUSE 1
1735 N LYNN ST STE 2014
ARLINGTON, VA 22209-8027

[Delete Entry >](#)

MID: 900002059
GATEWAY SERVICES
475 LENFANT PLZ SW RM 2P826
WASHINGTON, DC 20260-0826

[Delete Entry >](#)

Data Distribution – Full Service Start-The-Clock/Container Visibility

Steps and Profile Options are the same as Full Service ACS.

FULL-SERVICE START THE CLOCK/CONTAINER VISIBILITY

Choose one of the 5 options listed below to identify your data recipients(s) Select recipients by clicking inside the Search box, scrolling through the selections, and clicking on your choices. For multiple selections, hold down the **CTRL** key (the **Command** key for Macs) while clicking selections.

Note: Data recipients can only be selected from your Address Book entries. If you do not see your intended data recipient in the lists below, please add the new recipient to your Address Book.

- No data dissemination needed:** Do not create a profile for this data.
- Mailing Preparer:** Send this data to the preparer of the mailing as identified below:

Allow one or more of the following recipients to receive my data based on information contained in electronic file submissions.

Recipients(s):

- Mailer ID (MID) Holder:** Send this data to the holder of the MID on the mailpiece.
- Other - Single Recipient:** Send this data to this single recipient:

Recipient:

- Other - Multiple Recipient:** Send this data to the multiple recipient(s) as identified below:

Recipient(s):

[Save Profile >](#)

[Clear Form](#)

[Remove Profile >](#)

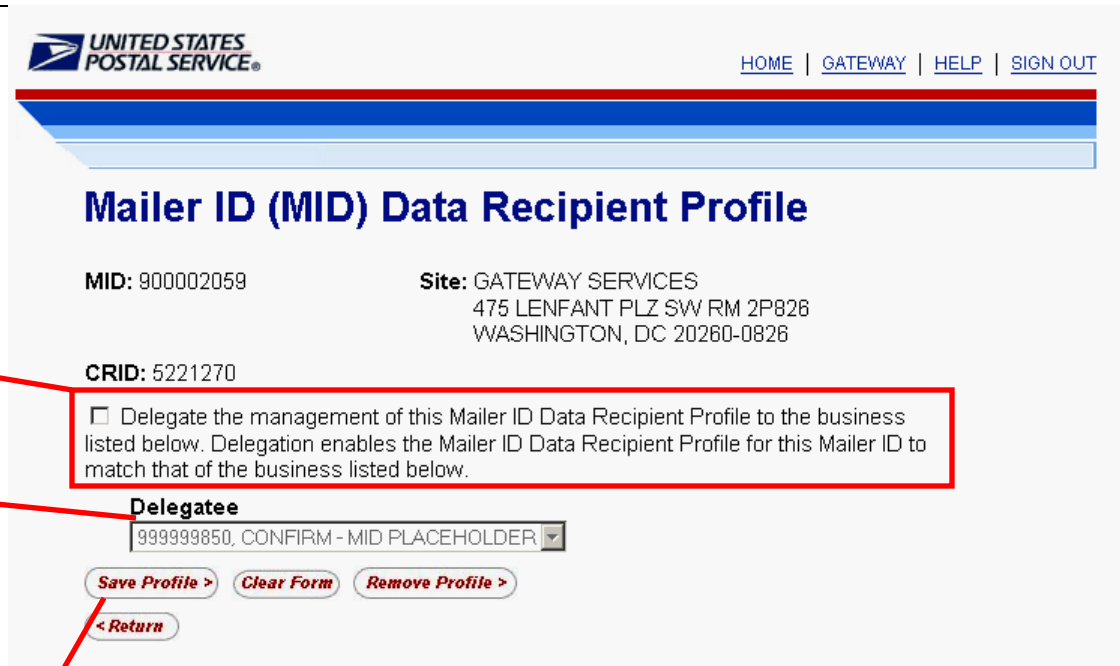
[< Return](#)

Full Service Data Distribution – Delegate Mailer ID

Step 1. Click the box to delegate management of the data distribution for a MID to another company.

Step 2. Select the Company from the drop down box (box is populated from Address Book)

Step 3. Select Save Profile.



UNITED STATES
POSTAL SERVICE®

HOME | GATEWAY | HELP | SIGN OUT

Mailer ID (MID) Data Recipient Profile

MID: 900002059 **Site:** GATEWAY SERVICES
475 LENFANT PLZ SW RM 2P826
WASHINGTON, DC 20260-0826

CRID: 5221270

Delegate the management of this Mailer ID Data Recipient Profile to the business listed below. Delegation enables the Mailer ID Data Recipient Profile for this Mailer ID to match that of the business listed below.

Delegatee
999999850, CONFIRM - MID PLACEHOLDER ▾

[Save Profile >](#) [Clear Form](#) [Remove Profile >](#)

[< Return](#)

Table of Contents

- Highlights
- Basics
 - Login and New Accounts
 - Your Account Settings
- Business Services
 - Accounts
 - Design & Prepare
 - **Mail & Transport**
 - Track & Report
- Business Services Administrator
- Customer Support



**UNITED STATES
POSTAL SERVICE®**

USPS.COM | GATEWAY | HELP | SIGN OUT

Profile Request Access Request Status Request Inbox Manage User Access

Business Customer Gateway

This is the navigation page to access the service options offered through 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 for which you do not have access, the system will give you the option to Add a Service.

Your Account Settings

Welcome SUE

Profile

- Profile
- Request Access
- Request Status

User Management

- Request Inbox
- Manage User Access

Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

Accounts

- Balance & Fees (PostalOne!)
- Manage Permits (PostalOne!)

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm

Site Map Customer Service Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway

Copyright © 2010 USPS®. All Rights Reserved. No FEAR Act EEO Data FOIA

Postal Inspectors Preserving the Trust Inspector General Promoting Integrity

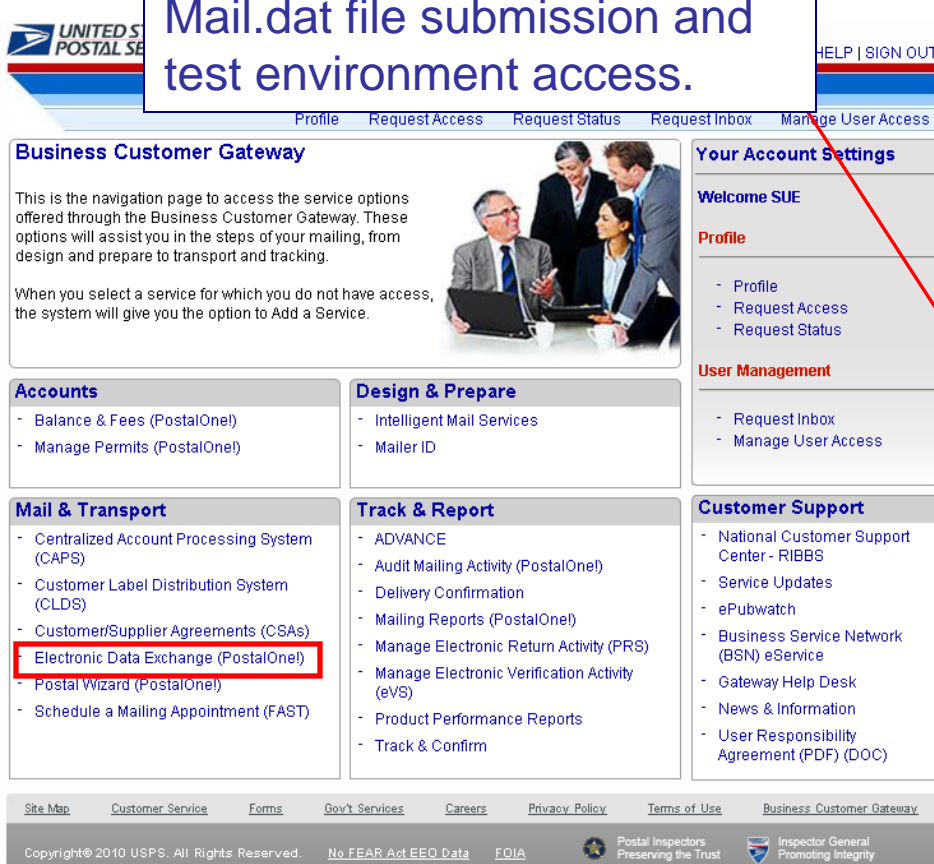
Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

- **Centralized Account Processing System (CAPS)**
 - CAPS is an electronic postage payment system that provides business mailers a centralized, convenient, and cost-effective way to pay electronically (e.g. ACH Debit, ACH Credit and Fed wires).
- **Customer Label Distribution System (CLDS)**
 - CLDS is a suite of electronic services designed exclusively for business mailers to order and manage label orders
- **Customer/Supplier Agreements (CSAs)**
 - CSAs define mail preparation and entry for mailers and the postal plants where their mail is entered

Electronic Data Exchange

Electronic Data Exchange provides client software for Mail.dat file submission and test environment access.



Business Customer Gateway

This is the navigation page to access the service options offered through 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 for which you do not have access, the system will give you the option to Add a Service.

Accounts

- Balance & Fees (PostalOne!)
- Manage Permits (PostalOne!)

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- **Electronic Data Exchange (PostalOne!)**
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm

Your Account Settings

Welcome SUE

Profile

- Profile
- Request Access
- Request Status

User Management

- Request Inbox
- Manage User Access

Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

Site Map | Customer Service | Forms | Gov't Services | Careers | Privacy Policy | Terms of Use | Business Customer Gateway

Copyright© 2010 USPS. All Rights Reserved. No FEAR Act EEO Data FOIA

Postal Inspectors Preserving the Trust | Inspector General Promoting Integrity

Home > Electronic Data Exchange

Electronic Data Exchange

Mail.dat Support for 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

Data exchange testing with PostalOne! Customer Support is required prior to activation for all electronic data exchange methods other than Postal Wizard. The PostalOne! system provides customers with a Test Environment for Mailers (TEM) to allow submission of jobs for validation processing in a non-production environment. This will provide mailers a way to test their file layouts and corresponding file submission/creation software prior to submitting jobs to the production application. The TEM environment will process the submitted files for the same validations that will be found in the production environment. It will also capture, log and display the error information in the same manner as the production environment for the mailers use in updating file layout and software processing.

Once you have downloaded the appropriate software (if applicable), you will initiate the test process by sending the Help Desk an email notifying them they are ready to begin testing. This email should include:

- Company Name
- Contact Name
- Phone Number
- Data Exchange Method (Mail.dat, Mail.XML, etc) and version (if applicable)

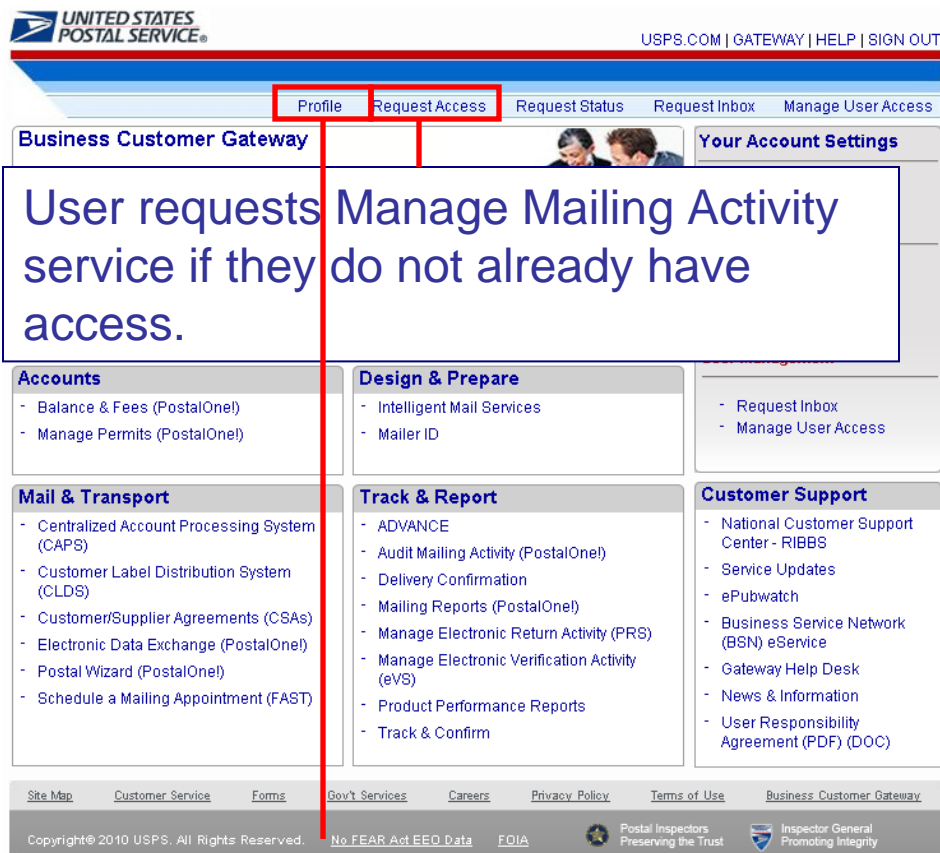
Test Environment for Mailers (TEM)

