

v. 2

Every Door Direct Mail®

Simplified Mailing Process // User Guide



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OVERVIEW

What is Every Door Direct Mail®?

With Every Door Direct Mail® (EDDM) service from the U.S. Postal Service®, you can reach the customers who matter most to your business – in nearby neighborhoods – and you don't even need to know names or street addresses. Simply identify the neighborhoods you want to target and your printed pieces are delivered to the active addresses in your target area.

You can use Every Door Direct Mail to:

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

What Are My Mailing Options?

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

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

- You must login to the tool to complete or save your order. New EDDM Retail accounts can be created within <https://reg.usps.com/register>
- Appropriate documentation will be provided online to take with your mailing to the Post Office.
- Mail pieces are limited to Standard Mail® flats only.
- Each mailpiece must be at least .007" thick (approx. 3 sheets of copy paper) and cannot exceed 3.3 oz. For more information, please reference the EDDM Quick Reference Guide: <https://www.usps.com/business/pdf/quick-reference-guide.pdf>
- Each mailpiece must display the Every Door Direct Mail Retail indicia.
- For more information, please visit USPS® Every Door Direct Mail <https://www.usps.com/business/every-door-direct-mail.htm>

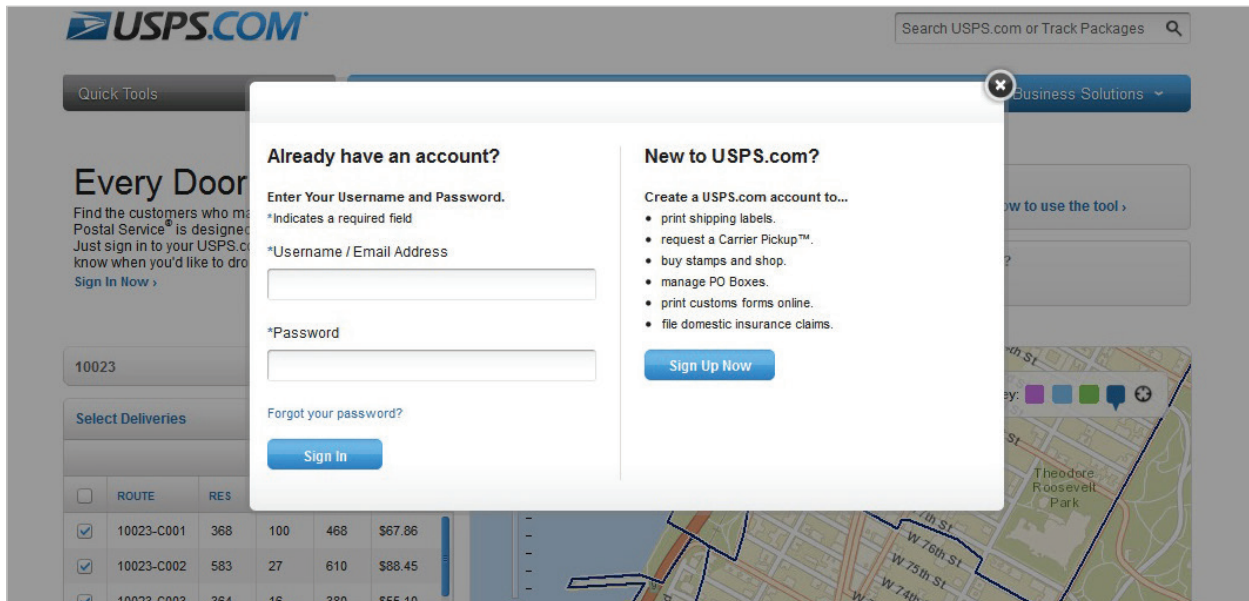
2. The other option is Every Door Direct Mail for Business Mail Entry Unit (BMEU). Requirements for BMEU are:

- You must have or must obtain an active USPS Standard Mail® permit number.
- You may register or log in via <https://reg.usps.com/register> to access the online tool, or obtain updated delivery statistics via one of the appropriate NCSC products.
- You must bring appropriate documentation with your mailing to the BMEU where the permit is held.
- Pieces may weigh up to 16 ounces, and postage prices may vary based on piece weight and entry point. For more information, please reference the EDDM Quick Reference Guide: <https://www.usps.com/business/pdf/quick-reference-guide.pdf>
- For more information, please visit USPS Every Door Direct Mail <https://www.usps.com/business/every-door-direct-mail.htm>

Registration

New User Registration

- 1 Go to <https://eddm.usps.com/eddm/customer/routeSearch.action>



- 2 Select Register/Sign in Now within the Global Header.

