

***INTELLIGENT MAIL[®] FOR
SMALL BUSINESS MAILERS
(IM[®] sb)***

USER GUIDE

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OVERVIEW

Intelligent Mail[®] for Small Business Mailers (IMsb) is an online tool which will allow you to produce the Intelligent Mail barcode (IMb) for mailings.

- Maximum mailing size is equal to or **less than 5,000** pieces
- Maximum yearly volume is equal to or less than 125,000 pieces per permit.

The IMsb tool currently only supports MAADC prices for letters and AADC for flats.

- 3 and 5 digit pricing is not available when using the tool.

Start Simple

To use the IMsb, no special software or installation is required. Users simply access the application via a Web Browser.

The IMsb Tool has been specifically developed for small business mailers to meet Full-Service requirements.

The IMsb tool helps users generate their address blocks with the unique Intelligent Mail barcodes within the address block.

The IMsb tool is currently designed for First-Class and Standard Mail permit holders. The IMsb tool will generate the address blocks on the following formats:

- Multiple labels
- Multiple envelopes
- 8 ½ x 11 inch letter size paper
- Mail Merge option - allows you to personalize your letters.

Get Connected

Mail is proven to be one of the most profitable marketing methods when used correctly. The IMsb tool helps optimize communication with your target audience.

- When you submit your mailing list via the IMsb Tool, it will automatically compare that mailing list to the USPS Address Matching system, in real-time.
- The Tool will notify you of inaccuracies in your mailing list and give you an opportunity to make adjustments ultimately, saving your business time and money and ensuring that your mail is successfully routed to your customer.
- Users of IMsb are provided with 24x7 access to manage their mailing activities.

Through the use of IMb barcodes, customers gain enhanced visibility into their mailing activities and receive discounts.

Grow Powerful

Nothing works better than the Power of Mail for building one-to-one relationships with your customers... or bringing in new ones.

The IMsb Tool is available free-of-charge and will provide the ability to create postage statements with electronic submission to the acceptance units.

GETTING STARTED

Prerequisites

Before using the IMsb tool, you need to make sure you have the following prerequisites completed:

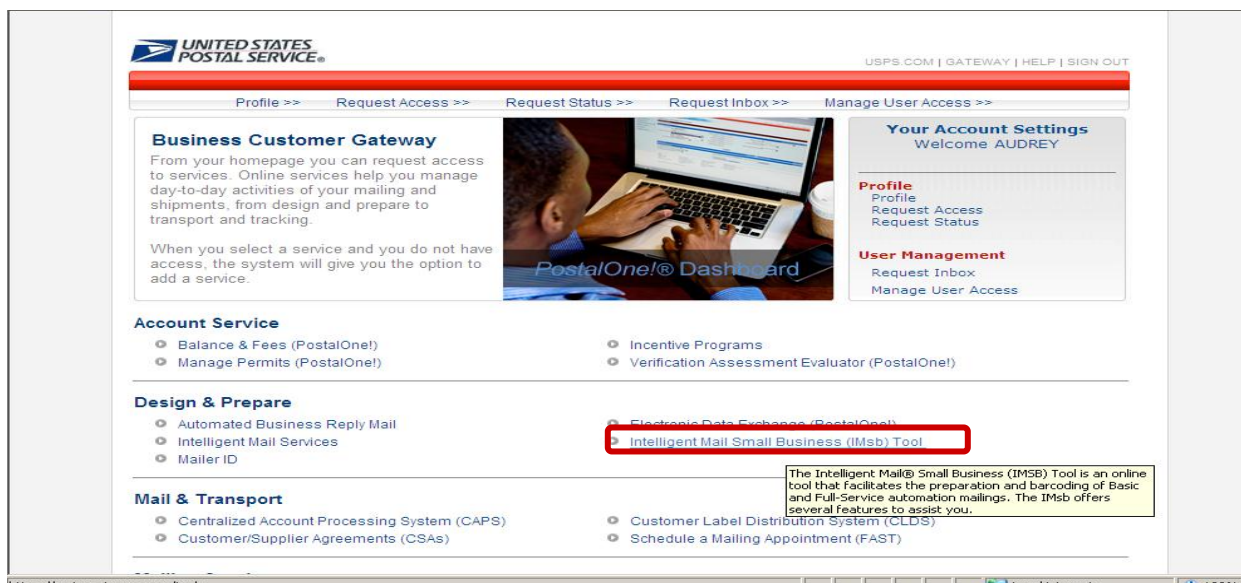
1. **Mailing Permit** – Mailer must have a postage permit, and use one of the following: Permit Imprint, Precanceled Stamps, Postage Meter
2. **Business Customer Gateway Account**
3. **Customer Registration ID (CRID) Account**
4. **9-digit Mailer ID (MID) Account**
5. **PostalOne!® Account**

If assistance is needed on the above 5 prerequisites, please contact your local BMEU for assistance.

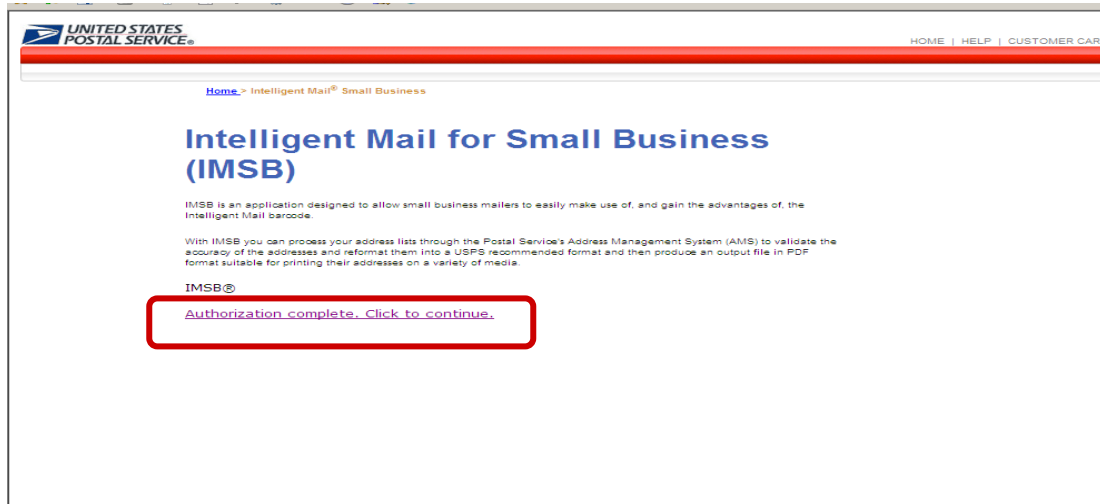
Log In to IMsb

Once you have the prerequisites described above, log on to the IMsb tool by:

- 1) Going to usps.com and select the Business Customer Gateway link (located at bottom of page).
- 2) Access IMsb by clicking the 'Intelligent Mail Small Business Mailing (IMsb) Tool' link within the Design & Prepare section.



From the Intelligent Mail for Small Business (IMSB) page, click “Authorization complete. Click to continue.”



Read the terms on the ‘Notice of License’ and then click the “Accept” button to begin!



This is the landing page of the IMsb application. This page provides a brief description of the application, some of its features as well as the prerequisites for using the IMsb application.



STEP 1: CREATE NEW JOB

Select “Create New Job” from the Intelligent Mail for Small Business (IMsb) Tool page.

The first screen to appear after selecting **Create New Job** includes the Mailer Information and Postal Wizard sections. For the Mailer Information section you can select, via dropdown, which Customer Registration ID (CRID) and Mailer ID to be used for this job/mailing.

The screenshot shows two sections of a web form. The top section, titled "Mailer Information", contains various input fields: Description, Postal Wizard (checked), CRID (94538358 - yellow), Mailer ID (90), Business Name (yellow), Business Address (320 BONDRIO WAY), City (RENO), State (NV), ZIP Code (89521-3211), Title (Dr), First Name (donna), Initial (J), Last Name (yell), Suffix, Phone # (7757880773), Extension, and Email (donna.l.cody@usps.gov). The bottom section, titled "Postal Wizard Information", includes: Permit (YELLOW - 58 - PC - 317280), Permit Number (58), Permit Type (PC), Finance Number (317280), Permit Location ZIP Code (89521-3211), and CAPS Account #. At the bottom of the form are "Cancel" and "Continue" buttons, with the "Continue" button highlighted by a red box.

Upon clicking on Continue:

You will be directed to the Service Type ID Information Page, where you will make selections for the following: **(1) Class of Mail**; **(2) IM Service Type** (Full-Service or Basic Service); **(3) Extra Service Type**; **(4) IMB tracing Service Type**; **(5) Ancillary Service Endorsement** type.