09-1 Mail.dat	PostalOne! (includes 08-2 Mail.dat and Postal Wizard)
09-1 Mail.dat Guide	PostalOne! Guide
Download Client Application (Windows)	Start Testing - Notify Help Desk
Download Client Application (Solaris)	Go to TEM
Start Testing - Notify Help Desk	
Go to TEM	
Mail.xml	Parcel Return Service (PRS)
Mail.xml Guide	PRS Guide
Start Testing - Notify Help Desk	PRS Process
Download TEM Mail.xml WSDL	Start Testing - Notify Help Desk
	Go to TEM
Electronic Verification System (EVS)	
EVS Guide	
EVS Process	
Start Testing - Notify Help Desk	
Go to TEM	

Submit Electronic Documentation in Test & Production

- Obtain access to the Manage Mailing Activity service
- Obtain the Intelligent Mail Full-Service Mailer Checklist
 - Available on RIBBS at <http://ribbs.usps.gov/index.cfm?page=intellmailguides>
- Access Electronic Data Exchange (from the Gateway Signed-In page)
 - Download 09-1 Mail.dat Client under Test Environment for Mailers (TEM)
 - Contact Help Desk to start testing
- Move From Test To Production
 - Once a customer has successfully completed all required test scenarios, the Help Desk will notify them of the approval to submit to the production environment
 - Help Desk also notifies local Business Mail Entry

Submit Electronic Documentation



USPS.COM | GATEWAY | HELP | SIGN OUT

Profile Request Access Request Status Request Inbox Manage User Access

Business Customer Gateway **Your Account Settings**

User requests Manage Mailing Activity service if they do not already have access.

Accounts

- Balance & Fees (PostalOne!)
- Manage Permits (PostalOne!)

Design & Prepare

- Intelligent Mail Services
- Mailer ID

- Request Inbox
- Manage User Access

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm

Customer Support

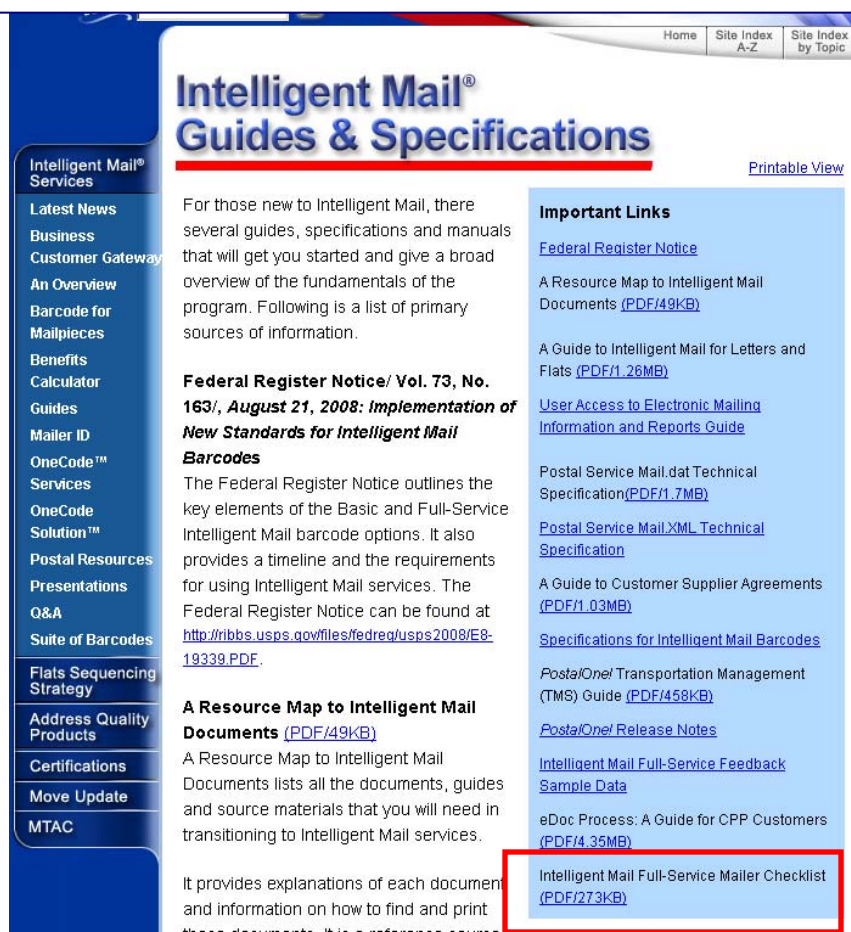
- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

Site Map Customer Service Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway

Copyright © 2010 USPS. All Rights Reserved. No FEAR Act EEO Data FOIA Postal Inspectors Preserving the Trust Inspector General Promoting Integrity

Obtain company CRID for electronic file submission

User obtains the Intelligent Mail Full-Service Mailer Checklist



Home Site Index A-Z Site Index by Topic

Intelligent Mail® Guides & Specifications

[Printable View](#)

Intelligent Mail® Services

- Latest News
- Business Customer Gateway
- An Overview
- Barcode for Mailpieces
- Benefits Calculator
- Guides
- Mailer ID
- OneCode™ Services
- OneCode Solution™
- Postal Resources
- Presentations
- Q&A
- Suite of Barcodes
- Flats Sequencing Strategy
- Address Quality Products
- Certifications
- Move Update
- MTAC

For those new to Intelligent Mail, there are several guides, specifications and manuals that will get you started and give a broad overview of the fundamentals of the program. Following is a list of primary sources of information.

Federal Register Notice/ Vol. 73, No. 163/, August 21, 2008: Implementation of New Standards for Intelligent Mail Barcodes

The Federal Register Notice outlines the key elements of the Basic and Full-Service Intelligent Mail barcode options. It also provides a timeline and the requirements for using Intelligent Mail services. The Federal Register Notice can be found at <http://ribbs.usps.gov/files/fedreg/usps2008/E8-19339.PDF>.

A Resource Map to Intelligent Mail Documents (PDF/49KB)

A Resource Map to Intelligent Mail Documents lists all the documents, guides and source materials that you will need in transitioning to Intelligent Mail services.

It provides explanations of each document and information on how to find and print these documents. It is a reference source

Important Links

- [Federal Register Notice](#)
- A Resource Map to Intelligent Mail Documents ([PDF/49KB](#))
- A Guide to Intelligent Mail for Letters and Flats ([PDF/1.26MB](#))
- [User Access to Electronic Mailing Information and Reports Guide](#)
- Postal Service Mail.dat Technical Specification([PDF/1.7MB](#))
- [Postal Service Mail.XML Technical Specification](#)
- A Guide to Customer Supplier Agreements ([PDF/1.03MB](#))
- [Specifications for Intelligent Mail Barcodes](#)
- [PostalOne! Transportation Management \(TMS\) Guide \(PDF/458KB\)](#)
- [PostalOne! Release Notes](#)
- [Intelligent Mail Full-Service Feedback Sample Data](#)
- eDoc Process: A Guide for CPP Customers ([PDF/4.35MB](#))
- Intelligent Mail Full-Service Mailer Checklist ([PDF/273KB](#))**

Testing Environment for Mailers (TEM)

- Customers who wish to test Mail.dat 8-2 and 9-1 can do so using TEM
- TEM was created to provide a safe environment for testing files and to centralize testing resources
 - New customers must first set-up a business account at the Gateway user log-in
 - Existing customers user accounts will be migrated for accessing the TEM environment

Submit Electronic Documentation in Test Environment

Once a customer has successfully completed all required test scenarios, the Help Desk will notify them of the approval to submit to the production environment

Electronic Data Exchange

Mail.dat Support for Production

99-1 Mail.dat Production	99-1/99-2 Mail.dat
Download Client Application (Windows)	Download Batch Processor
Download Client Application (Solaris)	File Validator
	File Transfer
	Metrics Search
	Metrics - File Transfer

Data exchange testing with PostalOne! Customer Support is required prior to activation for all electronic data exchange methods other than Postal Wizard. The PostalOne! system provides customers with a Test Environment for Mailers (TEM) to allow submission of jobs for validation processing in a non-production environment. This will provide mailers a way to test their file layouts and corresponding file submission/creation software prior to submitting jobs to the production application. The TEM environment will process the submitted files for the same validations that will be found in the production environment. It will also capture, log and display the error information in the same manner as the production environment for the mailers use in updating file layout and software processing.

Once you have downloaded the appropriate software (if applicable), you will initiate the test process by sending the Help Desk an email notifying them they are ready to begin testing. This email should include:

- Company Name
- Contact Name
- Phone Number
- Data Exchange Method (Mail.dat, Mail.XML, etc) and version (if applicable)

Test Environment for Mailers (TEM)

99-1 Mail.dat	PostalOne! (includes 99-2 Mail.dat and Postal Wizard)
99-1 Mail.dat Guide	PostalOne! Guide
Download Client Application (Windows)	Start Testing - Notify Help Desk
Download Client Application (Solaris)	Go to TEM
Start Testing - Notify Help Desk	
Go to TEM	
Mail.xml	Parcel Return Service (PRS)
Mail.xml Guide	PRS Guide
Start Testing - Notify Help Desk	PRS Process
Download TEM Mail.xml VSSD	Start Testing - Notify Help Desk
	Go to TEM
Electronic Verification System (EVS)	
EVS Guide	
EVS Process	
Start Testing - Notify Help Desk	
Go to TEM	

User selects the version of Mail.dat they wish to test and downloads the appropriate software.

User sends the Help Desk an email to initiate testing. Help Desk link opens an email to the *PostalOne!* Help Desk.

TEM

- Customers select the version of Mail.dat they wish to test, download the appropriate software and send the Help Desk an email to initiate testing.
- Help Desk link opens an email to the PostalOne! Help Desk. Users need to complete the email with the following information:
 - Business Location Name
 - Contact Person Name
 - Contact Person eMail
 - Contact Person Phone Number
 - Data Exchange Method to test
 - The Help Desk will contact with test scenarios and timeline.

Electronic Data Exchange

▶ Mail.dat Support for 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

Data exchange testing with *PostalOne!* Customer Support is required prior to activation for all electronic data exchange methods other than Postal Wizard. The *PostalOne!* system provides customers with a Test Environment for Mailers (TEM) to allow submission of jobs for validation processing in a non-production environment. This will provide mailers a way to test their file layouts and corresponding file submission/creation software prior to submitting jobs to the production application. The TEM environment will process the submitted files for the same validations that will be found in the production environment. It will also capture, log and display the error information in the same manner as the production environment for the mailers use in updating file layout and software processing.

Once you have downloaded the appropriate software (if applicable), you will initiate the test process by sending the Help Desk an email notifying them they are ready to begin testing. This email should include:

- a. Company Name
- b. Contact Name
- c. Phone Number
- d. Data Exchange Method (Mail.dat, Mail.XML, etc) and version (if applicable)

▶ Test Environment for Mailers (TEM)

09-1 Mail.dat	08-2 Mail.dat
09-1 Mail.dat Guide	08-2 Mail.dat Guide
Download Client Application (Windows)	Download Batch Processor
Download Client Application (Solaris)	File Validator
Start Testing - Notify Help Desk	Start Testing - Notify Help Desk
	File Transfer
	Metrics Search
Mail.xml	Postal Wizard
Mail.xml Guide	Postal Wizard Guide
Start Testing - Notify Help Desk	Start Testing - Notify Help Desk
	Submit Postage Statements
Electronic Verification System (EVS)	Parcel Return Service (PRS)
EVS Guide	PRS Guide
EVS Process	PRS Process
Start Testing - Notify Help Desk	Start Testing - Notify Help Desk

TEM Mail.dat 9-1

- A customer will need to successfully transfer version 09-1 Mail.dat files to TEM before transferring version 09-1 Mail.dat files to the production environment
- Only the Mail.dat version 09-1 supports the Full-Service option. A Customer Registration ID (CRID) and Mailer ID (MID) are required.
- Mailers wishing to test Full-Service option capability using Mail.dat version 9-1 should follow the steps outlined in the [Intelligent Mail Full-Service Mailer Checklist](#) available on RIBBS

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

- **Postal Wizard (*PostalOne!*)**
 - Postal Wizard allows you to complete, print, save, and submit common forms used in the business mailing process.
- **Schedule a Mailing Appointment (FAST)**
 - Through the Facility Access and Shipment Tracking (FAST) system, mailers can provide advance notification of drop shipment mailings.