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

Note: existing customers, enter your username and password.

- 3 Enter the required information.

- 4 Click Create Account

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

Business Service: Every Door Direct Mail for Retail

- 5** **After your new USPS.com account has been created,**
you will automatically be redirected to the online mapping tool so you can create your mailing.

Business Service: Every Door Direct Mail for BMEU

- 6 For BMEU, return to Business Customer Gateway.
<https://gateway.usps.com/bcg/login.htm>

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

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


- 7 Select the Request Access link from the top menu.

The screenshot displays the 'Request Access' page on the USPS Business Customer Gateway. It features the same top navigation as the previous screenshot. The main heading is 'Select a Business Service'. Below this, there is explanatory text about service categories and a requirement to request access to 'Mailer ID' and 'Manage Mailing Activity' services. A search section includes a dropdown for 'Service Name', a text input field, and a 'Submit' button. The search results are organized into expandable categories:

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

8 Select Manage Mailing Activity

located under **Track & Report**.


USPS.COM | GATEWAY | HELP | SIGN OUT

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

Select Business Locations

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

You have selected the following online service:

Service
(details)

Manage Mailing Activity

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

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

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

Add Location


Existing Business Locations

	Business Name	CRID	Address	City	State/Province	ZIP/Postal Code
<input checked="" type="checkbox"/>	EDDM User	0101010101	123 Maple Ave.	Anytown	PA	17101

Cancel
Next >

9 Click the check box

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


USPS.COM | GATEWAY | HELP | SIGN OUT

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

Add a Service

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

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

Service
(details)

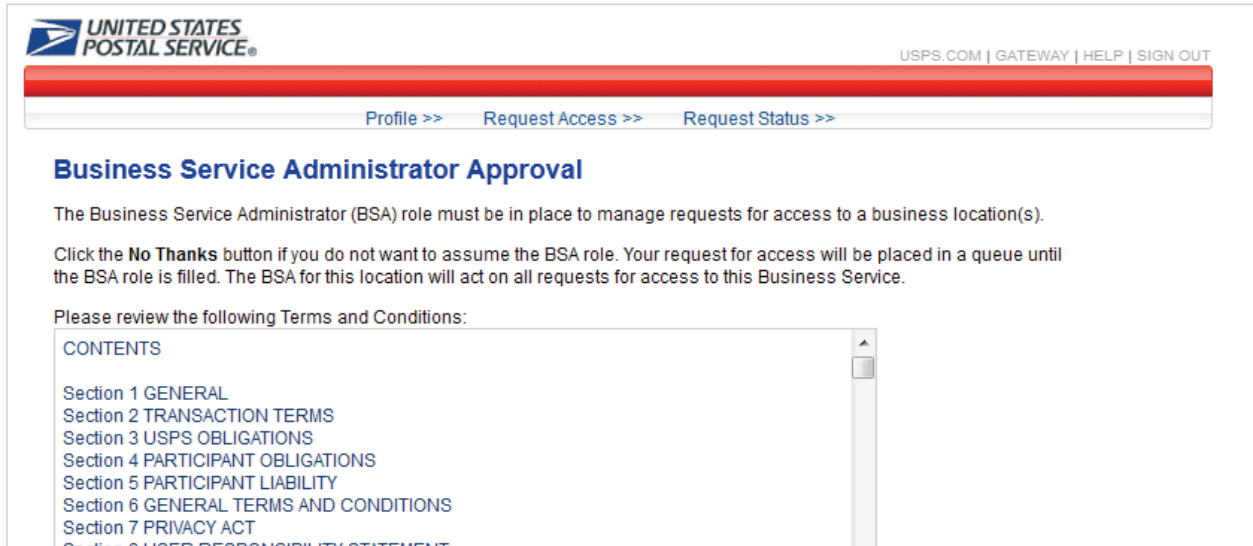
Manage Mailing Activity

Business Locations

Business Name	CRID	Address	City	State/Province	ZIP/Postal Code
EDDM User	0101010101	123 Maple Ave.	Anytown	PA	17101