The optimal or desired Intelligent Mail Service Type option is **Full-Service**.

- Items mailed under the **Full-Service** option offer additional benefits – such as reduced prices and automated address correction service – and also must meet additional eligibility requirements.
 - Eligibility requirements for Full-Service include applying a unique Intelligent Mail tray barcode on tray and sack labels (which is supplied by the tool).

Select Continue to be directed to the Mail Piece Information Screen.

The Mail Piece information page lets you describe your specific mailing piece.

1. Select the Processing Category from the Drop Down menu.
2. Select the envelope size closest to the size of your mailpiece.
 - a. You will have the option to select a label size if so desired in a different section of the IMsb tool.
3. Enter the weight and thickness of the mailpieces to be mailed.
4. Select the **Mailing Date** on which the mailing/job will be brought to the Postal Service. Mailings prepared by IMsb must be received by USPS **within 30 days** of creating your labels or envelopes.
5. Enter approximate number of pieces to be mailed.

Click “Continue”.

You will be directed to the **Additional Mailing Options** screen.

1. Select the Move Update Service Method for your mailing from the drop-down.
2. Select the Rate type.
 - a. If you are claiming **non-profit** rates, be sure to change the Rate type!

The screenshot shows the 'Additional Mailing Options' screen. On the left is a sidebar with 'Manage Mailing Activity' and various job management links. The main content area has a breadcrumb trail: 'Home > Intelligent Mail Small Business'. Below this is a progress bar with steps: 'Job Creation', 'Address Upload', 'Address Processing', 'Output Processing', and 'Job Finalization'. The title 'Additional Mailing Options' is prominently displayed. Below the title, there are three paragraphs of instructional text regarding Barcode ID, Postal Wizard, and Traditional ACS. The form contains three dropdown menus: 'Barcode ID' (set to 'Default - 00'), 'Other Move Update Source' (set to 'ASE - Ancillary Service Endorsement'), and 'Rate Type' (set to 'Regular', which is highlighted with a red box). A 'Move Update Method' dropdown menu is open on the right, listing options: 'Ancillary Service Endorsement', 'Online NCOALink', 'NCOALink', 'ACS', 'OneCode ACS', 'Alternative Address Format', 'Multiple Methods', 'Alternative Method', and 'Not Compliant'. At the bottom, there are three buttons: '< Back', 'Cancel', and 'Continue' (the latter is highlighted with a red box).

Click “Continue”

The Return address screen provides you with the option to print the return address on your mailpiece. If you already have the return address printed on your piece, you would not populate this section:

Note: The return address option is available to print on the following formats:

- #10 envelope
- 8.5x11 insert

Note: The return address will not print if you select labels.

The screenshot shows the 'Return Address Information' screen. The navigation menu on the left includes: Manage Mailing Activity, IMsb, Create New Job, New Job Template, Review Jobs, My Profile, and About IMsb. The main form area has the following fields: Return Address Name (RISB Demo 1), Return Address - Address (3 Main Street Ste 123), Return Address - City (Washington), Return Address - State (DISTRICT OF COLUMBIA), and Return Address - ZIP Code™ (20260). At the bottom, there are three buttons: '< Back', 'Cancel', and 'Continue'. The 'Continue' button is highlighted with a red rectangular box.

When finished with this page, select the continue button.

You will arrive at the Review and Confirm Job Section Page.

Note: Only some items can be changed or corrected from this page.

The screenshot shows the 'Review and Confirm Job Selections' screen. It is divided into three main sections: Mailer Information, Postal Wizard Information, and STID Information. The Mailer Information section includes fields for Job Description, Retail Wizard, CRID, Mailer ID, Business Name, Business Address, City, State, ZIP Code™, Title, First Name, Initial, Last Name, Suffix, Phone #, Extension, and Email. The Postal Wizard Information section includes fields for Perm#, Permit Number, Permit Type, Finance Number, Permit Location, ZIP Code™, and USPS Account#. The STID Information section is partially visible at the bottom.

STID Information

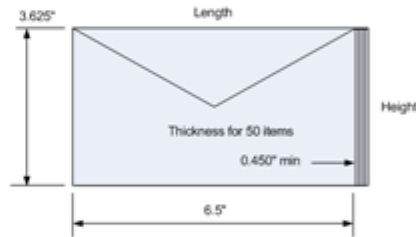
To use OneCode iCG® PS Form 3273 must be submitted to establish an account. There are fees for this service.

For more information on Address Service or Change Service, see [DMM 507 exhibit 5-1](#) and [Publication 65](#).

Mail Class: Standard Mail
M Service Type: Full
Extra Service Type: Manual
M Tracking: Destination
Service Type ID: 023
Auxiliary Service Endorsement: Address Service Requested

Mail Piece Information

Processing Category: Letters
Standard Envelope Size: #8 3/4 Envelope
Height Per Piece: 3.625 inches (up to 2 decimals)
Length Per Piece: 6.5 inches (up to 2 decimals)
Thickness of 50 Pieces: 0.450 inches (up to 2 decimals)
Single Piece - Weight by Ounces: 1 ounces (up to 4 decimals)
Mailing Date: 12/01/12
Total Pieces: 100



#8 3/4 Envelope

Additional Mailing Information

Barcode ID: Default - 00
Other Move Update Source: ASE - Auxiliary Service Endorsement
Rate Type: Regular

Return Address Information

Return Address Name: _____
Return Address - Address: _____
Return Address - City: _____
Return Address - State: _____
Return Address - ZIP Code™: _____

Cancel Accept

Upon clicking “Accept”, a popup screen will display as shown below.

Additional Mailing Information

Barcode ID: Default - 00
 Other Move Update Source: ASE - Ancillary Service Endorsement
 Rate Type: Regular

Return Address Information

Return Address Name: IMsb Demo 1
 Return Address - Address: 123 Main
 Return Address - City: Washing
 Return Address - State: DISTRICT OF COLUMBIA
 Return Address - ZIP Code™: 20260

Windows Internet Explorer dialog box: Select OK to submit the job request or Cancel to revise job selections.

Buttons: < Back, Cancel, Accept

Click OK to submit your job request.

STEP 2: UPLOAD ADDRESS FILE

You must now specify the address list to be used in the mailing.

Windows Internet Explorer browser window showing the IMsb 'Address File Uploading' page.

Page Title: Address File Uploading

Navigation: Home > Intelligent Mail Small Business > Job Creation : Address Upload : Address Processing : Output Processing : Job Finalization

Text: You must now specify the address list to be processed by IMsb. This must be a comma separated value (csv), Excel 2003 (xls) or Excel 2007/2010 (xlsx) file formatted as specified in the IMsb User Guide. Once the file has been uploaded you will be given a chance to review it and confirm that it is the correct one to be processed.

File input field with 'Browse...' button.

Buttons: < Back, Cancel, Continue

In order to upload an address list to the IMsb, the file must be in one of the following formats:

- **Microsoft® Excel 2010**
- **Microsoft® Excel 2007**
- **Microsoft® Excel 2003**
- **Comma Separated Value (CSV)**

For all of these formats, the first row in your file is called a header record. You create the columns that will be in the header record and then determine which fields will show up in the address block of your mailpiece. The following table describes specific field names that the IMsb looks for in the

first row (header record). Not all columns/fields are required. At a minimum your file must contain address, city, and state or address and city-state-zip header fields.

Field Name	Description
name	Recipient name, title, etc. or current resident.
company	Optional: Company name or current resident when choosing “no address correction” from the “Extra Service Type” option.
urbanization	Optional: Urbanization name used with some Puerto Rico addresses
address	Street address, PO Box (Example: 123 Main Street)
sec-address	Secondary address information (e.g. suite number, private mail box number, etc.).
city	City name
state	State name or 2 digit State name abbreviation (preferred)
zip	Optional : 5 digit ZIP Code™ or 5 digit ZIP Code™ plus ZIP + 4™ extension. If the ZIP + 4™ is provided it should be separated from the 5 digit ZIP Code™ by a dash; e.g. 12345-6789.
city-state-zip	If the column is combined containing the city name, state name, and ZIP Code™, the city state and ZIP Code™ must be separated by at least one blank. If the ZIP + 4® is provided it should be separated from the 5 digit ZIP Code™ by a dash; e.g. 12345-6789. The city-state-zip field may be omitted if the last line components are provided in separate city, state and zip fields.