Table of Contents

- Highlights
- Basics
 - Login and New Accounts
 - Your Account Settings
- Business Services
 - Accounts
 - Design & Prepare
 - Mail & Transport
 - **Track & Report**
- Business Services Administrator
- Customer Support



The screenshot shows the USPS Business Customer Gateway interface. At the top, there is a navigation bar with links for Profile, Request Access, Request Status, Request Inbox, and Manage User Access. The main content area is divided into several sections:

- Business Customer Gateway:** A central section with a description of the gateway and a photo of business professionals. It includes a note about adding services for which the user does not have access.
- Your Account Settings:** A sidebar section containing 'Welcome SUE', 'Profile' (with links for Profile, Request Access, Request Status), and 'User Management' (with links for Request Inbox, Manage User Access).
- Accounts:** A section with links for Balance & Fees (PostalOne!) and Manage Permits (PostalOne!).
- Design & Prepare:** A section with links for Intelligent Mail Services and Mailer ID.
- Mail & Transport:** A section with links for Centralized Account Processing System (CAPS), Customer Label Distribution System (CLDS), Customer/Supplier Agreements (CSAs), Electronic Data Exchange (PostalOne!), Postal Wizard (PostalOne!), and Schedule a Mailing Appointment (FAST).
- Track & Report:** A section highlighted with a red box, containing links for ADVANCE, Audit Mailing Activity (PostalOne!), Delivery Confirmation, Mailing Reports (PostalOne!), Manage Electronic Return Activity (PRS), Manage Electronic Verification Activity (eVS), Product Performance Reports, and Track & Confirm.
- Customer Support:** A section with links for National Customer Support Center - RIBBS, Service Updates, ePubwatch, Business Service Network (BSN) eService, Gateway Help Desk, News & Information, and User Responsibility Agreement (PDF) (DOC).

At the bottom, there is a footer with various links and information, including Site Map, Customer Service, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, Business Customer Gateway, Copyright © 2010 USPS, All Rights Reserved, No FEAR Act EEO Data, FOIA, and Postal Inspectors Preserving the Trust.

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm

■ ADVANCE

- The ADVANCE system is the in-depth method to track delivery and provide accurate information on the status of Standard Mail and Periodicals in-home delivery dates

■ Audit Mailing Activity (*PostalOne!*)

- The Audit Mailing Activity service allows read-only access to its users for all data associated to the permits or USPS Publication Numbers linked to the account. The user may not submit or change mailing information on this type of account

■ Delivery Confirmation

- Verify the date, time, ZIP Code™ of delivery, and whether the delivery was made, attempted, forwarded, or returned

View Full Service Information

- Obtain access to the Manage Mailing Activity service
 - Users must be linked to the same company location as the Mailer ID designated to receive the Full Service data
- Access Mailing Reports (from the Gateway Signed-In page)
 - From the Mailing Reports page select the Reports link under Full Service
- Start-The-Clock
 - Start-The-Clock Summary Report
- Address Correction Service (Full Service ACS)
 - Download ACS Report
 - Download Nixie Detail Report

View Full Service Information

Step 1. User requests Manage Mailing Activity service if they do not already have access.

Step 2. User accesses Mailing Reports.



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

Profile **Request Access** Request Status Request Inbox Manage User Access

Business Customer Gateway

This is the navigation page to access the service options offered through 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 for which you do not have access, the system will give you the option to Add a Service.



Your Account Settings

Welcome SUE

Profile

- Profile
- Request Access
- Request Status

User Management

- Request Inbox
- Manage User Access

Accounts

- Balance & Fees (PostalOne!)
- Manage Permits (PostalOne!)

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)**
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm

Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

[Site Map](#) [Customer Service](#) [Forms](#) [Gov't Services](#) [Careers](#) [Privacy Policy](#) [Terms of Use](#) [Business Customer Gateway](#)

Copyright© 2010 USPS. All Rights Reserved. No FEAR Act/EEO Data FOIA  Postal Inspectors Preserving the Trust  Inspector General Promoting Integrity

View Full Service Reports



The screenshot displays the United States Postal Service Business Customer Gateway interface. The top navigation bar includes the USPS logo and the text "UNITED STATES POSTAL SERVICE®". Below this is a red horizontal bar. The main content area is divided into a left sidebar and a main panel. The sidebar, titled "Manage Mailing Activity", contains a list of menu items: Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, Dashboard, and Manage Permits. The main panel, titled "Mailing Reports", shows a breadcrumb trail "Home > Mailing Reports" and a list of report options under the "Mailing Reports" heading. A red arrow points from a text box to the "Reports" link under the "Full Service" heading.

UNITED STATES
POSTAL SERVICE®

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](#)
- [Statement of Ownership](#)
- [Mailing Summary Report](#)
- [Electronic Mail Improvement Report](#)
- [Mail Quality Reports](#)
- [Issue Level Postage Statement](#)
- [View Periodical Transactions](#)

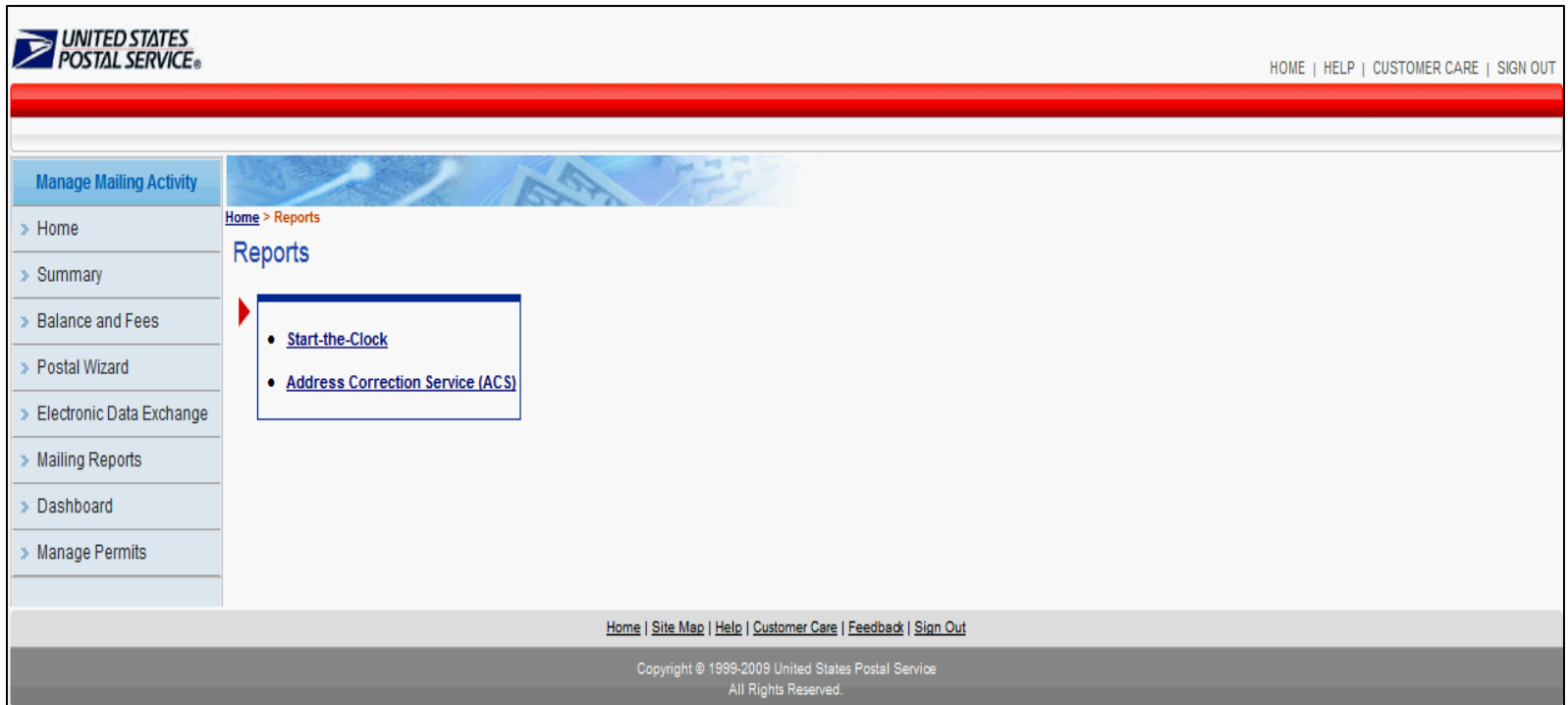
Full Service

- [Reports](#)
- [Push Subscription Profile](#)

Step 3. Under Full Service,
select Reports

View Full Service ACS

Step 4. Select Address Correction Service (ACS)



**UNITED STATES
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](#) > [Reports](#)

Reports

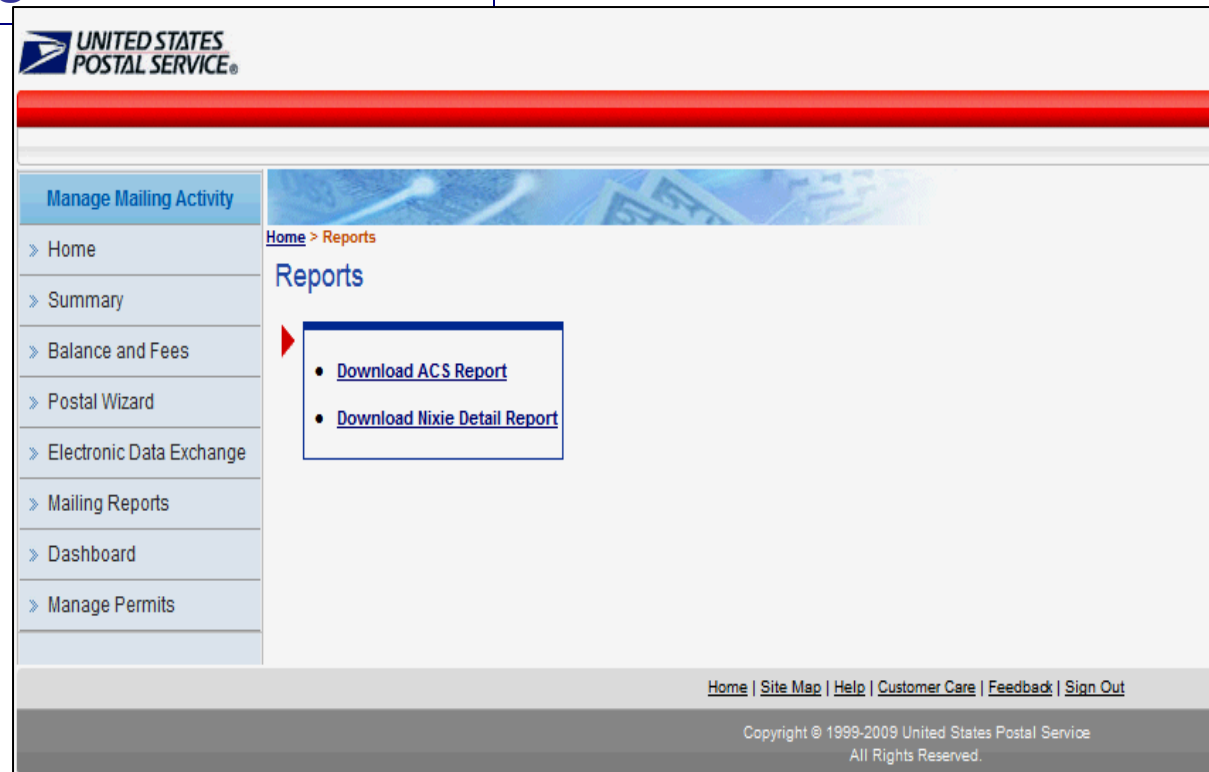
- [Start-the-Clock](#)
- [Address Correction Service \(ACS\)](#)

[Home](#) | [Site Map](#) | [Help](#) | [Customer Care](#) | [Feedback](#) | [Sign Out](#)

Copyright © 1999-2009 United States Postal Service
All Rights Reserved.