< Back
Cancel
Confirm

10 Review the information and then click Confirm.



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

11 Review the Terms & Conditions and click the checkbox to indicate if you agree.

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

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

14 Review the Terms & Conditions Under Account Services, select Verification Assessment Evaluator (PostalOne!). The Manage Permits page is displayed

Note: A permit is NOT required to access IMSB.

15 Click the business name to select. You will be taken to the **Business Location Information** page.

16 Scroll to the bottom and select **Permit Validation**.

17 Enter the **Permit Number, Permit Type, Post Office of Mailing ZIP Code™** and enter the Amount of one of the last 10 transactions on this account.

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

18 Click **Validate**.

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

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

20 Access the tool by clicking the **Every Door Direct Mail link** within the **Design & Prepare** section. Now you can begin.

Using the EDDM Tool

As you enter the **Every Door Direct Mail** tool, 7 easy steps help you select or enter desired mailing geographic information, review and edit geographic results, and print mailing documentation.

STEP 1 / Search Location

STEP 2 / Select Deliveries

STEP 3 / Select Drop-off Date

STEP 4 / Confirmation

STEP 5 / Order Confirmation/Print

STEP 6 / Saved Orders

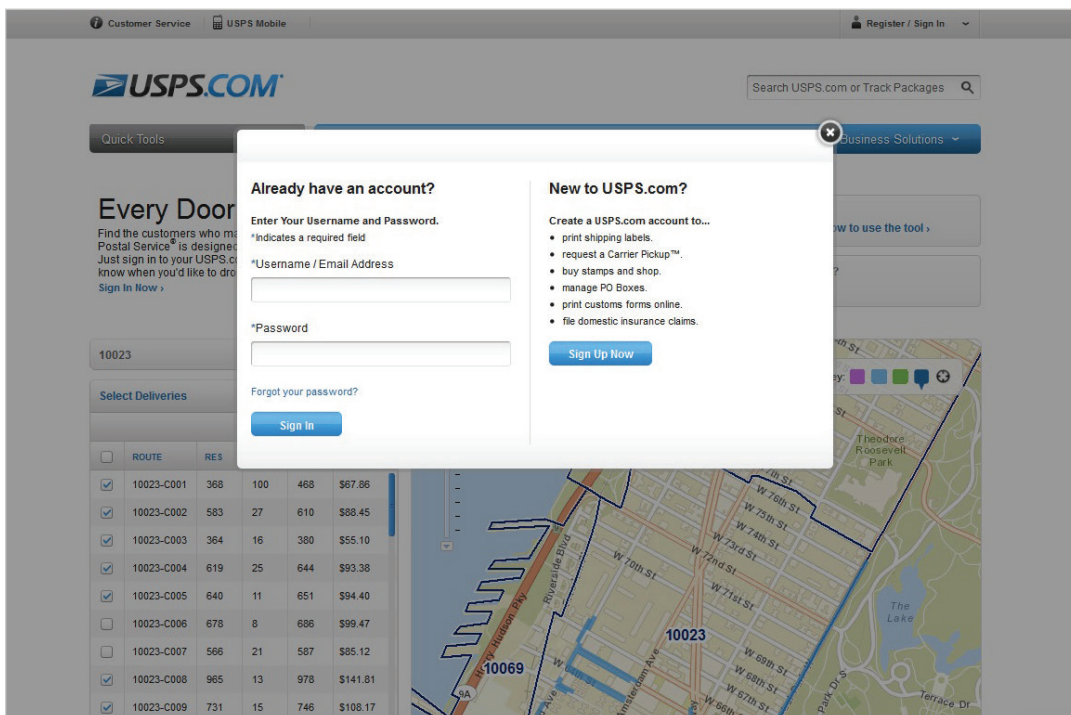
STEP 7 / Order History

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

Step 1 Search Location

1 To sign in to the EDDM Tool,

click the “Sign In Now” text that appears directly above the Search Location text field. A pop-up window will prompt you to sign into your USPS.com account. If you do not have an account, you can create a new one by clicking the “Sign Up Now” button on the right side of the window.

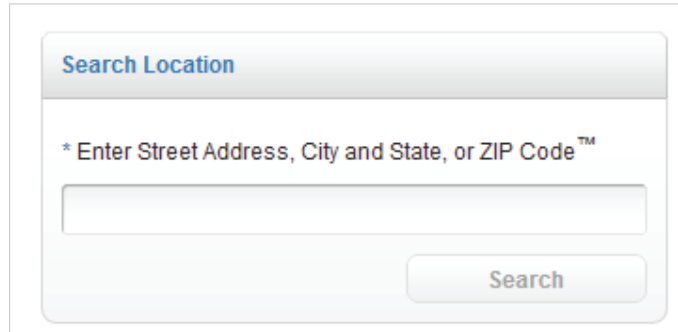


2 Begin your search to determine your mailing audience.

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

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

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



The image shows a user interface for searching locations. At the top, there is a header labeled "Search Location". Below the header is a text input field with the placeholder text "* Enter Street Address, City and State, or ZIP Code™". To the right of the input field is a button labeled "Search".

3 Results are displayed in Table View.

Step 2 – Selection results, Table View covered on page 12.

Step 2 Select Deliveries

Table View // RETAIL

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

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

Have questions about EDM? [Browse our FAQs >](#)

View Past and Saved Orders
[Order History >](#)
[Saved Orders >](#)

123 Maple Street Anytown, NY 10023

Select deliveries

BMEU Mailing Options

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

Deliveries selected **3444**
Approximate cost **\$499.38**

[Save For Later](#) [Continue](#)

Select expected drop off date