Note:

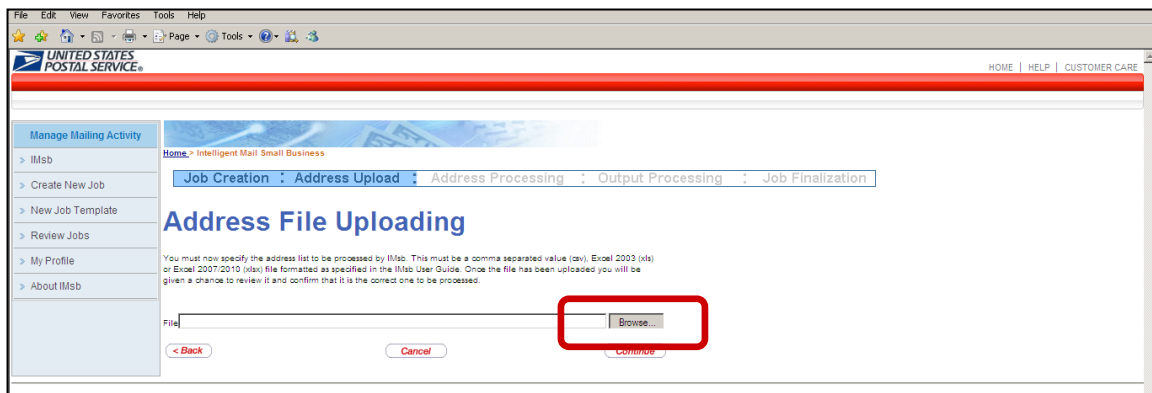
- Field names are not case sensitive (e.g. name, NAME, Name, nAmE are equivalent).
- There is no required order in which the field must be defined within the file; i.e. the fields can be in any order within the records as long as they are in the same position (within all records) as denoted by the header record.
- The information will be included in the output address block in the following order:

<i>Name:</i>	Mr. Bill Jones
<i>company:</i>	DAISYS FLOWER SERVICE
<i>urbanization (PR addresses only)</i>	OPTIONAL
<i>sec-address:</i>	Third Floor
<i>address:</i>	475 LENFANT PLZA SW
<i>city, state, zip:</i>	WASHINGTON DC 20260-0912

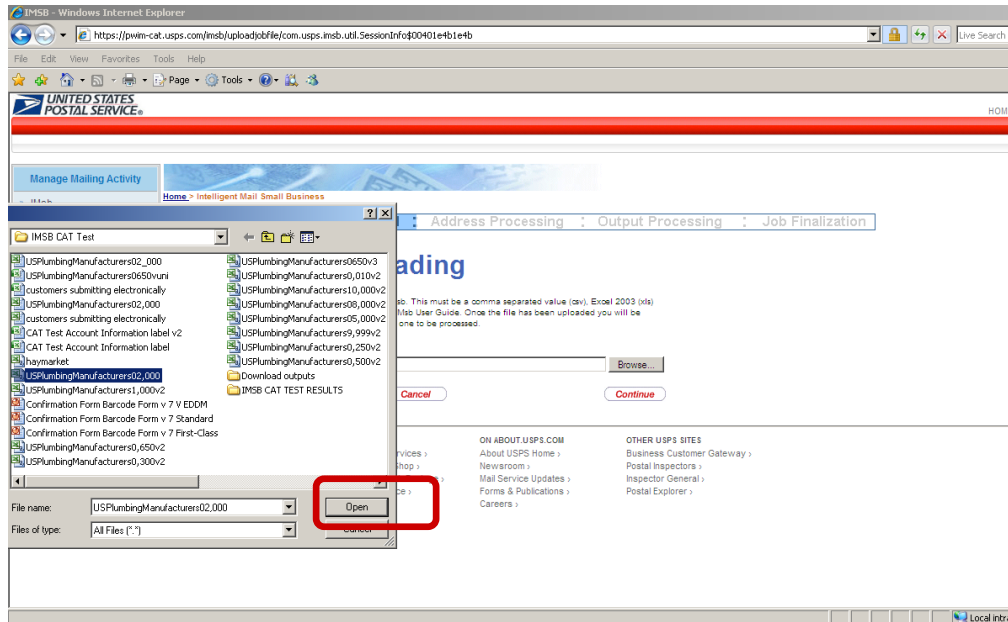
Your address list will be standardized by the AMS (Address Management System) process and some data that you provided may be corrected and/or combined. For example: suite or apartment numbers provided in the sec-address field will likely be appended to the address field data to provide a complete primary delivery point address.

When the files are in an accepted format (Excel 2010, Excel 2007, Excel 2003, or CSV) follow the steps shown on the IMsb Address File Uploading screen:

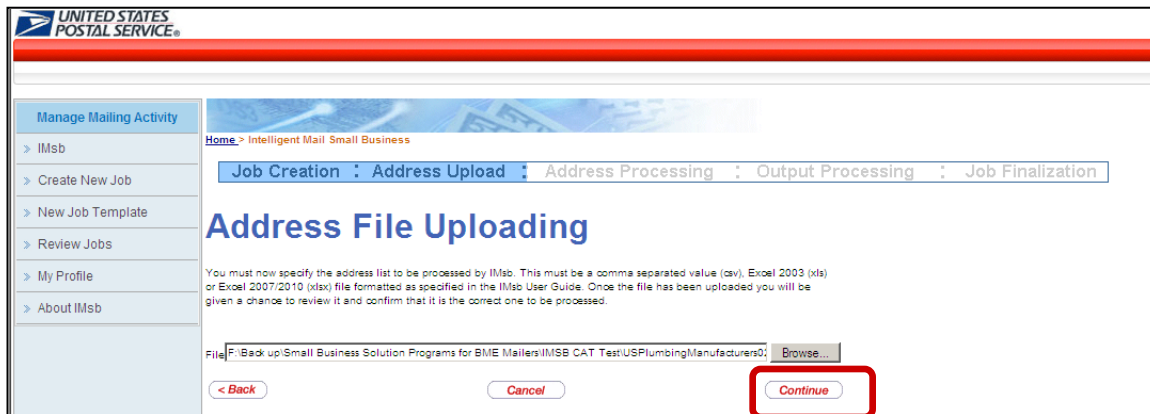
Select “Browse” to search for your Address List file on your computer.



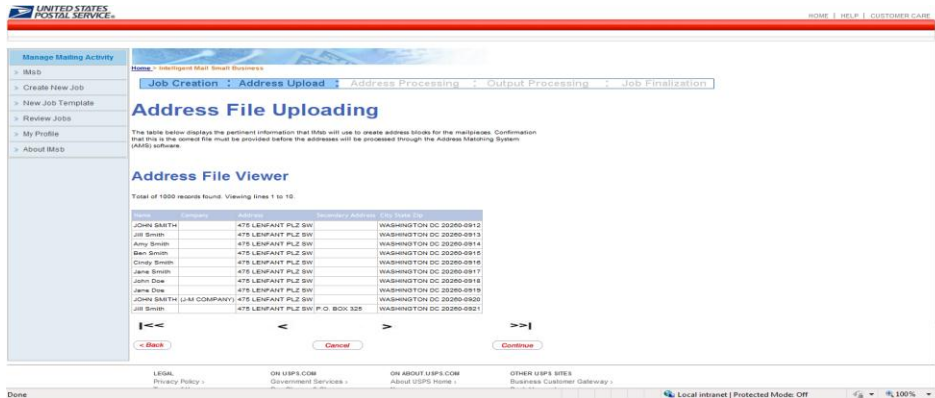
Select the desired address list file from the pop-up window and click “Open”.



Click “Continue”



The IMsb tool will display the Address File Viewer on the Address File Uploading screen. The Address File Viewer table displays the pertinent information that IMsb will use to create address blocks for your mailpieces. You are required to confirm that this is the correct file before IMsb processes your addresses through the Address Management System (AMS) software (a system that matches your addresses to approved USPS addresses).



Click “Continue” to confirm this is the correct file.

At this point you will arrive at the Intelligent Mail® barcode MailPiece ID Information screen. All mailpieces produced by IMsb tool will include a unique Intelligent Mail® barcode as part of the address block. Once you produce these unique barcodes, they cannot be used again in a mailing within a 45 day period.

One of the components of the barcode is a 6 digit serial number. If the Intelligent Mail Full-Service option has been selected, every mailpiece must have a unique serial number. Additionally, the serial numbers cannot have been used, with the same Mailer ID, by a different mailing delivered to the USPS® within the last 45 days.