View Full Service ACS

Step 5. Select ACS Report :
Two possibilities
Download ACS or download Nixie:
Select Download ACS



**UNITED STATES
POSTAL SERVICE®**

[Manage Mailing Activity](#)

- > Home
- > Summary
- > Balance and Fees
- > Postal Wizard
- > Electronic Data Exchange
- > Mailing Reports
- > Dashboard
- > Manage Permits

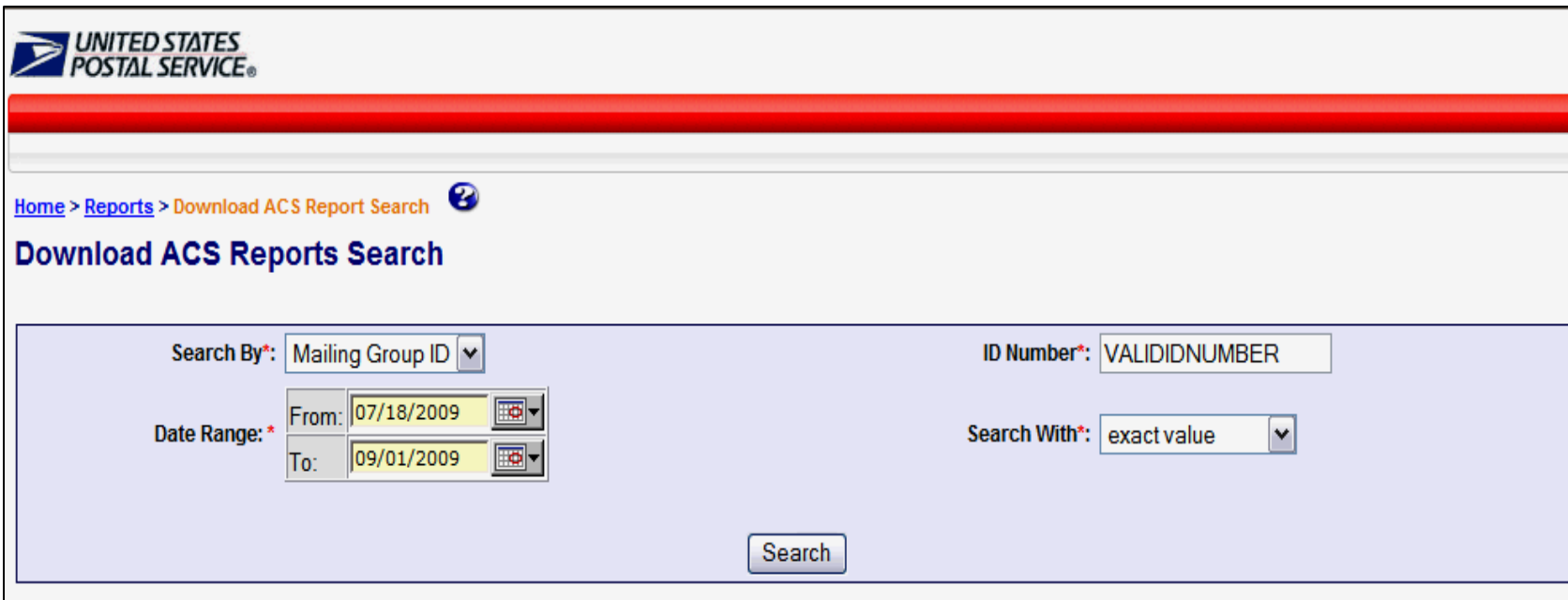
[Home](#) > [Reports](#)

Reports

- [Download ACS Report](#)
- [Download Nixie Detail Report](#)

[Home](#) | [Site Map](#) | [Help](#) | [Customer Care](#) | [Feedback](#) | [Sign Out](#)

Copyright © 1999-2009 United States Postal Service
All Rights Reserved.



The screenshot shows the USPS 'Download ACS Reports Search' interface. At the top left is the USPS logo. Below it is a breadcrumb trail: [Home](#) > [Reports](#) > [Download ACS Report Search](#) with a help icon. The main heading is 'Download ACS Reports Search'. The search criteria are as follows:

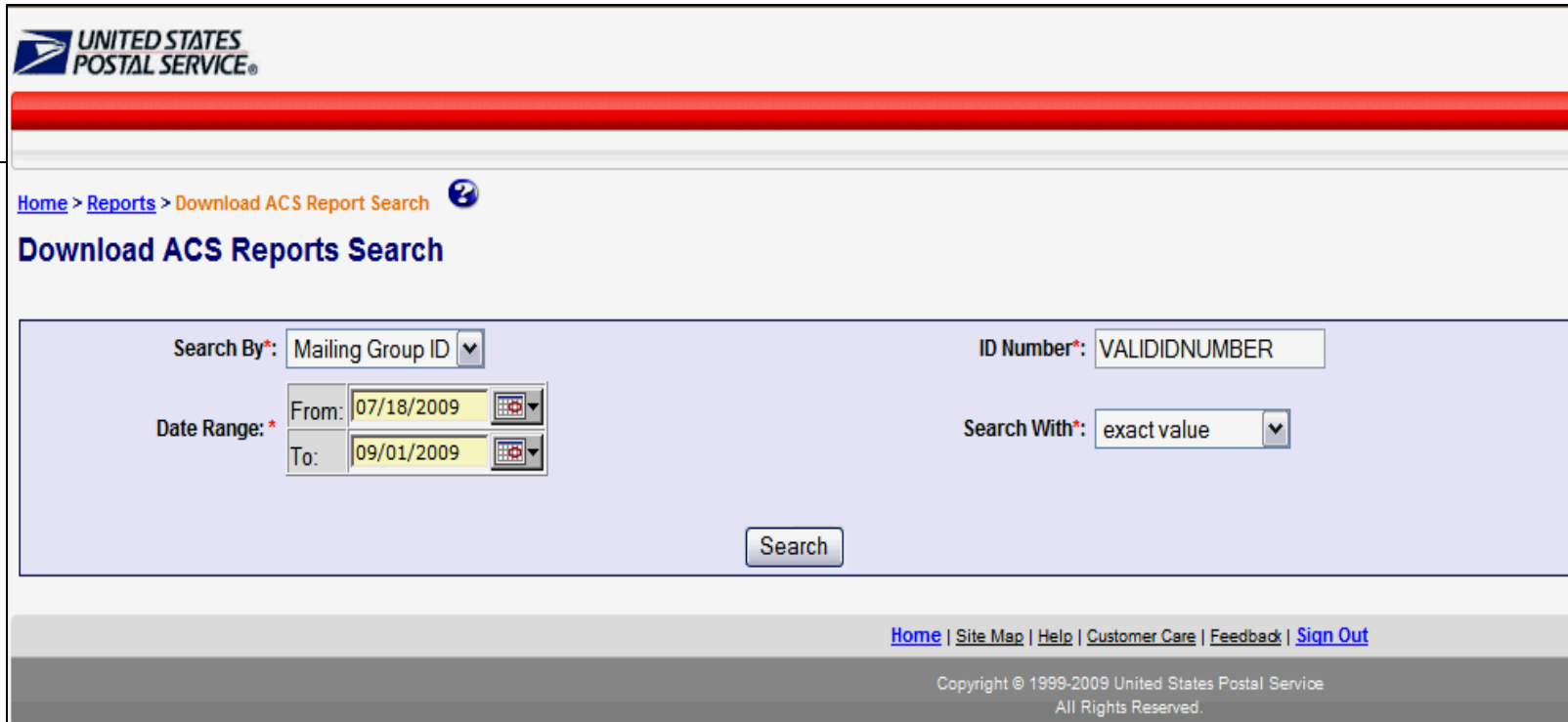
- Search By*:** Mailing Group ID (dropdown menu)
- ID Number*:** VALIDIDNUMBER (text input)
- Date Range*:** From: 07/18/2009 (calendar icon) To: 09/01/2009 (calendar icon)
- Search With*:** exact value (dropdown menu)

A 'Search' button is located at the bottom center of the form area.

Step 6. Enter search criteria:

- Mailing Group ID : a unique USPS tracking sequence number. The USPS creates this tracking ID for a Mail.dat job, for a Mail.XML mailing group, and for a Postage Statement Wizard postage statement)
- Job ID (a unique up 8 character Alpha numeric field in the Mail.dat file that is user defined and managed)

Step 7. Enter an ID Number. The user must enter a whole number a Mailing Group ID or a Job ID number



The screenshot shows the 'Download ACS Reports Search' page. At the top left is the United States Postal Service logo. Below it is a breadcrumb trail: [Home](#) > [Reports](#) > [Download ACS Report Search](#). The main heading is 'Download ACS Reports Search'. The search form contains the following fields:

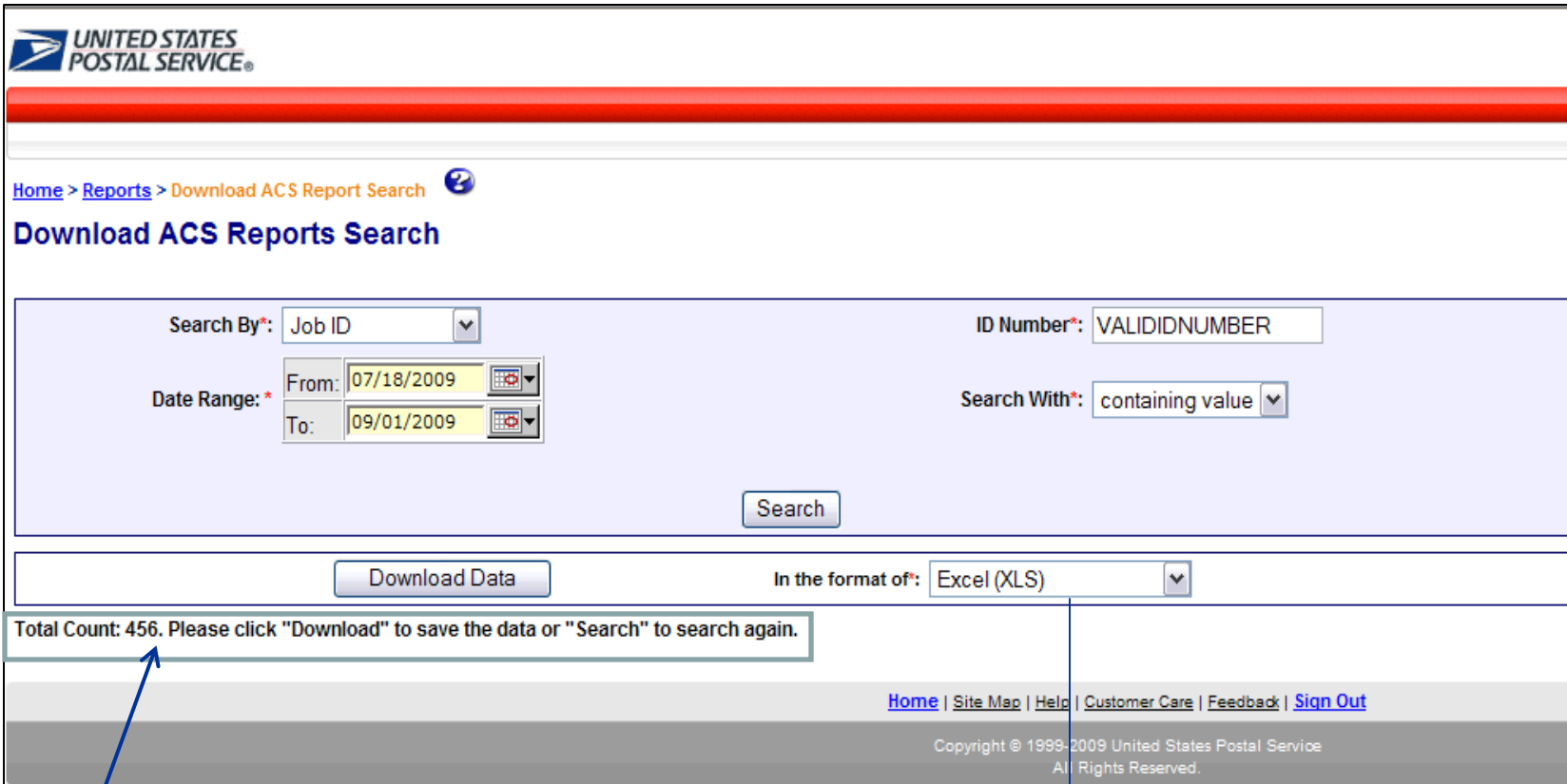
- Search By*:** A dropdown menu with 'Mailing Group ID' selected.
- ID Number*:** A text input field containing 'VALIDIDNUMBER'.
- Date Range*:** Two date input fields. The 'From' field contains '07/18/2009' and the 'To' field contains '09/01/2009'. Both fields have a calendar icon to their right.
- Search With*:** A dropdown menu with 'exact value' selected.