Confirmation

MAP KEY: [Green] [Blue] [Purple] [Red]

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

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

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

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

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

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

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

3 All columns are sortable in ascending and descending order.

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

4 Within the Table view,

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

The screenshot shows the 'Every Door Direct Mail' interface. At the top left, the address '123 Maple Street Anytown, NY 10023' is entered. Below this is a 'Select deliveries' section with 'Hide Mailing Options' and 'Select Delivery Type' (Business & Residential selected, Residential Only unselected). Under 'Select route types', 'City', 'Rural/Highway', and 'P.O. Boxes' are all checked. A 'Display routes within a 1 mile radius' slider is set to 1. Below the filters is a table of routes:

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

To the right of the table is a map of the area, showing streets like W 5th St, W 7th St, and W 9th St, and landmarks like Central Park and The Lake. A map key is visible in the top right of the map area. In the top right corner of the interface, there are links for 'Have questions about EDDM? Browse our FAQs >' and 'View Past and Saved Orders' (Order History >, Saved Orders >).

A Select Delivery Types:

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

Residential only / Results will only include residential delivery points.

B Select Route Types:

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

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

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

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

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

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

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

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

123 Maple Street Anytown, NY 10023

Select deliveries

BMEU Mailing Options

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

Deliveries selected **4796**
Approximate cost **\$695.42**

Save For Later Continue

- Your searched location will be indicated by a circular icon on the map.
- Hovering over a route within the table will apply a purple color to the route within the map.
- Selecting a “Business only” route within the table will apply a green color to the route within the map.
- Selecting a standard route within the table will apply a blue color to the route within the map.
- Selecting a PO Box route within the table will add a blue icon to the map.

There is also a key within the upper right corner of the map indicating each visual indicator.

7 When selections do not meet Retail qualifications

(greater than 200 and less than 5,000 deliveries per zip per day), a message appears indicating such. If your selections total more than 5,000 delivery points, you will be prompted to reduce that number.