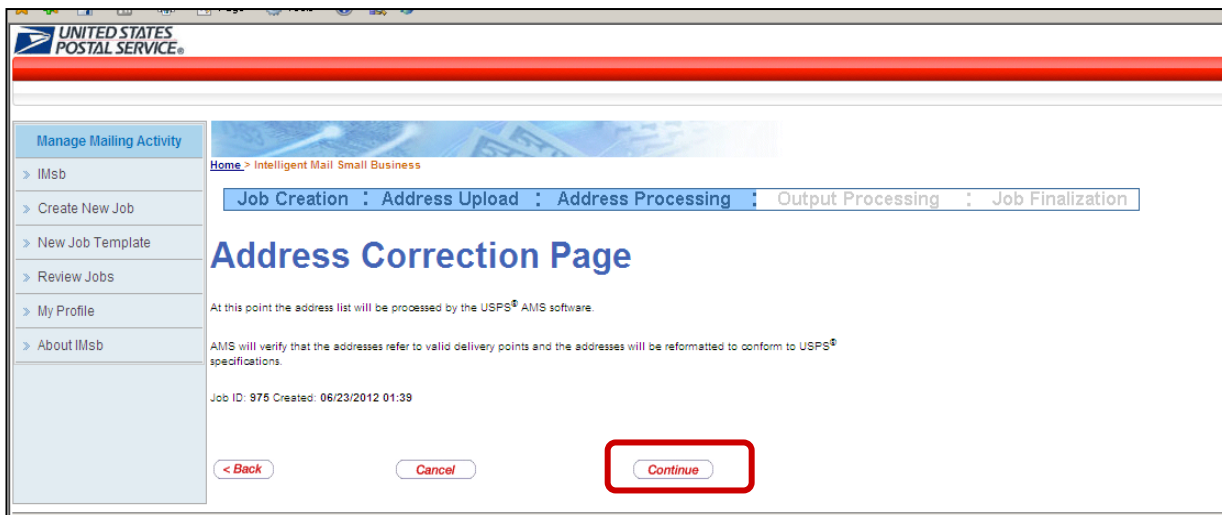


Click Continue to go to Address Processing

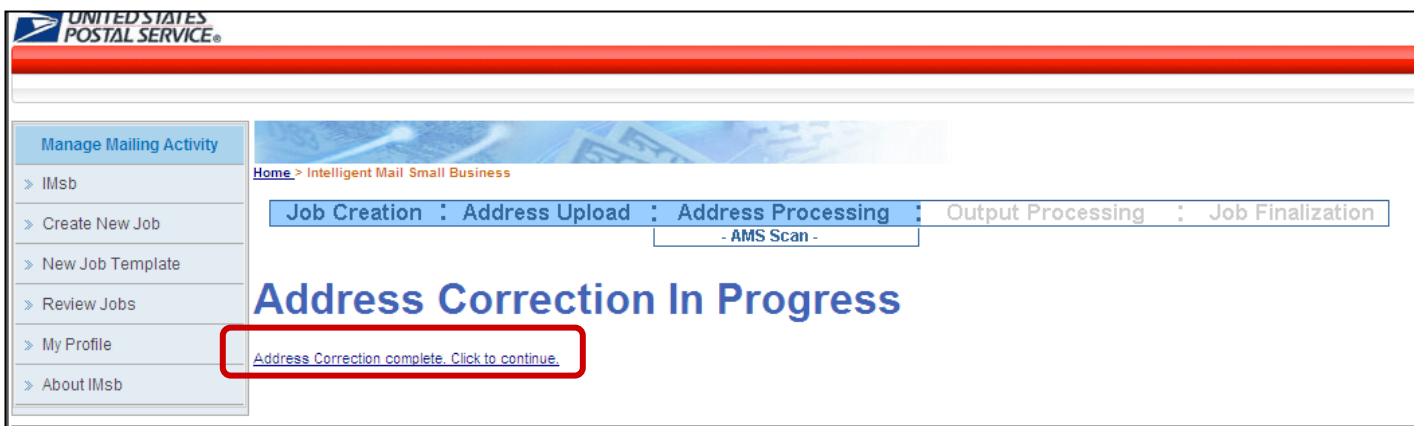
STEP 3: ADDRESS PROCESSING

AMS will verify that your addresses are valid addresses with the required delivery points. Your addresses will be reformatted to conform to USPS specifications.

Note: The AMS process only verifies that the address is a good delivery address; it does not check that the name/business associated with the address is accurate.



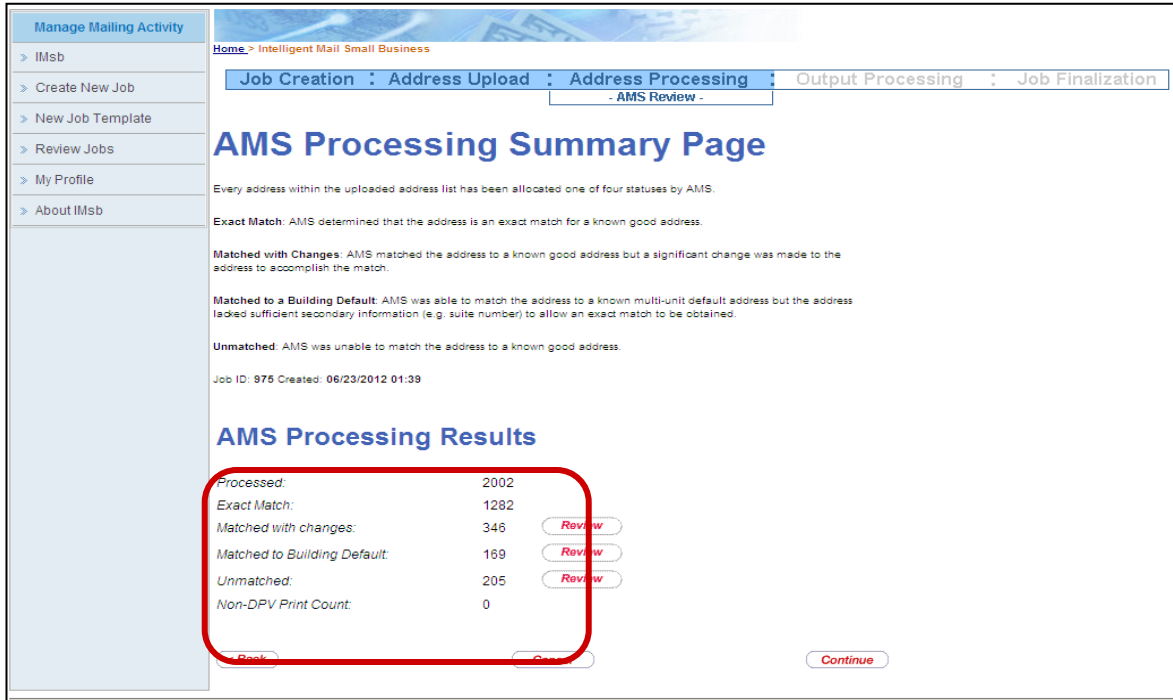
Click "Continue" to start the address correction process.



Note: After you click continues, it may take a few seconds for the IMsb tool to complete the address correction (depending on the size of the mailing). Once the address correction process is complete, you will see the "ADDRESS CORRECTION COMPLETE. CLICK TO CONTINUE"

By clicking the link above, you will be directed to the AMS Processing Summary Page. On this page, you will see data on your addresses. Each address within your address list is allocated one of four statuses by AMS.

- Exact Match- no correction was made by the USPS
- Matched with changes- The USPS added something to the address to make it correct.
- Matched to a building default- means its missing the apartment or suite #.
- Unmatched- Bad address according to USPS files.



At this point, by selecting the “Review” button, you may review the addresses in the matched with changes, matched to building default, unmatched addresses and non-DPV print count sections. During the review process you will have the option to take further actions regarding your address list. You also have the option to bypass the review process by selecting “Continue” if want the tool to accept the results returned.

- If you select any of the review choices, you will be taken to an AMS Default Entry Editor screen where, for each address, you can choose between using the AMS supplied address, the address you originally supplied, or not to have the IMsb tool print the address.
- If you choose to use an original address that does not match, it will be removed from the Delivery Point Validated (DPV) list and added to a non-Delivery Point Address list. The non-Delivery Point Address list will still be available for downloading; however the IMSB tool will modify those addresses STIDs to specify First-Class Mail. The non-DPV mailpieces will be mailed at the full single piece price.



STEP 4: OUTPUT PROCESSING

The next step in the IMsb process is to prepare Intelligent Mail Tray labels, for Full-Service mailings. From the Handling Unit Information screen:

1. You will enter the number and type of Containers (Trays or Sacks) to be used to prepare this mailing.
2. The IMsb tool will populate the Starting Container Label Serial Number for the Job.
3. Click “New Label” for the IMsb tool to generate your Unique Intelligent Mail Tray Barcode (IMtb) Label.