A 'Search' button is located below the search fields. At the bottom of the page, there is a footer with navigation links: [Home](#) | [Site Map](#) | [Help](#) | [Customer Care](#) | [Feedback](#) | [Sign Out](#). Below the links is the copyright notice: Copyright © 1999-2009 United States Postal Service. All Rights Reserved.

Step 8. Select one option from the dropdown menu. The option is a value attribute within the job ID number Extract Value, Starting Value, Ending Value Or containing Value

Step 9. Data 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.

Step 10. Click on Search



**UNITED STATES
POSTAL SERVICE®**

[Home](#) > [Reports](#) > [Download ACS Report Search](#)

Download ACS Reports Search

Search By*: Job ID

ID Number*: VALIDIDNUMBER

Date Range: *

From: 07/18/2009

To: 09/01/2009

Search With*: containing value

Search

Download Data

In the format of: Excel (XLS)

Total Count: 456. Please click "Download" to save the data or "Search" to search again.

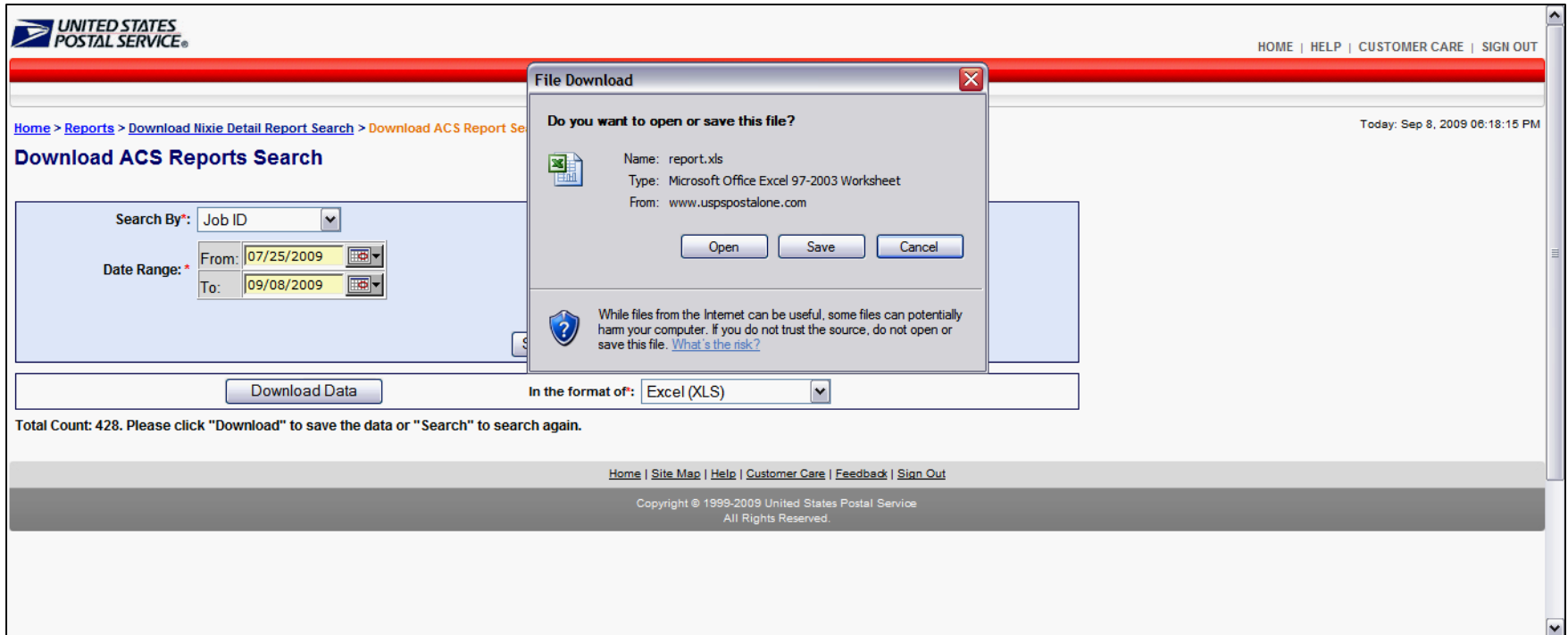
[Home](#) | [Site Map](#) | [Help](#) | [Customer Care](#) | [Feedback](#) | [Sign Out](#)

Copyright © 1999-2009 United States Postal Service
All Rights Reserved.

Show the number of records displayed by the search

Step 11. Select criteria of search and download the data in the format of Excel (XLS) or Comma delimited (CSV)

Format can be Excel or Comma delimited (CSV)



The screenshot shows the USPS Track & Report website interface. At the top left is the USPS logo. The top right navigation bar includes links for HOME, HELP, CUSTOMER CARE, and SIGN OUT. The main content area is titled "Download ACS Reports Search" and features a search form with a "Search By:" dropdown set to "Job ID" and a "Date Range:" section with "From:" and "To:" date pickers. Below the search form is a "Download Data" button and a dropdown menu for "In the format of:" set to "Excel (XLS)". A "Total Count: 428" message is displayed below the format dropdown. A "File Download" dialog box is open in the center, asking "Do you want to open or save this file?". The dialog shows a file icon, the name "report.xls", the type "Microsoft Office Excel 97-2003 Worksheet", and the source "From: www.uspspostalone.com". It includes "Open", "Save", and "Cancel" buttons. A security warning at the bottom of the dialog states: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

Step 12. The Pop up box appears offering two options: Open or Save the excel file


View Financial Information

- Obtain access to the Manage Mailing Activity or Audit Mailing Activity service
 - Users must be linked to the same company location as the permits used to pay for mailings
- Access Mailing Reports (from the Gateway Signed-In page)
 - From the Mailing Reports page select View Transactions
- View Transactions
 - Report displays all transactions for permits that are linked to the locations in the User's profile for the Manage or Audit Mailing Activity Service
 - Users may access postage statement details under Transaction Type
- Mailing Summary
 - Report displays postage amounts by line item for a permit and postage statement type

View Financial Information

Step 1. User requests Manage Mailing Activity service if they do not already have access.

Step 2. User accesses Mailing Reports.



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

Profile **Request Access** Request Status Request Inbox Manage User Access

Business Customer Gateway

This is the navigation page to access the service options offered through 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 for which you do not have access, the system will give you the option to Add a Service.



Your Account Settings

Welcome SUE

Profile

- Profile
- Request Access
- Request Status

User Management

- Request Inbox
- Manage User Access

Accounts

- Balance & Fees (PostalOne!)
- Manage Permits (PostalOne!)

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Scheduling Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)**
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm

Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

View Transactions

Step 3. Select View Transactions



UNITED STATES
POSTAL SERVICE®

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](#)
- [Mailing Summary Report](#)
- [Pending Postage Statements](#)
- [Electronic Mail Improvement Report](#)
- [Statement of Ownership](#)
- [Mail Quality Reports](#)
- [Issue Level Postage Statement](#)
- [View Periodical Transactions](#)

Full Service

- [Reports](#)
- [Push Subscription Profile](#)

[Home](#) > [Mailing Reports](#) > [View Transactions](#)

Transactions Report

Transactions

The date range for any search must be 125 days or less. Transactions only appear on this report for 1 year and 1 month after the transaction date. If you need to retain this data for a longer period of time, please download the data while it is available and store the information on your computer.

Search for Transactions			
Location	Transaction Type	Account Type	Permit / Pub Number
All	All	All	
Customer Reference Number	Start Date	End Date	
	08/09/2009	09/12/2009	<input type="button" value="SEARCH"/>

NOTE: These are the 10 most recent transactions from the past 6 months. They do not reflect the "Start Date" and "End Date" range.

Recent Transactions										DOWNLOAD		
Permit / Pub	Location	Date	Transaction Type	Postage Statement #	Customer Reference ID	Begin Balance	Amount	End Balance	Pieces	Verifications	User	Details
PI 526		05/11/2009	3602	69378052	N/A	\$495,907,500.00	-1,280,000.00	\$494,627,500.00	5000000	PA	PA	
PI 525		05/11/2009	3600	69378031	N/A	\$498,090,000.00	-3,785,000.00	\$494,305,000.00	5000000	PA	PA	
PI 526		05/11/2009	3600	69378004	N/A	\$500,000,000.00	-4,092,500.00	\$495,907,500.00	5000000	PA	PA	
PI 525		05/11/2009	3602	69377295	N/A	\$500,000,000.00	-1,910,000.00	\$498,090,000.00	5000000	PA	PA	
PI 526		05/11/2009	Permit Deposit	N/A	N/A	\$0.00	+500,000,000.00	\$500,000,000.00	N/A	PA	PA	
PI 526		05/11/2009	Fee Payment	N/A	N/A	\$0.00	-185.00	\$0.00	N/A	PA	PA	
PI 526		05/11/2009	Fee Payment	N/A	N/A	\$0.00	-185.00	\$0.00	N/A	PA	PA	
PI 526		05/11/2009	Fee Payment	N/A	N/A	\$0.00	-185.00	\$0.00	N/A	PA	PA	
PI 526		05/11/2009	Fee Payment	N/A	N/A	\$0.00	-185.00	\$0.00	N/A	PA	PA	
PI 526		05/11/2009	Fee Payment	N/A	N/A	\$0.00	-185.00	\$0.00	N/A	PA	PA	

Report displays all transactions for permits that are linked to the locations in the User's profile for the Manage or Audit Mailing Activity Service

Users may access postage statement details under Transaction Type

Mailing Activity Report

Mailing Summary Report

Maximum search is within a 365 day period.

Start Date cannot be before 01/01/2005.

Account Type and Permit Number are required fields.