<input type="checkbox"/>	10023-C013	732	26	758	\$109.91
<input type="checkbox"/>	10023-C014	563	14	577	\$83.67
Deliveries Selected					5900
Approximate Cost					\$855.50
Your Every Door Direct Mail order cannot exceed 5000 pieces. Please reduce your order amount to continue.					
Save For Later					

8 Delivery totals and approximate cost are displayed below the table.

When logged in, clicking the Continue button will bring you to the STEP 3 – Select drop-off date. If you are not logged in, a message will prompt you to log in before proceeding to the next step.

9 At this stage, you also have the ability to save the progress of your order.

This can be accomplished by clicking the Save for Later text to the left of the Continue button.

10 Clicking this link will bring up a window

that will also allow you to add a nickname to your order. This step is optional.

11 Once your order has been saved,

you may review your saved order using the navigation links located in the top right corner of the page.

Table View // BMEU

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

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

Select deliveries

BMEU Mailing Options ▾

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

Deliveries selected

3444

Approximate cost

\$499.38

Save For Later

Continue

The map shows a grid of streets in New York City, including the East River, Hudson River, and various streets like W 14th St, W 13th St, W 12th St, W 11th St, W 10th St, W 9th St, W 8th St, W 7th St, W 6th St, W 5th St, W 4th St, W 3rd St, W 2nd St, W 1st St, E 14th St, E 13th St, E 12th St, E 11th St, E 10th St, E 9th St, E 8th St, E 7th St, E 6th St, E 5th St, E 4th St, E 3rd St, E 2nd St, E 1st St, Canal St, Broome St, Grand St, Walker St, Centre St, Mott St, Delancey St, Allen St, Grand St, Henry St, Madison St, Cherry St, Fdr Dr N, Fdr Dr S, Brooklyn Brg, Manhattan Brg, Water St, Pearl St, State St, Trinity Pl, Church St, Water St, Pearl St, South Cove, North Cove, Hudson River Park, Union Square, Tompkins Square Park, and City Hall Park. Delivery routes are highlighted in orange and blue.

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

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

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

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

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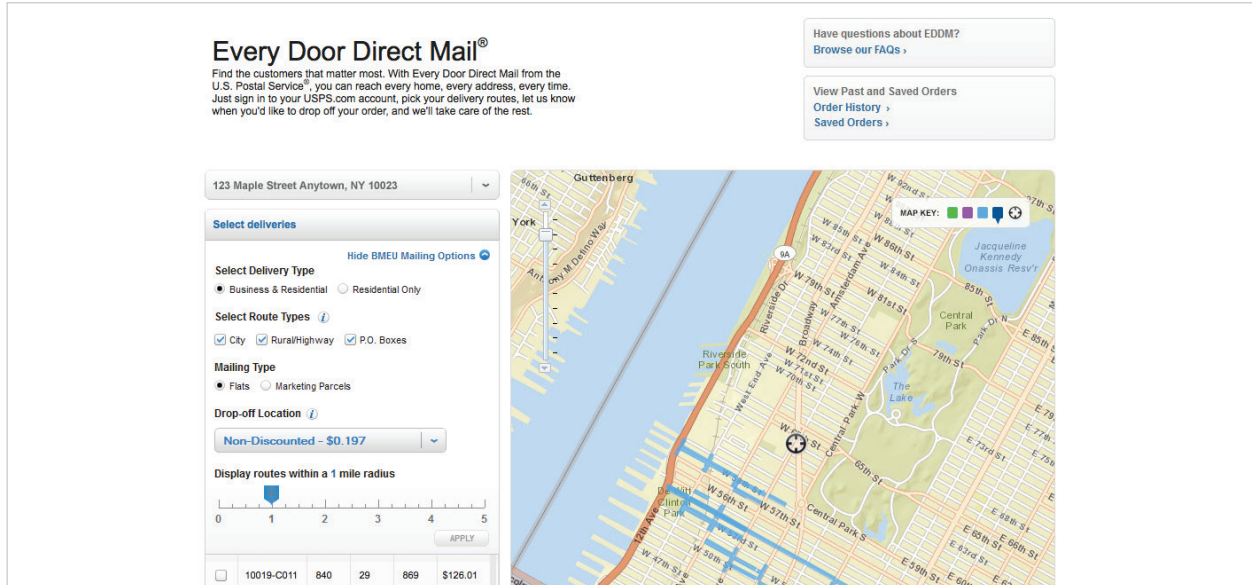
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COST / Indicates total cost for mailings included within that route.