Note: The tray labels must be generated using card stock or a standard business card stock which is perforated at 2 x 3.5” such as an AVERY label 5371.

Optional: Enter the Printer Line information (if applicable) as well as the Mailer’s Area information.

Required: Enter the total number of Tray Labels to be generated and click “Create Label”.

> My Profile
> About IMsb

This function will allow the creation of a pdf file that can be printed to create the Container Labels for this non-presorted mailing. The labels will be marked as Mixed AADC/ADC containers.

The pdf file will be formatted to print on 8 1/2 by 11 inch label sheets. Each sheet can accommodate 10 labels. Only labels for the current mailing or enough labels for the current and future mailings can be created.

There are two areas on the label that you may add text of your choosing: the Printer Line and the Mailer's Area. Enter any text you wish to appear in those fields in the input areas below.

Printer Line

Mailer's Area

Number of Labels

Starting Serial Number


[Create Label](#)

[< Back](#)


[Continue](#)

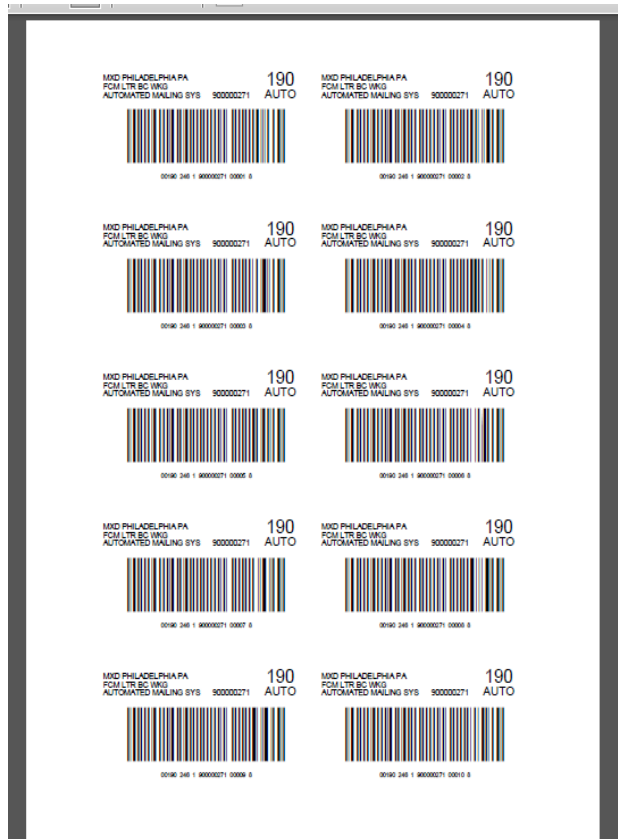
File Download

Do you want to open or save this file?

 Name: imsb-tray-labels-j975.pdf
Type: Adobe Acrobat Document
From: pwim-cat.usps.com

[Open](#) [Save](#) [Cancel](#)

 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?](#)



The **Downloads** screen shown below allows you to print your addresses on labels, envelopes or inserts. The addresses are provided in a .pdf format file which you can either open in Adobe® Reader or save to your computer.

Three **labels** sizes are available:

- Avery 5161 or equivalent to 1" x 4" label.
- Avery 5162 or equivalent to 1.33" x 4" label.
- Avery 5163 or equivalent to 2" x 4" label.

Envelopes sizes available: an update to the IMsb tool is planned which will allow optional sizing.

- #6 3/4
- #7
- #10

Insert option

Mail Merge -allows downloading of file to be used during mail merge option.

[Home](#) > [Intelligent Mail](#) [Small Business](#)

Job Creation : Address Upload : Address Processing : **Output Processing** : Job Finalization
- Downloads -

Downloads

The results files produced by IMsb are now available for retrieval. Files that can be retrieved are:

- the Delivery-Point-Validated addresses formatted to be printed on the specified mailing media (labels, envelopes, etc);
- the non-Delivery-Point-Validated addresses formatted to be printed on the specified mailing media (labels, envelopes, etc) at full rate;
- the results from the AMS processing of the input address list, in csv, xls and xlsx file format

Job ID: 1784 Created: 12/13/2012 04:20

AMS Processing Results

Processed:	1029
DPV Print Count:	994
Non-DPV Print Count:	0
Not Printable:	25

Select an output format: 1-inch Label

Generate DPV PDF [Download](#)

Download Address File

Select Download Format: CSV - Comma separated values

Updated Address File: [Download](#)

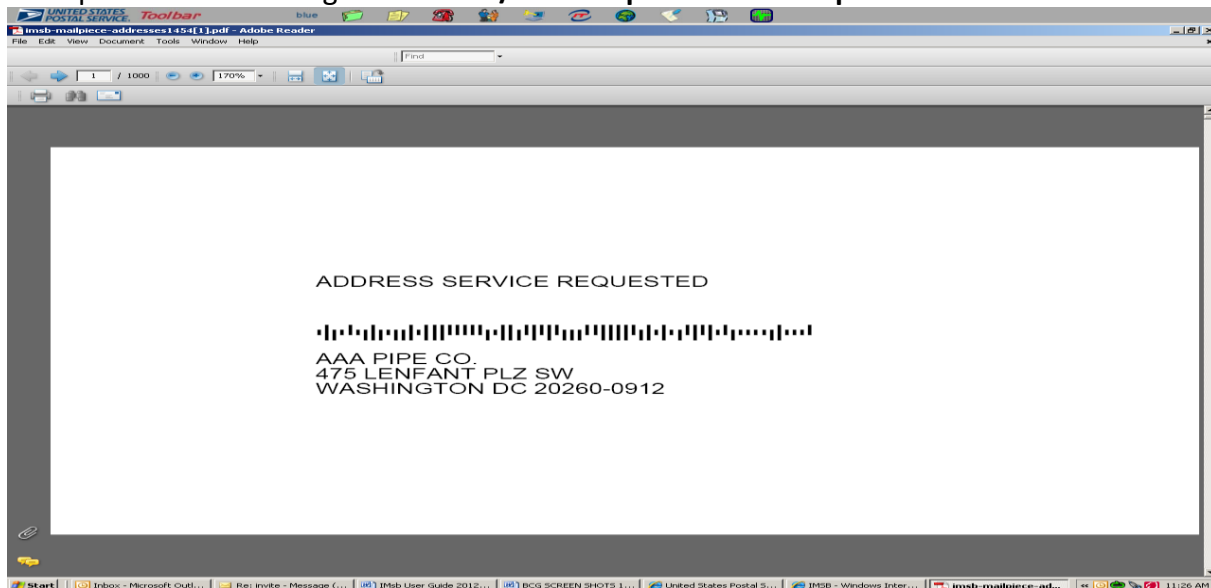
DPV Mail Merge File: [Download](#)

Non-DPV Mail Merge File: [Download](#)

Example of the PDF that will be generated upon choosing **1” Label** as your output format.



Example of user selecting Number **6 3/4 Envelope** from the output format:



SAVE CORRECTED ADDRESS LISTS:

Download Address File

Select Download Format:

Updated Address File: [Download](#)

DPV Mail Merge File: [Download](#)

Non-DPV Mail Merge File: [Download](#)

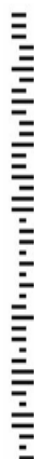
The IMsb tool allows you to save your corrected address list for future use:

Downloading of:

1. **Updated address list** will provide the updated address list to be saved in either a CSV or Excel for future use.
2. **DPV Mail Merge** allows you to merge the address block into a mail merge template.
 - a. The DPS Mail Merge file includes the unique intelligent mail barcode for each piece to be inserted on your mailpiece as long as the IMb font has been installed from the RIBBs page. (<https://ribbs.usps.gov/onecodesolution/download.cfm>)
 - b. The USPSIMB Standard Font should be set at 16pt font.
3. To download the font, go to <https://ribbs.usps.gov/onecodesolution/download.cfm?downloads=Office&selection=5>



Intelligent Mail® Barcode



[Return to Intelligent Mail Barcode for Mailpieces](#)

Fonts and Encoders Download

This page lists USPS Intelligent Mail barcode files, Fonts and Encoders, available for download.

Select an entry in the list-box; files matching the criteria are shown.

Available Downloads

Name	Date	Description
uspsEncoderMsOffice-1.3.1.zip	2011-02-15	USPS Intelligent Mail barcode Encoder distribution for MS Office 32-bit edition applications such as MS Word, MS Excel and MS Access, running on either 32-bit or 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.
uspsEncoderMsOffice64-1.3.1.zip	2012-03-27	USPS Intelligent Mail barcode Encoder distribution for MS Office 64-bit edition applications such as MS Word, MS Excel and MS Access, running on 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.