Search for Mailing Summary			
Form	Location	* Account Type	* Permit / Pub Number
All Forms	GATEWAY SERVICES	Permit Imprint	526
Customer Reference Number	Start Date	End Date	
	05/01/2009	06/01/2009	SEARCH

Mailing Summary										
Form	Entry Discount	Line	Description	Pieces	Piece Rate	Piece Postage	Pounds	Pound Rate	Pound Postage	Line Postage
3600-R	None	B9	Presorted	2,500,000	\$0.75700	\$1,892,500.000	0	\$0.000	\$0.000	\$1,892,500.000
	None	B10	Single-Piece	2,500,000	\$0.88000	\$2,200,000.000	0	\$0.000	\$0.000	\$2,200,000.000
3602-R	None	A1	5-Digit	1,000,000	\$0.23300	\$233,000.000	0	\$0.000	\$0.000	\$233,000.000
	None	A2	3-Digit	1,000,000	\$0.25100	\$251,000.000	0	\$0.000	\$0.000	\$251,000.000
	None	A3	AADC	1,000,000	\$0.25300	\$253,000.000	0	\$0.000	\$0.000	\$253,000.000
	None	A4	Mixed AADC	1,000,000	\$0.27000	\$270,000.000	0	\$0.000	\$0.000	\$270,000.000
	None	D2	Mixed AADC	1,000,000	\$0.27300	\$273,000.000	0	\$0.000	\$0.000	\$273,000.000
Total:										\$5,372,500.000
(Postage):										\$5,372,500.000

Report displays postage amounts by line item for a permit and postage statement type for permits that are linked to the locations in the User's profile for the Manage or Audit Mailing Activity Service

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm

- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Signature Confirmation
- Track & Confirm

Table of Contents

- Highlights
- Basics
 - Login and New Accounts
 - Your Account Settings
- Business Services
 - Accounts
 - Design & Prepare
 - Mail & Transport
 - Track & Report
- **Business Services Administrator**
- Customer Support

The Business Service Administrator (BSA)

- Key contact for a Business Location for the management of the selected Service.
 - Approves and deactivates all user requests for Services at the business location
 - Assigns the appropriate access levels to its users
 - Assigns additional approved users to the BSA role
- The first user requesting a service for a business location will be prompted to assume the BSA role
- User requests access to a Service for a business location, the system checks to see if that service requires a BSA.
 - If yes, the system checks to see if the BSA is assigned
 - If no BSA, the user requesting access will be notified of the BSA requirement and asked if they will assume the BSA responsibility
- If the user agrees to become the BSA the registration process continues.
- If user declines, the service request goes into a pending status until there is a BSA for this Service at the Business Location
 - The request is held for 25 days, then is purged

User Management – BSAs Only

- Allows BSAs to manage the users for their Business Locations

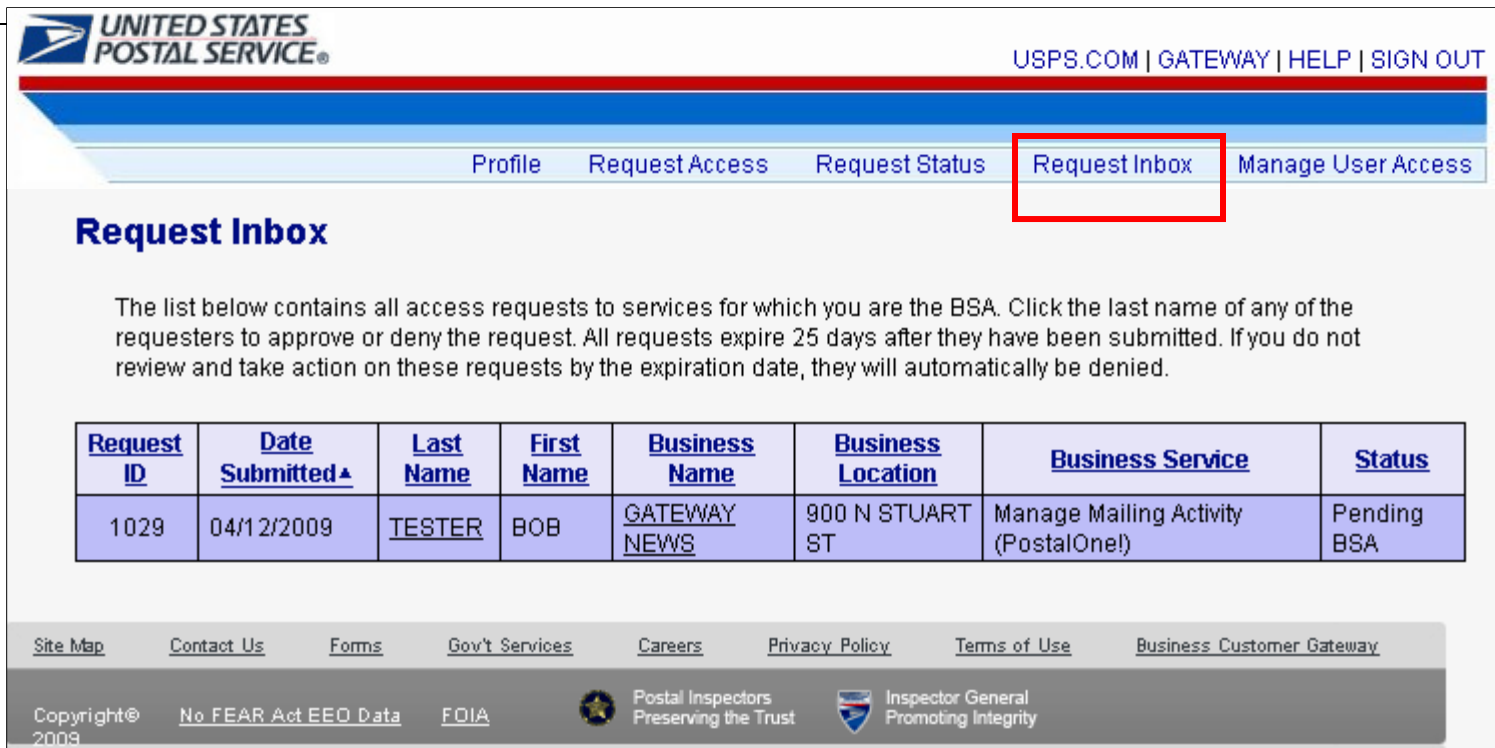


The screenshot shows the Business Customer Gateway interface. At the top, there is a navigation bar with links for Profile, Request Access, Request Status, Request Inbox, and Manage User Access. The main content area is divided into several sections:

- Business Customer Gateway:** A large section with a description of the gateway and a photo of business professionals. It includes a note about adding services for which the user does not have access.
- Your Account Settings:** A sidebar section containing:
 - Welcome SUE
 - Profile
 - User Management (highlighted with a red box, containing Request Inbox and Manage User Access)
- Accounts:**
 - Balance & Fees (PostalOne!)
 - Manage Permits (PostalOne!)
- Design & Prepare:**
 - Intelligent Mail Services
 - Mailer ID
- Mail & Transport:**
 - Centralized Account Processing System (CAPS)
 - Customer Label Distribution System (CLDS)
 - Customer/Supplier Agreements (CSAs)
 - Electronic Data Exchange (PostalOne!)
 - Postal Wizard (PostalOne!)
 - Schedule a Mailing Appointment (FAST)
- Track & Report:**
 - ADVANCE
 - Audit Mailing Activity (PostalOne!)
 - Delivery Confirmation
 - Mailing Reports (PostalOne!)
 - Manage Electronic Return Activity (PRS)
 - Manage Electronic Verification Activity (eVS)
 - Product Performance Reports
 - Track & Confirm
- Customer Support:**
 - National Customer Support Center - RIBBS
 - Service Updates
 - ePubwatch
 - Business Service Network (BSN) eService
 - Gateway Help Desk
 - News & Information
 - User Responsibility Agreement (PDF) (DOC)

At the bottom, there is a footer with links for Site Map, Customer Service, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, and Business Customer Gateway. It also includes copyright information and logos for Postal Inspectors and the Inspector General.

Request Inbox – BSA Only



UNITED STATES POSTAL SERVICE®

USPS.COM | GATEWAY | HELP | SIGN OUT



Profile Request Access Request Status **Request Inbox** Manage User Access

Request Inbox

The list below contains all access requests to services for which you are the BSA. Click the last name of any of the requesters to approve or deny the request. All requests expire 25 days after they have been submitted. If you do not review and take action on these requests by the expiration date, they will automatically be denied.

<u>Request ID</u>	<u>Date Submitted▲</u>	<u>Last Name</u>	<u>First Name</u>	<u>Business Name</u>	<u>Business Location</u>	<u>Business Service</u>	<u>Status</u>
1029	04/12/2009	<u>TESTER</u>	BOB	<u>GATEWAY NEWS</u>	900 N STUART ST	Manage Mailing Activity (PostalOne!)	Pending BSA


Site Map Contact Us Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway

Copyright© 2009 No FEAR Act EEO Data FOIA  Postal Inspectors Preserving the Trust  Inspector General Promoting Integrity

- 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.

Request Inbox – BSA Only

- BSA can then approve, deny, or return the request to their queue


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

[Profile](#) | [Request Access](#) | [Request Status](#) | [Request Inbox](#) | [Manage User Access](#)

Request Details

The request details for the selected request and requester are displayed below. Clicking the **Accept** button will approve the request. Clicking the **Deny** button will deny the request. Clicking the **Return to Queue** button will display your Request Inbox without taking action on this request. Requests expire after 25 days.

Requester Information:

Name:	BOB TESTER
Email:	susan.f.redman@usps.gov
Username:	TESTERBOB

Request Information:

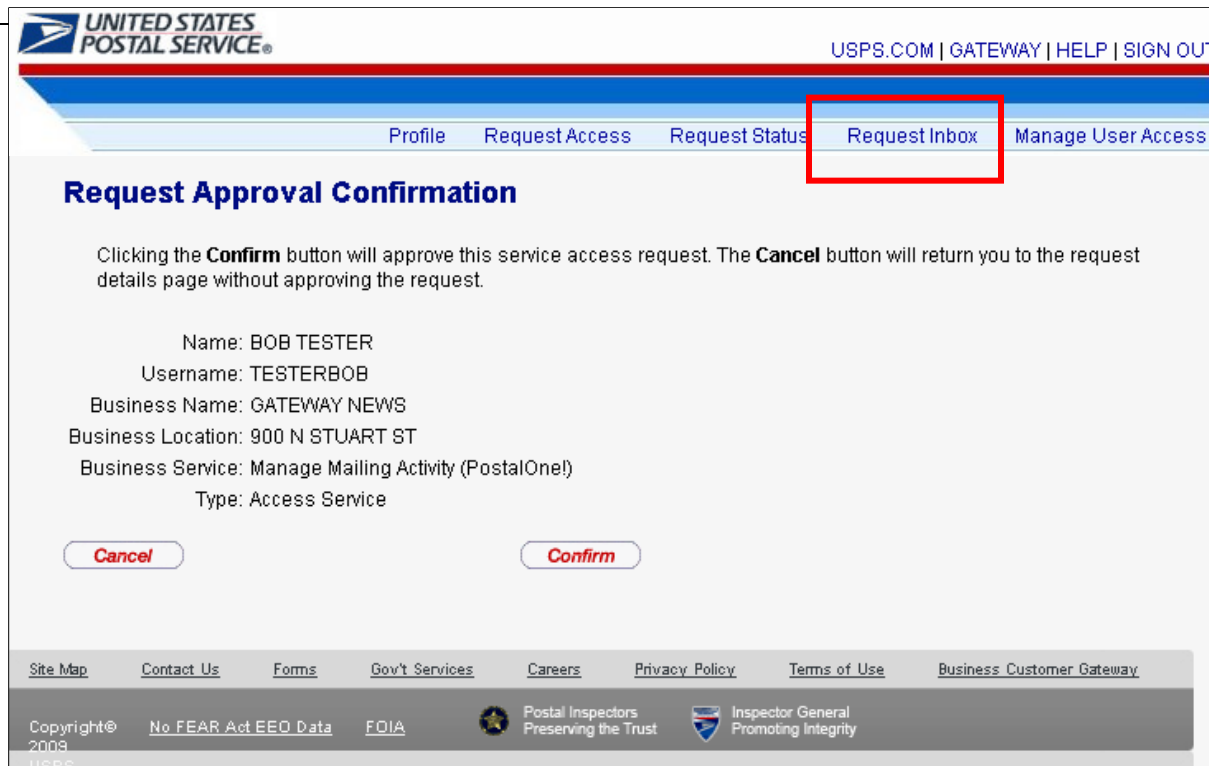
Submit Date:	04/12/2009
Expiration Date:	05/12/2009
Type:	Access Service
Status:	Pending BSA
Business Service:	Manage Mailing Activity
BSA Group:	The PostalOne! system provides a new automated, streamlined alternative to the existing business mail acceptance process.

Business Location Information:

Name:	GATEWAY NEWS
Phone:	
Address:	900 N STUART ST
City:	ARLINGTON
Zip Code:	22203-4101
Country:	UNITED STATES

Deny
Return-to Queue
Approve

Request Inbox – BSA Only



UNITED STATES
POSTAL SERVICE®

USPS.COM | GATEWAY | HELP | SIGN OUT

[Profile](#) [Request Access](#) [Request Status](#) **Request Inbox** [Manage User Access](#)

Request Approval Confirmation

Clicking the **Confirm** button will approve this service access request. The **Cancel** button will return you to the request details page without approving the request.

