

MTEOR Registration for BSAs

The Business Service Administrator (BSA) is the person responsible for ordering Mail Transport Equipment (MTE) for their company, managing company profile information, and activating or deactivating company-affiliated users. The BSA must be the first person to register for MTEOR.

For Phase 1 of MTEOR, BSAs received an email including an authorization code and the CRID number for each of their MTE delivery facilities. The authentication code is a one-time instance to identify BSAs in MTEOR. Once registered, the BSAs may grant access to other MTEOR users by providing them with the CRID for the location they service.

MTEOR Registration Process

1. MTEOR is accessed through the Business Customer Gateway (BCG) <https://gateway.usps.com/>



2. Register for the BCG

3. Then, log into the BCG

4. To add MTEOR as a Business Service, scroll down to the Mail & Transport subheading



5. Then, click Mail Transport Equipment Ordering System (MTEOR)

6. Ensure that your location aligns to the correct CRID

7. If the CRID is not correct, add a location using the CRID provided by USPS. Only one CRID is activated for each location in MTEOR.



8. Enter CRID in the “Search for Existing Business CRID” field



9. Attach the Business Service to each location by checking the box to the left of the location



10. Then, click “Next”

11. Click to “Confirm” to complete request



12. BSAs must read and agree to the USPS online agreement

13. Select your location or locations to become a BSA by checking the boxes to the left then select “Yes”



14. Click “Confirm” to complete the request to add a service



15. Click “Confirm” again to continue



16. Exit out of registration and enter MTEOR through the BCG

17. Once in MTEOR, enter the authentication code to begin