4. **Non DPV Mail Merge** file allows for printing of bad addresses that can be mailed with a First-Class stamp.

STEP 5: SUBMIT JOB

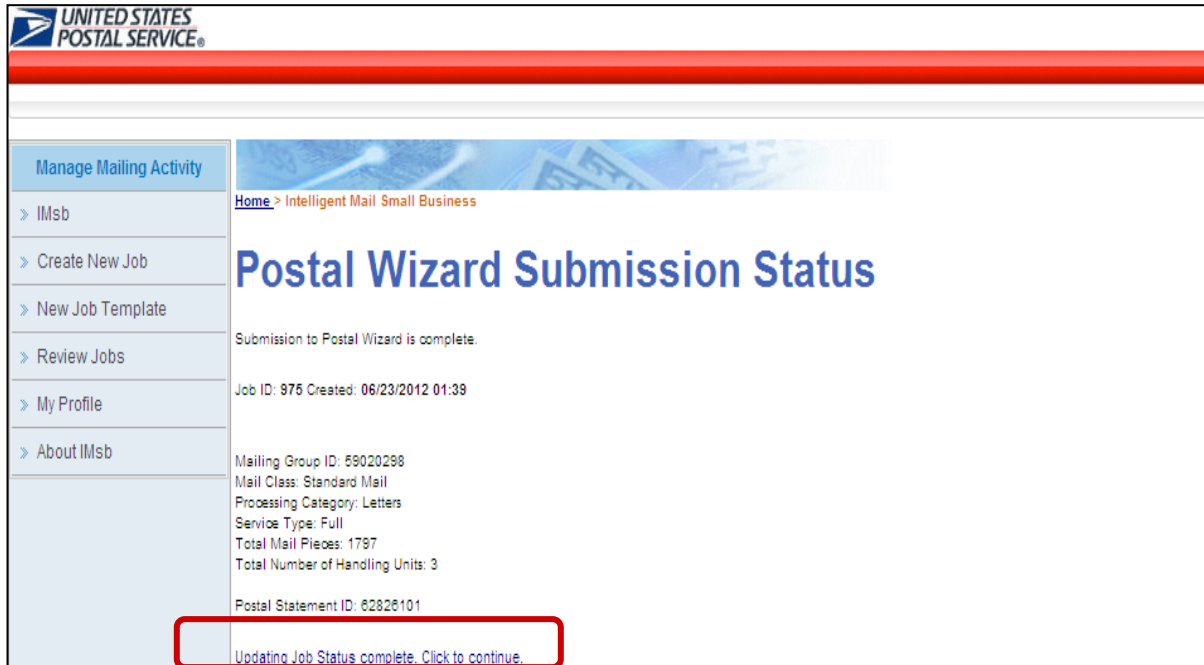
Click the **“Postal Wizard”** button on the bottom of the **Downloads** screen to generate the electronic postage statements for your mailing.

The screenshot shows the 'Downloads' page with the following content:

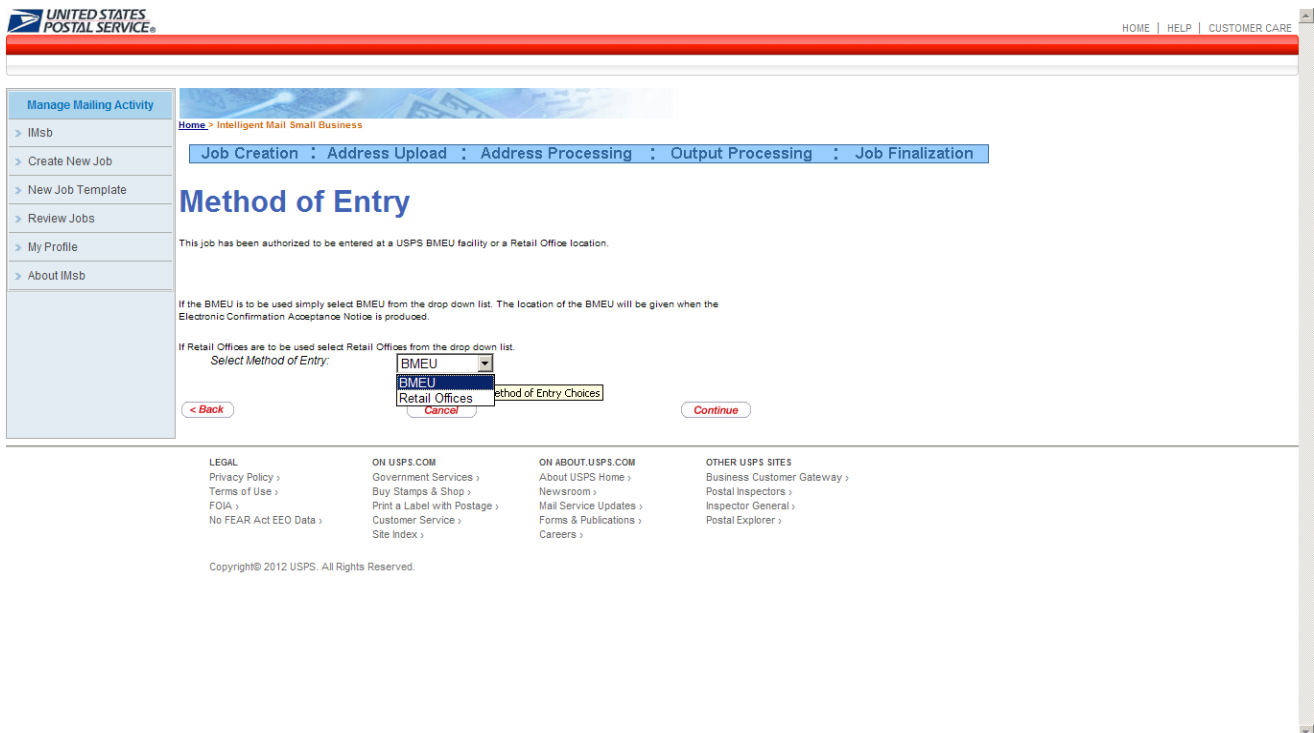
- Downloads** (Page Title)
- The results files produced by IMsb are now available for retrieval. Files that can be retrieved are:
 - the Delivery-Point-Validated addresses formatted to be printed on the specified mailing media (labels, envelopes, etc);
 - the non-Delivery-Point-Validated addresses formatted to be printed on the specified mailing media (labels, envelopes, etc) at full rate;
 - the results from the AMS processing of the input address list, in csv, xls and xlsx file format
- Job ID: 1788 Created: 12/14/2012 02:28
- AMS Processing Results**
 - Processed: 1029
 - DPV Print Count: 994
 - Non-DPV Print Count: 0
 - Not Printable: 35
- Select an output format: 1-inch Label (dropdown menu)
- Generate DPV PDF: [Download](#)
- Download Address File**
 - Select Download Format: CSV - Comma separated values (dropdown menu)
 - Updated Address File: [Download](#)
 - DPV Mail Merge File: [Download](#)
 - Non-DPV Mail Merge File: [Download](#)
- Navigation buttons: [< Back](#), [Postal Wizard](#), [Done](#)

Very important to select Postal Wizard!