Name: BOB TESTER
Username: TESTERBOB
Business Name: GATEWAY NEWS
Business Location: 900 N STUART ST
Business Service: Manage Mailing Activity (PostalOne!)
Type: Access Service

[Cancel](#) [Confirm](#)

[Site Map](#) [Contact Us](#) [Forms](#) [Gov't Services](#) [Careers](#) [Privacy Policy](#) [Terms of Use](#) [Business Customer Gateway](#)

Copyright© 2009
USPS

No FEAR Act EEO Data FOIA

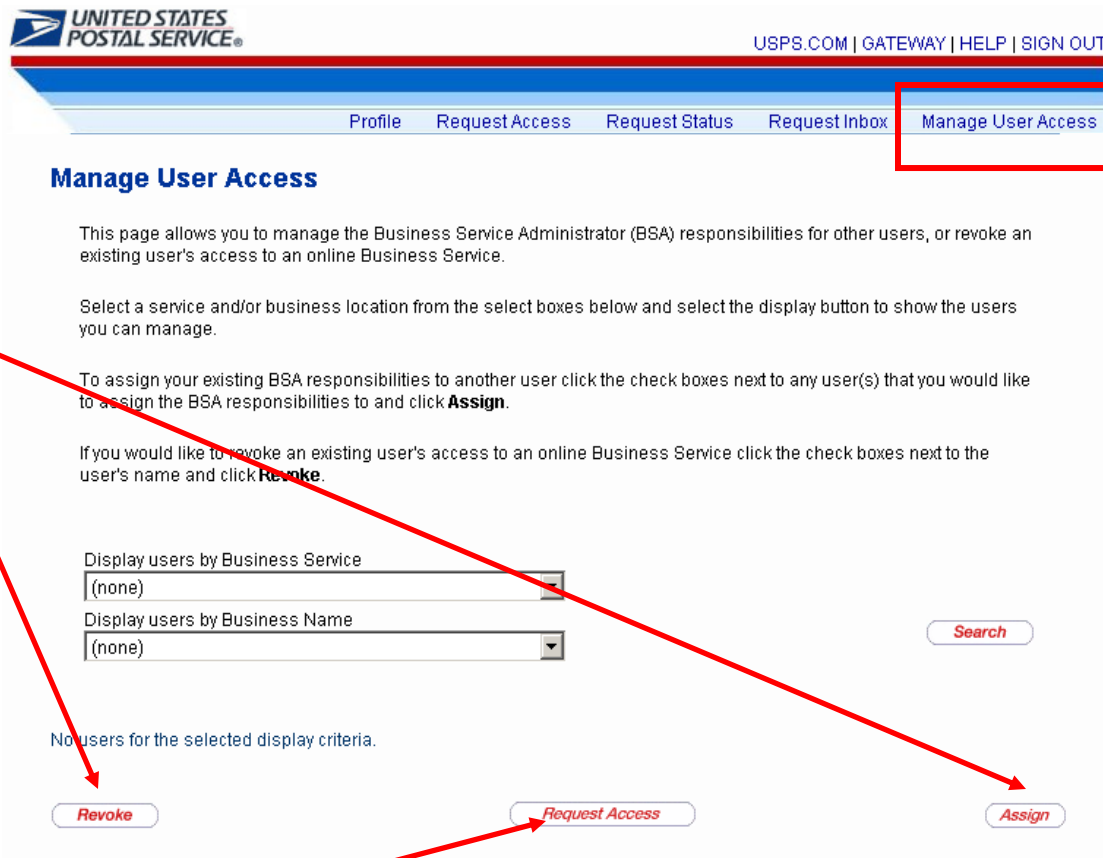
Postal Inspectors
Preserving the Trust

Inspector General
Promoting Integrity

- When action (approve or deny) is taken on a request, the BSA receives a confirmation screen to confirm the action

Manage User Access – Request Services for Users

Allows BSAs to assign or revoke the BSA role for other users.



The screenshot shows the 'Manage User Access' page in the Business Services Administrator interface. The page header includes the USPS logo and navigation links: 'USPS.COM | GATEWAY | HELP | SIGN OUT'. Below the header is a navigation bar with links for 'Profile', 'Request Access', 'Request Status', 'Request Inbox', and 'Manage User Access'. The 'Manage User Access' link is highlighted with a red box. The main content area is titled 'Manage User Access' and contains the following text:

This page allows you to manage the Business Service Administrator (BSA) responsibilities for other users, or revoke an existing user's access to an online Business Service.

Select a service and/or business location from the select boxes below and select the display button to show the users you can manage.

To assign your existing BSA responsibilities to another user click the check boxes next to any user(s) that you would like to assign the BSA responsibilities to and click **Assign**.

If you would like to revoke an existing user's access to an online Business Service click the check boxes next to the user's name and click **Revoke**.

Display users by Business Service
(none)

Display users by Business Name
(none)

No users for the selected display criteria.

Allows BSAs to request additional services and locations for their users

Manage User Access – Request Services for Users

Manage User Access

This page allows you to manage the Business Service Administrator (BSA) responsibilities for other users, or revoke an existing user's access to an online Business Service.

Select a service and/or business location from the select boxes below and select the display button to show the users you can manage.

To assign your existing BSA responsibilities to another user click the check boxes next to any user(s) that you would like to assign the BSA responsibilities to and click **Assign**.

If you would like to revoke an existing user's access to an online Business Service click the check boxes next to the user's name and click **Revoke**.

Display users by Business Service

(none)

Display users by Business Name

(none)

No users for the selected display criteria.

Step 1. BSA selects a user search option.

Business Service will display all users linked to that service.

Business Name will display all users linked to a location

Step 2. Click Search to display users.

Manage User Access – Request Services for Users



USPS.COM | GATEWAY | HELP | SIGN OUT

Profile Request Access Request Status Request Inbox Manage

Step 3. Search results display users. BSA selects user.

Manage User Access

This page allows you to manage the Business Service Administrator (BSA) responsibilities for other users, or revoke an existing user's access to an online Business Service.

Select a service and/or business location from the select boxes below and select the display button to show the users you can manage.

To assign your existing BSA responsibilities to another user click the check boxes next to any user(s) that you would like to assign the BSA responsibilities to and click **Assign**.

If you would like to revoke an existing user's access to an online Business Service click the check boxes next to the user's name and click **Revoke**.

Display users by Business Service

(none)

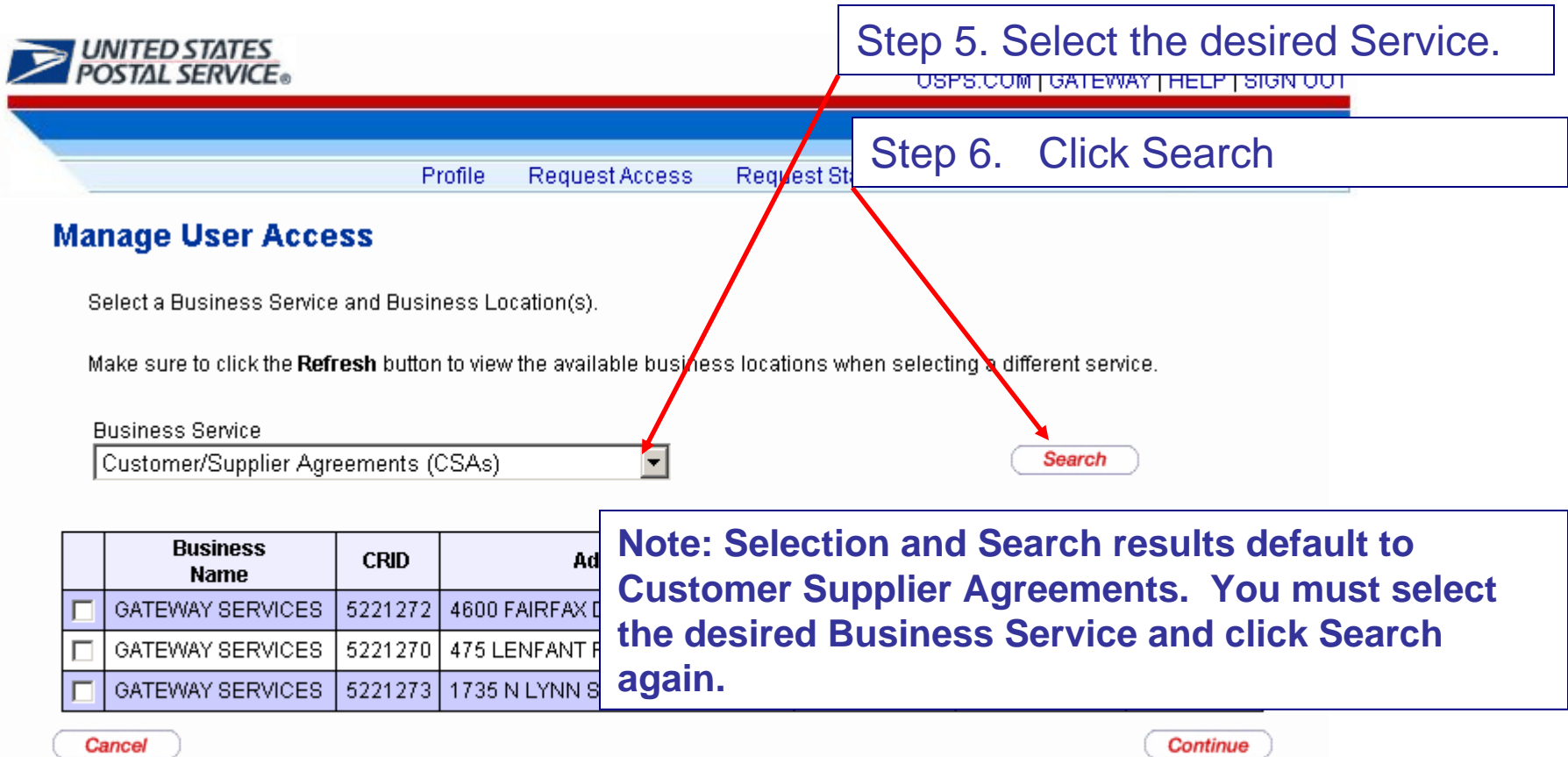
Display users by Business Name

GATEWAY NEWS, 900 N STUART ST, ARLINGTON

Step 4. To add Services and locations to a user, select Request Access.

	Current Level	Last Name	First Name	Service	Business Name	Business Location
<input type="checkbox"/>	User	CRIST	BRENDA	Manage Mailing Activity	GATEWAY NEWS	900 N STUART ST

Manage User Access – Request Services for Users



Step 5. Select the desired Service.
USPS.COM | GATEWAY | HELP | SIGN OUT

Step 6. Click Search

Manage User Access

Select a Business Service and Business Location(s).

Make sure to click the **Refresh** button to view the available business locations when selecting a different service.

Business Service
Customer/Supplier Agreements (CSAs)

Search

	Business Name	CRID	Address
<input type="checkbox"/>	GATEWAY SERVICES	5221272	4600 FAIRFAX D
<input type="checkbox"/>	GATEWAY SERVICES	5221270	475 LENFANT P
<input type="checkbox"/>	GATEWAY SERVICES	5221273	1735 N LYNN S

Note: Selection and Search results default to Customer Supplier Agreements. You must select the desired Business Service and click Search again.

Cancel **Continue**

Manage User Access – Request Services for Users



USPS.COM | GATEWAY | HELP | SIGN OUT

Profile Request Access Request Status Request Inbox Manage User Access

Manage User Access

Select a Business Service and Business Location(s).

Make sure to click the **Refresh** button to view the available business locations when selecting a different service.

Business Service

Mailer ID

Search

	Business Name	CRID	Address	City	State / Province	ZIP / Postal Code
<input type="checkbox"/>	LIST HOUSE 2	5419906	7510 BERWICK CT	ALEXANDRIA	VA	22315-4147
<input checked="" type="checkbox"/>	GATEWAY SERVICES	5221272	4600 FAIRFAX DR STE 900	ARLINGTON	VA	22203-1561
<input type="checkbox"/>	CONSOLIDATOR	5415526	4600 FAIRFAX DR STE 900	ARLINGTON	VA	22203-1561
<input type="checkbox"/>	PUBLISHER	5415528	475 LENFANT PLZ SW RM 2P826	WASHINGTON	DC	20260-0826
<input checked="" type="checkbox"/>	GATEWAY SERVICES	5221270	475 LENFANT PLZ SW RM 2P826	WASHINGTON	DC	20260-0826
<input checked="" type="checkbox"/>	GATEWAY SERVICE					22209-6027
<input type="checkbox"/>	LIST HOUSE 1					22209-6027

Cancel

Step 7. Select the locations for which the user needs the Service. Click Continue

Continue

Manage User Access – Request Services for Users


[USPS.COM](#) | [GATEWAY](#) | [HELP](#) | [SIGN OUT](#)
[Profile](#) | [Request Access](#) | [Request Status](#) | [Request Inbox](#) | [Manage User Access](#)

Manage User Access Confirm Request

Please confirm you wish to make the following access request.