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

3 All columns are sortable in ascending and descending order.

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



4 Within the Table view,

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

A Select Delivery Types:

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

Residential only / Results will only include residential delivery points.

B Select Route Types:

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

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

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

C Drop-off Location:

Non-Discounted

Regional Plant / Destination Network Distribution Center (DNDC)

Local Plant / Destination Sectional Center Facility (DSCS)

Local PO / Destination Delivery Unit (DDU)

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

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

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

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

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

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

123 Maple Street Anytown, NY 10023

Select deliveries

BMEU Mailing Options

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

- Your searched location will be indicated by a circular icon on the map.
- Hovering over a route within the table will apply a purple color to the route within the map.
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- Selecting a standard route within the table will apply a blue color to the route within the map.
- Selecting a PO Box route within the table will add a blue icon to the map.

There is also a key within the upper right corner of the map indicating each visual indicator.

7 Delivery totals and approximate cost are displayed below the table.

Clicking the **Continue** button will bring you to STEP 3 – Select drop-off date.

8 At this stage, you also have the ability to save the progress of your order.

This can be accomplished by clicking the Save for Later text to the left of the Continue button.

9 Clicking this link will bring up a window

that will also allow you to add a nickname to your order. This step is optional.

10 Once your order has been saved, you may review your saved order

using the navigation links located in the top right corner of the page.

Step 3 Select Drop-Off Date

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

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

Every Door Direct Mail®

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

Have questions about EDDM?
[Browse our FAQs >](#)

View Past and Saved Orders
[Order History >](#)
[Saved Orders >](#)

123 Maple Street Anytown, NY 10023

4406 deliveries (6 routes)

Select expected drop off date

Calendar Key:

August 2012 >

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

[Continue](#)

Confirmation

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

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Step 4 Confirmation

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

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

Confirmation // RETAIL

- 1 **Within the Confirmation step,** you will be required to agree to the terms & conditions for EDDM. This can be accomplished by clicking the terms & conditions box, which will bring up a new window containing this information, and clicking the checkmark to indicate agreement.

Confirmation

1663 Deliveries (4 Routes) **\$241.14**

CANAL STREET Mon-Fri 9:00am - 5:30pm
 350 CANAL ST STE 2A Sat 9:00am - 4:00pm
 NEW YORK, NY 10013 Sun Closed
 (212) 966-9573

Drop-off at Post Office™ Friday, November 23

Total \$241.14

Need assistance? Call 1-877-747-6249

I understand and agree to the [Terms & Conditions](#).

Pay at Post Office Pay Online

Save For Later

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

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

- 4** **Clicking the Pay Online button**
will take you into the online payment portal where you can complete your order.

- 5** **Clicking the Save for Later text**
will bring up a window that will also allow you to add a nickname to your order. This step is optional. Once your order has been saved, you may review your saved order using the navigation links located in the top right corner of the page.

Confirmation // BMEU

1 Within the Confirmation step

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

123 Maple Street Anytown, NY 10023

4406 deliveries (6 routes)

August 23, 2012

Confirmation

3864 deliveries (5 Routes) \$560.28

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

542 deliveries (1 Route) \$78.59

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

Drop off at Post Office™ Thursday, August 23

Total \$638.87

Generic Shipping Co. (CRID 0101010101)

164950 - MT - 57

Need assistance? Call 1-877-747-6249

I understand and agree to the [Terms & Conditions](#).