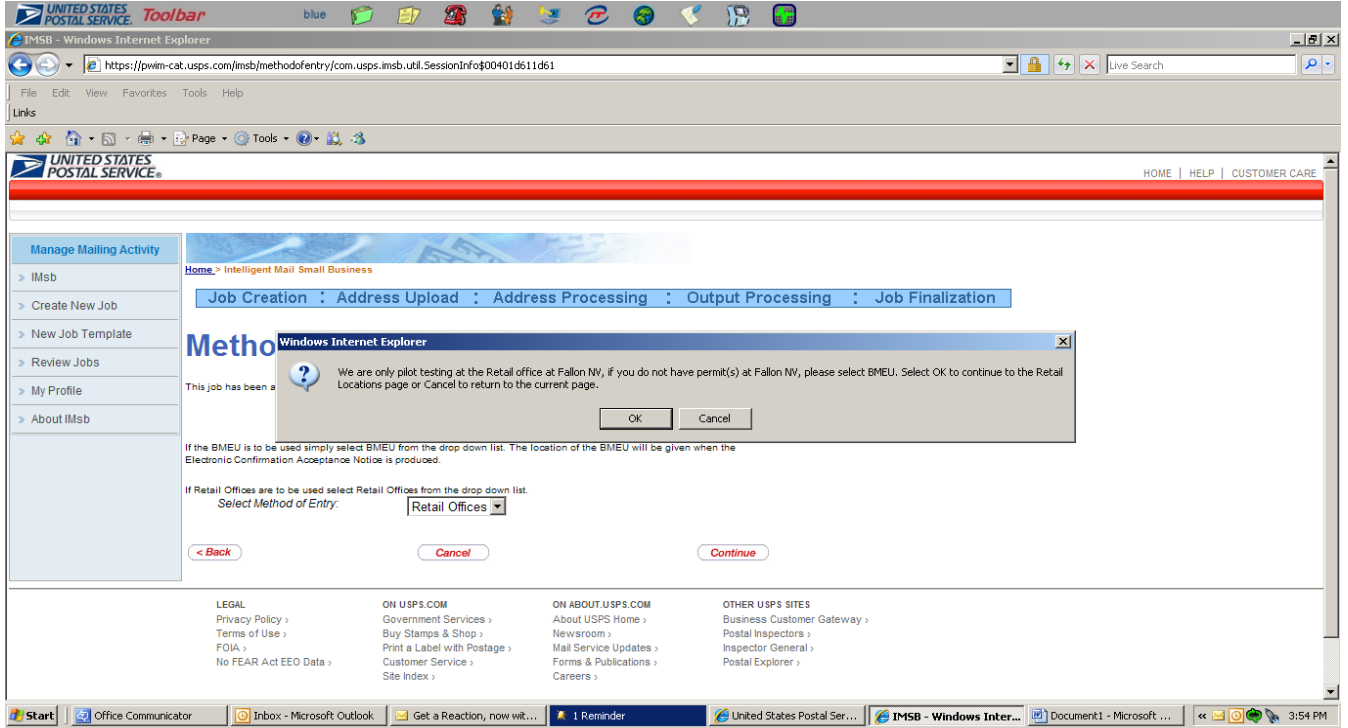
The screen below indicates that the IMsb Tool has sent your mailing information to *PostalOne!* Click the link, “Updating Job Status Complete. Click to Continue” on the bottom of the screen to finalize your job.



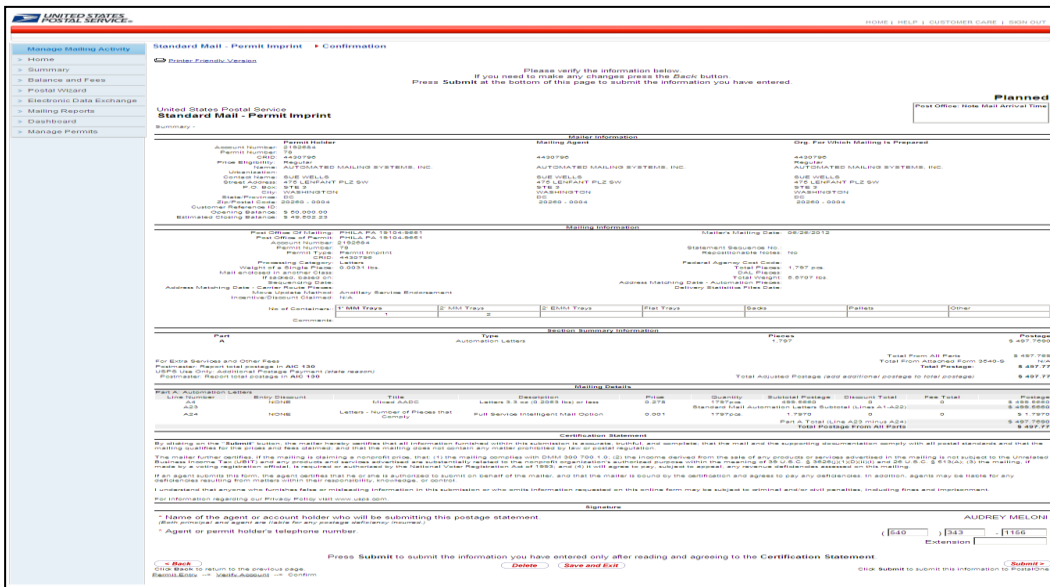
You are almost finished!
Select the Method of Entry desired (BMEU or Retail).



When selecting Retail Offices, a pop-up message will appear that states: “We are only pilot testing at the Retail office at Fallon NV. If you do not have permit(s) at Fallon NV, please select BMEU. Select OK to continue to the Retail Locations page or Cancel to cancel to your job.
 Note: When the Retail Office Option is fully deployed, you will be able to select the retail location of your choice.



Review your mailing information, and then click the “Submit” button on the bottom of the page to upload your mailing to the *PostalOne!* system. Print the **printer friendly** Electronic Confirmation Acceptance Notice (ECAN) and bring the notice along with your mailing to the site you have selected.



UNITED STATES POSTAL SERVICE® HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity | Standard Mail - Permit Imprint | Confirmation

[Printer Friendly Version](#) | [Email](#)
Congratulations!
Note to Mailer: Your electronic postage statement has been submitted to the USPS PostalOne! system on Jun 23, 2012 02:15 PM. **Please print and bring this form along with your mailing** to the Post Office in PHILA PA 19104-9651.

The labels and electronic mailing information associated to this form, must match the physical mailing being presented to the USPS employee with this form.

Postage Statement ID: 62826101

Post Office of Mailing: PHILA PA 19104-9651
Post Office of Permit: PHILA PA 19104-9651
Mailing Group ID: 69620290
Account Holder: AUTOMATED MAILING SYSTEMS, INC.
Account Number: 2192604
Permit Holder: AUTOMATED MAILING SYSTEMS, INC.
Permit Type: PI
Permit Number: 78
Mail Agent: AUTOMATED MAILING SYSTEMS, INC.
Mail Owner: AUTOMATED MAILING SYSTEMS, INC.
Mail Owner Permit Type: PI
Mail Owner Permit Number: 78
CRID: 4430796
Customer Reference ID:

Mail Class: Standard Mail
Price Eligibility: Regular
Processing Category: Letters
Weight of single piece: 0.0031 lbs. (0.0496 oz)
Total Mail Pieces: 1,797 pcs.
Total Weight: 5.5707 lbs.

1' MM Trays	2' MM Trays	2' EMM Trays	Flat Trays	Sacks	Pallets	Other
1	2					


Part A Postage: \$ 497.7690
Total Postage Amount: \$ 497.77

*NOTE: The balance displayed may change prior to Postal acceptance of the mailing due to the timing of deposits, additional mailings, or other adjustments to the account.
Opening Balance: \$ 50,000.00
Estimated Closing Balance: \$ 49,502.23
 *Note: This mailing may be subject for additional verification at the time of acceptance.

Action

Please scan :

SCAN AT ACCEPTANCE



92 75 7900 0002 7100 0628 2610 13

UNITED STATES POSTAL SERVICE® Electronic Confirmation Acceptance Notice

USPS Generated by Postal Wizard System

Note to Mailer: Your electronic postage statement was submitted to the USPS PostalOne! system on Nov 08, 2012 10:40 AM.

Please print this form and present it along with your mailing to the Retail Office in FALLON, NV 120 N MAINE ST, FALLON, NV 894062930 by Dec 08, 2012.

The labels and electronic mailing information associated to this form, must match the physical mailing being presented to the USPS employee with this form.

Postage Statement ID: 64263491

Post Office of Permit: RENO, NV 89610-8851
Account Holder: YELLOW
Account Number: 1448080
Permit Holder: YELLOW
Permit Type: PI
Permit Number: 738
Mailing Agent: YELLOW
Mail Owner: YELLOW
Mail Owner Permit Type: PI
Mail Owner Permit Number: 738
Customer Reference ID:

Mail Class: Standard Mail
Price Eligibility: Regular
Processing Category: Letters
Mailer's Mailing Date: 11/08/2012
Actual Weight of Mailer Declared Piece Weight: 0.0826 lbs. (1.0900 oz) MAX weight allowed 3.5 oz
Total Mail Pieces: 800 pcs.
Total Weight: 66.2600 lbs.
Total Postage Amount: \$ 249.30

1' MM Trays	2' MM Trays	2' EMM Trays	Flat Trays	Sacks	Pallets	Other
	2					

Total Postage Amount to be Collected: \$ 249.30
Total Postage Amount - Prepaid by CAPS account: \$ 0.00


RETAIL Office of Mailing | **Hours**
 FALLON | Mon, Tue, Wed, Thu, Fri | 8:00 AM - 5:00 PM
 120 N MAINE ST | Sat | Closed
 FALLON, NV 894062930 | Sun | Closed

Note:
 *This mailing may be subject for additional verification at the time of acceptance.
 *This mailing can be processed at the self service terminal.