Last Name	First Name	Service	Business Name	Business Location
WELLS	SUSAN	Mailer ID	GATEWAY SERVICES	4600 FAIRFAX DR STE 900
WELLS	SUSAN	Mailer ID	GATEWAY SERVICES	475 LENFANT PLZ SW RM 2P826
WELLS	SUSAN	Mailer ID	GATEWAY SERVICES	1735 N LYNN ST STE 2014

[Cancel](#)
[Confirm](#)

Step 8. Confirm request.

[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](#)



Manage User Access – Request Services for Users



[USPS.COM](#) | [GATEWAY](#) | [HELP](#) | [SIGN OUT](#)

[Profile](#) | [Request Access](#) | [Request Status](#) | [Request Inbox](#) | [Manage User Access](#)

Permissions Granted

The user has been granted service access.

Business Name	CRID	Address	City	State / Province	ZIP / Postal Code
GATEWAY SERVICES	5221272	4600 FAIRFAX DR STE 900	ARLINGTON	VA	22203-1561
GATEWAY SERVICES	5221270	475 LENFANT PLZ SW RM 2P826	WASHINGTON	DC	20260-0826
GATEWAY SERVICES	5221273	1735 N LYNN ST STE 2014	ARLINGTON	VA	22209-6027

Step 9. Permissions granted. Since the Administrator initiated the request, the system will grant access and not require the Administrator to approve again through their Request Inbox.

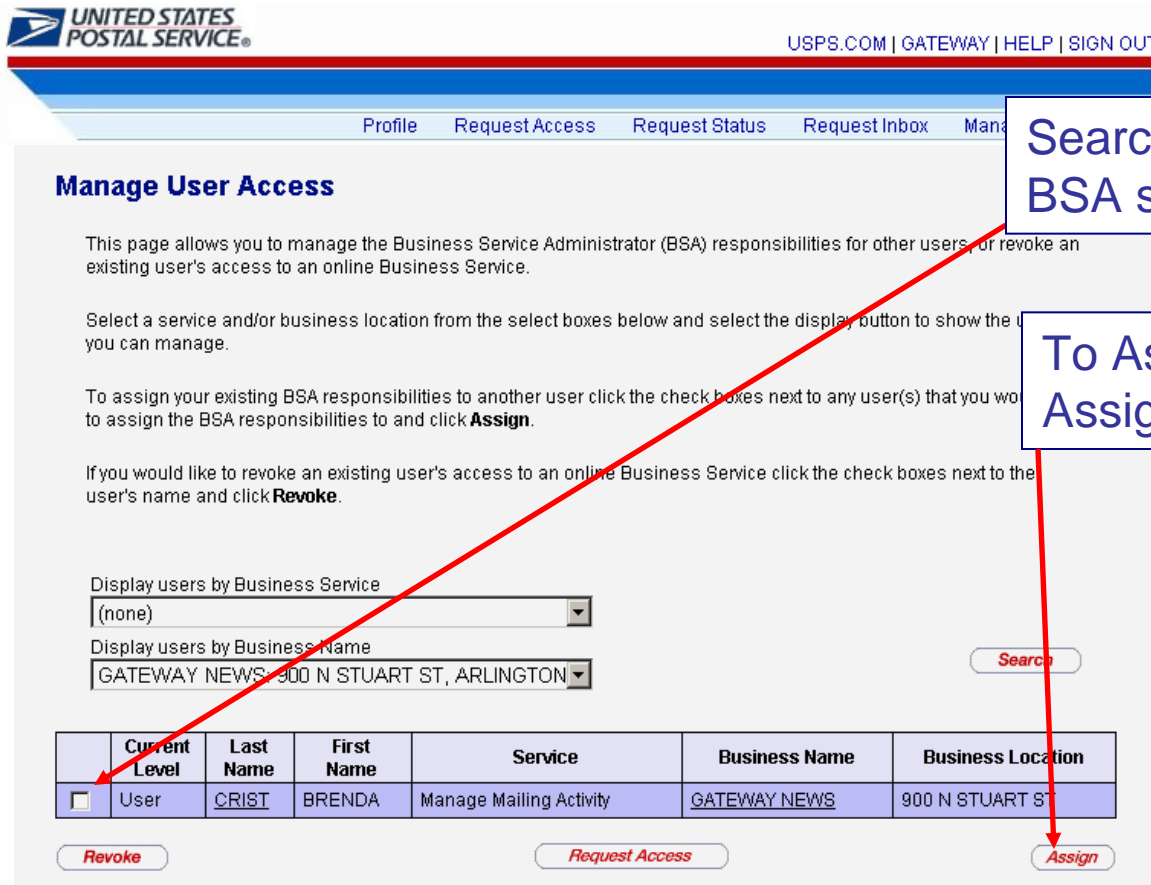
[Site Map](#) | [Customer Service](#)

Copyright© 2009 USPS. All Rights Reserved.

Business Customer Gateway

Inspector General
Promoting Integrity

Manage User Access – Assign BSA Role



**UNITED STATES
POSTAL SERVICE®**

USPS.COM | GATEWAY | HELP | SIGN OUT

Profile Request Access Request Status Request Inbox Manage

Manage User Access

This page allows you to manage the Business Service Administrator (BSA) responsibilities for other users, or revoke an existing user's access to an online Business Service.

Select a service and/or business location from the select boxes below and select the display button to show the users you can manage.

To assign your existing BSA responsibilities to another user click the check boxes next to any user(s) that you would like to assign the BSA responsibilities to and click **Assign**.

If you would like to revoke an existing user's access to an online Business Service click the check boxes next to the user's name and click **Revoke**.

Display users by Business Service
(none)

Display users by Business Name
GATEWAY NEWS, 900 N STUART ST, ARLINGTON

Search

	Current Level	Last Name	First Name	Service	Business Name	Business Location
<input type="checkbox"/>	User	CRIST	BRENDA	Manage Mailing Activity	GATEWAY NEWS	900 N STUART ST

Revoke Request Access Assign

Search results display users.
BSA selects user.

To Assign the BSA role, select
Assign.

Manage User Access – BSA Only



USPS.COM | GATEWAY | HELP | SIGN OUT

[Profile](#)
[Request Access](#)
[Request Status](#)
[Request Inbox](#)
[Manage User Access](#)

Manage User Access Confirmation

Clicking the **Confirm** button will assign your BSA privileges to the users displayed below. Clicking the **Cancel** button will return you to the previous screen.

NEW Access Level	Last Name	First Name	Service	Business Name	Business Location
BSA Status	CRIST	BRENDA	Manage Mailing Activity	GATEWAY NEWS	900 N STUART ST

[Cancel](#)

[Confirm](#)

Confirm BSA role assignment.

[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
Preserving the Trust



Inspector General
Promoting Integrity

BSA Responsibilities for Full-Service

- User Access
 - Ensure company users are linked to the correct company location (CRID)
 - Ensure that all company users needing to submit eDoc or view full service reports have access to Manage Mailing Activity Service
- eDoc Submission
 - Make sure any company permit (s) are linked to the correct CRID(s)
 - If submitting eDoc, ensure that company location CRID is used in the Mail Facility ID field of the Mail.dat file
 - Ensure mail containers are being linked to FAST appointments
 - If using Customer Supplier Agreements (CSA) verify through CSA service that CSA is complete and ensure that CSA trip ID is included in Mail.dat file
- Data distribution
 - Ensure company Mailer ID(s) are linked to the correct company CRID(s)
 - Create and/or edit Mailer ID profile if data distribution is desired
 - Apply for Mailer ID if needed (through Mailer ID Services)

Table of Contents

- Highlights
- Basics
 - Login and New Accounts
 - Your Account Settings
- Business Services
 - Accounts
 - Design & Prepare
 - Mail & Transport
 - Track & Report
- Business Services Administrator
- **Customer Support**



**UNITED STATES
POSTAL SERVICE®**

USPS.COM | GATEWAY | HELP | SIGN OUT

Profile Request Access Request Status Request Inbox Manage User Access

Business Customer Gateway

This is the navigation page to access the service options offered through 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 for which you do not have access, the system will give you the option to Add a Service.

Your Account Settings

Welcome SUE

Profile

- Profile
- Request Access
- Request Status

User Management

- Request Inbox
- Manage User Access

Accounts

- Balance & Fees (PostalOne!)
- Manage Permits (PostalOne!)

Design & Prepare

- Intelligent Mail Services
- Mailer ID

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer Label Distribution System (CLDS)
- Customer/Supplier Agreements (CSAs)
- Electronic Data Exchange (PostalOne!)
- Postal Wizard (PostalOne!)
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Audit Mailing Activity (PostalOne!)
- Delivery Confirmation
- Mailing Reports (PostalOne!)
- Manage Electronic Return Activity (PRS)
- Manage Electronic Verification Activity (eVS)
- Product Performance Reports
- Track & Confirm

Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

Site Map Customer Service Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway

Copyright © 2010 USPS. All Rights Reserved. No FEAR Act EEO Data FOIA Postal Inspectors Preserving the Trust Inspector General Promoting Integrity

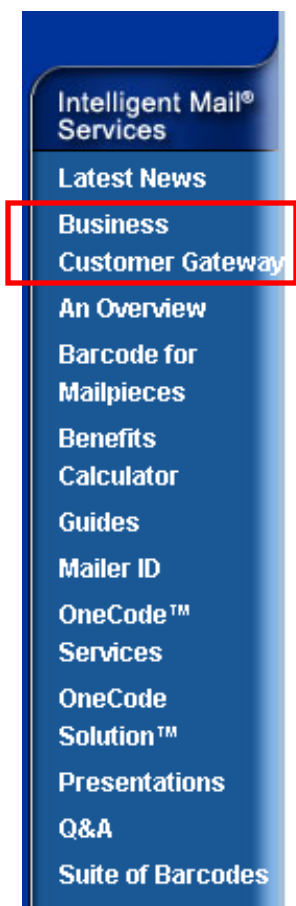
The Customer Support section of the Business Customer Gateway provides links to a range of resources

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

Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

The National Customer Support Center – RIBBS web site provides instructional material, detailed guides, and relevant news




Address <http://ribbs.usps.gov/index.cfm?page=intellmailgateway>

UNITED STATES POSTAL SERVICE®

National Customer Support Center

RIBBS Intelligent Mail Address Quality

Home Site Index A-Z Site Index by Topic

Business Customer Gateway

[Printable View](#)

Important Links

- [Intelligent Mail Full-Service Mailer Checklist](#)
- [Gateway Process Presentation](#)
- [USPS.COM](#)
- [Business Customer Gateway](#)
- [PostaOne! Release Notes](#)

The new Business Customer Gateway replaces the National & Premier Accounts page and is intended for all business mailers. The Business Customer Gateway gives you a single, unified landing point to access the online business offerings from the Postal Service™. These channels include the services that support the

Intelligent Mail® Full-Service option. These include *PostaOne!*®, FAST® , CLDS (Customer Label Distribution System), and Mailer IDs (MIDs).

Users who accessed Mail Tracking & Reporting or eServices through National & Premier Accounts may continue to access these programs through the Business Customer Gateway. Most *PostaOne!*, FAST and CLDS users may access their services through the Gateway with their existing Usernames. ****Attention PostaOne! and FAST users: you will need to login using your existing Username in all Capital Letters.****

As Intelligent Mail Full-Service is enhanced, this Gateway will evolve to support an improved customer experience displaying a full range of products and services for your convenience.

The Business Customer Gateway is available through a link at the bottom right of the USPS.COM® Web page.

UNITED STATES

Additional customer support links

Customer Support

- National Customer Support Center - RIBBS
- Service Updates
- ePubwatch
- Business Service Network (BSN) eService
- Gateway Help Desk
- News & Information
- User Responsibility Agreement (PDF) (DOC)

Link	Description
Service Updates	Information on natural disasters and severe weather conditions affecting USPS service
ePubwatch	Electronic Publication Watch System for tracking periodical mail
Business Service Network (BSN) eService	BSN eService allowing customers to create and monitor service requests online
Gateway Help Desk	Phone numbers, email addresses and other contact information for customer support
News & Information	Additional links to USPS news and bulletins
User Responsibility Agreement (PDF) (DOC)	System user's agreement available in two formats: PDF and Microsoft Word

Questions???