Save For Later Continue

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

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

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

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

4

Once you have agreed to the terms & conditions,

you will be presented with the option to Pay at Your Local Post Office (office where permit is held)

5

Clicking the Save for Later text

will bring up a window that will also allow you to add a nickname to your order. This step is optional. Once your order has been saved, you may review your saved order using the navigation links located in the top right corner of the page.

Step 5 Order Confirmation/Print

Confirmation & Print // RETAIL

The screenshot shows the USPS.com interface for an EDDM Retail order confirmation. At the top, there is a search bar and navigation tabs for 'Quick Tools', 'Ship a Package', 'Send Mail', 'Manage Your Mail', 'Shop', and 'Business Solutions'. The main heading is 'Thank You for Your Order'. To the right, a box displays 'EDDM User Account # - 0101010101' and 'CRID # - 0101010101'. The order summary box contains: 'Your Order Number: 2398', 'Your 11/02/2012 Order: 2914 deliveries - \$422.53', and 'Expected Drop-Off Date: 11/15/2012'. Below this, it says 'Thank you for your order. Check your email for an order confirmation.' The 'Print Your Every Door Direct Mail - Retail® Forms' section includes instructions to print forms before going to the Post Office and provides details on payment methods and a link to the 'Every Door Direct Mail Quick Reference Guide'. A 'Print All Forms Now' button is present. The 'Forms' section is filtered for 'November 02, 2012 - TODAY' and lists: 'Retail Post Office Listing Form ANSONIA NEW YORK, NY', 'Mailing Statement (2 pages) (USPS Form PS3587B)', and 'Facing Slips (1 page/route)'.

1

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

- **Total deliveries.**
- **Total order cost.**
- **Scheduled drop-off date.**

2

Within the confirmation page,

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

A

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

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

B

Retail Post Office Form / Includes information for the Post Office on how to process your EDDM order.

C

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

- 5-Digit ZIP Code.
- Route Number.
- Number of mailpieces per route.

3

Printing can be accomplished by clicking each of the individual forms.

and printing manually or by clicking the blue Print Forms Now button.

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

Note: You must bring your printed forms to your scheduled drop-off location in order to complete your order.

Confirmation & Print // BMEU

1 The order confirmation page

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

- **Total deliveries.**
- **Total order cost.**
- **Scheduled drop-off date.**

USPS.COM Search USPS.com or Track Packages

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

Thank You for Your Order

EDDM User
Account # - 02020202
Mailing Group ID # - 123456
Mailing Group ID # - 1234567

Your Order Number: 2396
Your 11/02/2012 Order: 1764 deliveries - \$347.51
Expected Drop-Off Date: 11/15/2012
Thank you for your order. Check your email for an order confirmation.

Print Your Every Door Direct Mail Forms
Make sure that you have printed out all of your forms before going to the Post Office(s)[™]. You will receive an email with a link to this confirmation page.
Prior to submitting your mailing please review the [Every Door Direct Mail Quick Reference Guide](#) for correct indicia, address formats and acceptable sizes to ensure acceptance.

Forms [Print All Forms Now](#)

November 02, 2012 - TODAY

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

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

[Create New Mailings](#)

2

Within the confirmation page,

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

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

3

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

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

***Note:** You must bring your printed forms to your scheduled drop-off location to complete your order.*

Step 6 Saved Orders

1 To review your saved orders, click the Saved Orders link located on the top right of the page just above the EDDM map on the EDDM tool page.

2 Within the saved orders page, there will be several columns of information provided:

- Date order was created.
- Nickname (if given one, not required).
- Search term for saved order.
- Number of pieces in order.
- Total amount.

Saved Orders

Back to EDDM Tool

EDDM User
Account # - 02020202

REMOVE

Showing EDDM Saved Orders 1 - 1 of 1 Show 10 25 50 First Prev 1 Next Last

<input type="checkbox"/>	CREATED	NICKNAME (OPTIONAL)	SEARCH TERM	NUMBER OF PIECES	TOTAL AMOUNT	
<input type="checkbox"/>	11/05/2012 05:33 PM	Order 1	123 Maple Street, Anytown, NY 10023	1473	\$213.59	Resume Order

1 - 1 of 1 Show 10 25 50 First Prev 1 Next Last

REMOVE

Back

3 To resume a saved order, Click on Resume Order link in the far right column of the Saved Orders page. This will return you to the EDDM tool with all previous entries and selections completed.