Action

Please scan :

SCAN AT ACCEPTANCE



92 75 7900 0007 2300 0642 6349 14

ADDITIONAL FUNCTIONS

Review Jobs contains a listing of the Jobs that the user has created on IMsb. Contains Job ID, Job Description, CRID, Mailer ID, Mailing Date, Business Name, Address and Contact. Also allows the information from a selected Job to be prepopulated into a new Job.

UNITED STATES POSTAL SERVICE®

HOME | HELP | CUSTOMER CARE

Manage Mailing Activity

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- > New Job Template
- > Review Jobs
- > My Profile
- > About IMsb

Home > Intelligent Mail Small Business

Review Jobs

Job ID	Job Description	Status	CRID	Mailer ID	Mailing Date	Company Name	Postage Statement ID
144		Completed	94538358	900000723	Oct 17, 2012	yellow	63835688
145		InProgress	94538358	900000723	Oct 17, 2012	yellow	
142		InProgress	94538358	900000723	Oct 12, 2012	yellow	
1349		Completed	94538358	900000723	Oct 3, 2012	yellow	63658334
1348		Completed	94538358	900000723	Oct 3, 2012	yellow	63676485
1347		Completed	94538358	900000723	Oct 3, 2012	yellow	63658250
1346		Completed	94538358	900000723	Oct 3, 2012	yellow	
1199		Completed	94538358	900000723	Sep 28, 2012	yellow	63676033
1197		Completed	94538358	900000723	Sep 28, 2012	yellow	63676486
1070		Completed	94538358	900000723	Sep 13, 2012	yellow	63676485
1052		InProgress	94538358	900000723	Sep 12, 2012	yellow	63443797
1027	slfj	Completed	94538358	900000723	Aug 30, 2012	yellow	63298181
1025	training	Completed	94538358	900000723	Aug 28, 2012	yellow	63279262
1022	retail mailing	Completed	94538358	900000723	Aug 21, 2012	yellow	63239327
993	test	InProgress	94538358	900000723	Aug 10, 2012	yellow	
989	test 2	Completed	94538358	900000723	Aug 10, 2012	yellow	63190182
988	test1	Completed	94538358	900000723	Aug 10, 2012	yellow	63190181
850		InProgress	94538358	900000723	Aug 3, 2012	yellow	
878		Completed	94538358	900000723	Jun 26, 2012	yellow	62836265

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My Profile is a listing of all the CRIDs that the user has identified for inclusion in IMsb. Each of the CRIDs is profiled with the information that was identified in the Business Customer Registration (BCG) System including; addressing information, contact detail and all of the associated Mailer IDs.

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Manage Mailing Activity

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Home > Intelligent Mail Small Business

User Profile: yellow2012

CRID	Business
94538358	yellow,320 SONDRIO WAY.,RENO,NV,89521-3211

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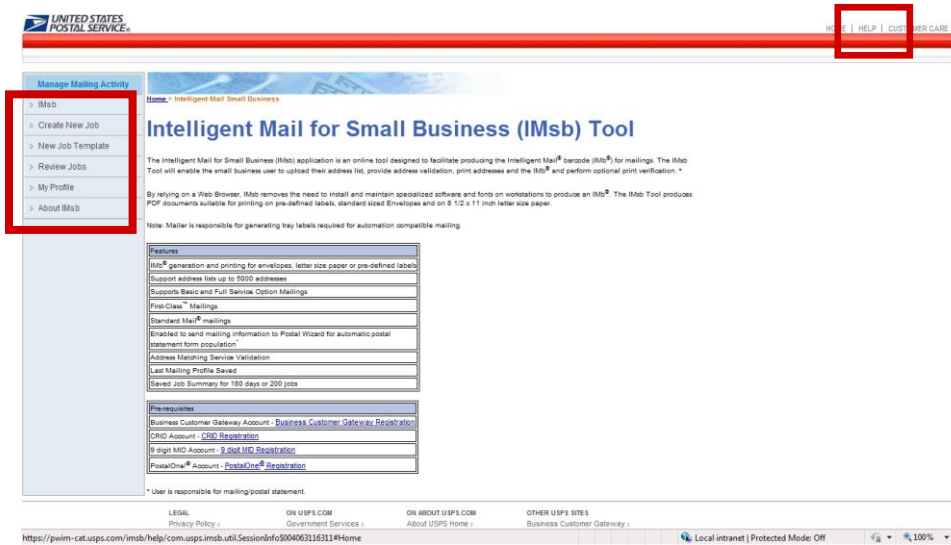
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Help Link

The “Help” link in the upper right corner provides additional information regarding the six buttons on the left side of the screen.




RESOURCES

1. The RIBBS Website

The USPS provides a number of technical and non-technical guides, informative documents and presentations, and other helpful tools to make it easier for you to take full advantage of the suite of Intelligent Mail barcodes. These valuable resources can be found on the USPS RIBBS website <http://ribbs.usps.gov/>

Additionally, you can find resources on how to download USPSIMB standard font for Mail Merge option. (16pt font)

<https://ribbs.usps.gov/onecodesolution/download.cfm?downloads=Office&selection=5>


Intelligent Mail® Barcode

[Return to Intelligent Mail Barcode for Mailpieces](#)

Fonts and Encoders Download

This page lists USPS Intelligent Mail barcode files, Fonts and Encoders, available for download.

Select an entry in the list-box: files matching the criteria are shown.

Available Downloads Encoder: MS Office

Name	Date	Description
uspsEncoderMsOffice-1.3.1.zip	2011-02-15	USPS Intelligent Mail barcode Encoder distribution for MS Office 32-bit edition applications such as MS Word, MS Excel and MS Access, running on either 32-bit or 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.
uspsEncoderMsOffice64-1.3.1.zip	2012-03-27	USPS Intelligent Mail barcode Encoder distribution for MS Office 64-bit edition applications such as MS Word, MS Excel and MS Access, running on 64-bit MS Windows operating systems. The distribution includes procedures and sample templates for performing a Mail Merge operation from MS Excel or MS Access to MS Word.

2. Guides, Specifications and Manuals

For those new to Intelligent Mail services, 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.

Domestic Mail Manual (DMM)

This is the USPS manual that contains standards governing U.S. domestic mail services, descriptions of the mail classes and special services and conditions governing their uses, and standards for rate eligibility and mail preparation. Domestic mail is classified by size, weight, content, service, and other factors. http://pe.usps.com/text/dmm300/dmm300_landing.htm

A Resource Map to Intelligent Mail Documents

This lists all the documents and source materials that you will need to transition 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 that will help you as you learn the ins-and-outs of Intelligent Mail services. This document can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/ResourceMapToIntelligentMail.pdf

A Guide to Intelligent Mail for Letters and Flats

This guide provides guidance on how to prepare your mail and electronic documentation and identifies the data that will be provided at no additional charge for Full-Service option compliance. In addition, the Guide also describes what will be available in the first release of Intelligent Mail services. *A Guide to Intelligent Mail for Letters and Flats* can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/GuidetoIntelligentMailLettersandFlats.pdf

User Access to Electronic Mailing Information and Reports Guide

The purpose of this guide is to provide information regarding Intelligent Mail Full-Service option reports and a walk through of the new Business Customer Gateway webpage, which will be accessible through the USPS.com home page. This guide is available on RIBBS at https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/user_access/user_access.htm

3. Personal Support Resources

In addition to the guides and specifications listed above, you can also get help from USPS Intelligent Mail service experts.

To find your local **Business Mail Entry (BME) Manager**, go to the Business Mail Acceptance page: <https://ribbs.usps.gov/index.cfm?page=bma>

To find your local **Mailpiece Design Analyst (MDA)**, go to: http://pe.usps.com/mpdesign/mpdfr_mda_lookup.asp

OneCode Confirm. Learn about the Intelligent Mail barcode format for OneCode Confirm by reviewing the Confirm Service Featuring OneCode Confirm User Guide (Pub. 197). For more information on the Confirm service, please call the Confirm Customer Help Desk at 800-238-3150, option 1 or visit <https://mailtracking.usps.com> or visit RIBBS at <https://ribbs.usps.gov/index.cfm?page=intellmailonecode>

OneCode ACS. Learn how the process works, the features available, and mailer requirements to receive electronic address corrections using the Intelligent Mail barcode. Downloadable OneCode ACS application and fulfillment access forms. For more information on the OneCode ACS, please contact the ACS Department via email at acs@usps.gov or by phone at 877-640-0724 or visit RIBBS at https://ribbs.usps.gov/acs/documents/tech_guides/

To contact the *PostalOne!* Help Desk call **1-800-522-9085**. For additional information about IMB Tracing please contact the National Customer Support Center at (800)238-3150.