4 To remove a saved order from view, Click on the box in the far left column of the order. Then click the Remove button located in the lower left corner. You will be prompted to confirm removal of the order, at which point, the order will be removed from your saved order history.

Step 7 Order History

- 1 To review your order history,**
 Click the Order History link located on the top right of the screen just above the EDDM map on the EDDM tool page.

- 2 Within the order history page,**
 there will be several columns of information regarding your orders:
 - Date order was created.
 - Nickname (if given one, not required).
 - Search term for saved order.
 - Number of pieces in order.
 - Total amount.
 - Status of order.

Order History

EDDM User
 Account # - 02020202

Back to EDDM Tool

PRINT ALL
EXPORT ALL
REMOVE

Showing EDDM Order History						1 - 10 of 27	Show 10 25 50	First Prev 1 2 3 Next Last
<input type="checkbox"/>	CREATED	NICKNAME (OPTIONAL)	ORDER #	NUMBER OF PIECES	TOTAL AMOUNT	STATUS		
<input type="checkbox"/>	11/04/2012 01:05 AM	N/A	125852	623	\$122.73	BMEU Complete	View Details	
<input type="checkbox"/>	11/04/2012 01:04 AM	N/A	125851	303	\$59.69	BMEU Complete	View Details	
<input type="checkbox"/>	09/20/2012 10:47 PM	N/A	30035	515	\$101.46	BMEU Complete	View Details	
<input type="checkbox"/>	09/20/2012 10:46 PM	N/A	30034	14583	\$2872.85	BMEU Complete	View Details	
<input type="checkbox"/>	09/17/2012 12:38 PM	N/A	20525	292	\$57.52	BMEU Complete	View Details	
<input type="checkbox"/>	09/10/2012 03:06 PM	N/A	6201	623	\$122.73	BMEU Complete	View Details	
<input type="checkbox"/>	09/10/2012 03:02 PM	N/A	6170	623	\$122.73	BMEU Complete	View Details	

- 3 To print, export, or remove orders,**
 Click on the box in the far left column of the order. Then click the Print, Export or Remove buttons at the bottom left of page.

- 4 To view the details of a specific order,**
 Click the View Details link in the far right column of that order.

5 Within the order details page you will find:

- Order Status.
- Nickname of order (if given one).
- Order number.
- Date order was created.
- Delivery Information: Shows the number of deliveries and LPO drop-offs of each order.
- Drop-off date.
- Total amount.
- ZIP Codes.
- Option to reprint forms.

The screenshot displays the 'Order History' page. At the top right, it shows 'EDDM User Account # - 02020202'. Below this is a 'Back to EDDM Tool' button. The main content area is titled 'Order Details' and contains the following information:

Status: BMEU Complete ⓘ Order Number: 125852 Created: 11/04/2012	Delivery Info: 623 deliveries Expected Drop-Off Date: 11/05/2012	Total Amount: \$122.73 ZIP Codes: 20001
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Below the table, there is a 'Reprint Forms' button. At the bottom of the page, there are 'Back' and 'Repeat Order' buttons.

6 To repeat an order,

click the Repeat Order button at bottom right of page. This will take you to the EDDM Tool page with your order's routes already pre-selected.

7 To request a refund,

click the Request Refund button at the top right of the page. Once clicked, you will be prompted to select what individual post office(s) from your order you would like a refund from. Each selection provides cost and amount of deliveries associated with each post office. Once selection(s) are made, click the Submit Request button. This process can only be made for orders that were EDDM – Retail Orders that were paid for online.

8 To cancel an order,

Click the Cancel Order button on the right side of the order details page. Canceling an order automatically updates your daily allowable volume. This process can only be made for orders that were paid for at a Local Post Office™.