



NPF 2026

FORGING
BOLD HORIZONS

sepire

NATIONAL POSTAL FORUM | MAY 3-6, 2026 | PHOENIX, AZ



Navigating the Business Customer Gateway

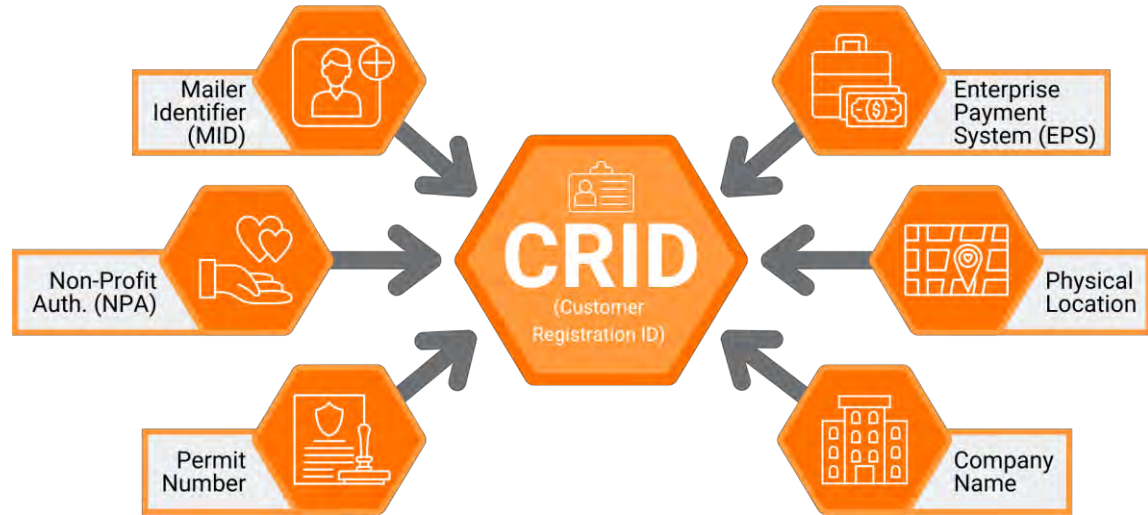
May 6, 2025 2:00pm

Leanne Herman, MDP

Customer Registration ID (CRID)

A CRID is a USPS-generated numeric code of up to 15 digits that uniquely identifies an entity at a physical location.

The CRID does NOT appear in the IMb; however, it is the most important of all USPS values.



Requirements Info – Intelligent Mail Barcode (IMb)

Is the CRID part of the IMb data?

- Even though the CRID is a “kingpin” value, it is not embedded in the IMb.



Key specification tolerances:

- Overall barcode length between 2.667 and 3.225 inches.
- Overall barcode height between 0.125 and 0.165 inch.
- Vertical barcode clearance at least 0.028 inch; horizontal barcode clearance at least 0.125 inch.



COPYRIGHT SEPIRE | 2024

Intelligent Mail Barcode for Letters and Flats: 6-Digit and 9-Digit Mailer IDs																														
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
Barcode ID (2N)		Service Type ID (3N)			Mailer ID (6N)						Serial Number (9N)									Routing Code (0, 5, 9, or 11N)										
Barcode ID (2N)		Service Type ID (3N)			Mailer ID (9N)									Serial Number (6N)						Routing Code (0, 5, 9, or 11N)										

An IMb is comprised of 65 bars that translate into 31 digits. IMbs can be manually decoded utilizing the position of the 65 bars and special online decoder or it can be decoded via a scanning device.

	Data Point	Digits	
Class from STID, MID and Serial # Create Uniqueness	Barcode ID	2	Assigned by Presort Software. 00 for Letters – 10, 20, 30, 40, 50 for Flats (denotes Presort Level for Flats)
	Service Type ID (STID)	3	Defines four Mailpiece Characteristics, e.g. Class of Mail; Full Service or Basic (Nonautomation); ACS – Y/N (if Yes, what Service Level); Informed Visibility – Y/N. See Separate STID Chart.
	Mailer ID (MID)	6/9	Typically defines the Mail Owner but can be Third Party*. MIDs are ONLY 6 or 9 digits. NOTE: 9 digit MIDs always start with a 9 – 6 digit MIDs never start with a 9. MIDs are a component of uniqueness in Full Service IMbs. Uniqueness is required for 45 days by the USPS. Multiple MIDs can be attached to the same CRID.
	Serial Number	9/6	Assigned by Presort Software. Length will be the inverse of the MID – 6D MID = 9D Serial Number; 9D MID = 6D Serial Number. With Class from STID and MID, Serial Number is the last component of uniqueness. See side note.
	Routing Code (ZIP)	11	Created during the CASS process. Defines the ZIP+4 and Delivery Point Code for Automation Rates.

*Third Party for bonafide business reasons

Service Type Identifier (STID)

The STID is a 3-digit value that defines four specific data points used by the USPS and ancillary service providers, e.g. Informed Visibility, ACS™, etc.

The four data points are:

- Class of Mail
- Full Service IMb™ vs. Basic IMb™
- Informed Visibility – Y/N
- Address Correction Service (ACS™) – Y/N
 - If yes, which option and service level

USPS Marketing Mail®				
Address Correction Option	Basic or Nonautomation		Full-Service	
	Without IV® MTR*	With IV® MTR*	Without IV® MTR*	With IV® MTR*
No Address Corrections – No Printed Endorsement	301	311	261	271
Manual Corrections **	702	042		
OneCode ACS®	Address Service Requested Opt 1** \$	090	142	
	Address Service Requested Opt 2** \$	334	585	
	Change Service Requested Opt 1** Ⓞ	092	242	
	Change Service Requested Opt 2** Ⓞ \$	513***	586***	
	Return Service Requested Opt 2** \$	272	262	
Full-Service ACS™	Address Service Requested Opt 1** \$		091	143
	Address Service Requested Opt 2** \$		550	548
	Change Service Requested Opt 1** Ⓞ		093	243
	Change Service Requested Opt 2** Ⓞ \$		567***	231***
	Return Service Requested Opt 2** \$		529	587

COPYRIGHT SEPIRE | 2024

Key Values – Postage Documentation

- **Permit Number:** The permit number that will be used to pay for the mailing. Can be owned by MSP, the Mail Owner or an agency.
- **Permit ZIP+4®:** Every Post Office has a permit number 1. It is extremely important to know the ZIP+4® and/or the City/State where the permit is held in order to obtain other related values. The permit number alone is not enough.
- **Payment Account Number / Mail Anywhere Number / Account Number:** Every permit has a Payment Account Number (PAN). In many cases, the PAN is the Enterprise Payment System Number, but that is NOT always the case. See below.
- **Enterprise Payment System (EPS):** EPS is an electronic method for a permit holder to pay postage. The permit holder can choose EPS Trust and fund via ACH push to the USPS account OR choose EPS Debit. Debit authorizes the USPS® to pull funds from an identified account when statements are finalized and postage is paid.
 - **NOTE:** An EPS number is ALWAYS 10-digits long and will start with a “9” or a “1”. PANs not meeting this criteria are not the same as EPS numbers. Non-EPS permits must be funded via check at the PO where the permit is held.
- **Nonprofit Authorization Number (NPA):** National number assigned by the USPS® to authorize an entity to mail at Nonprofit rates. The NPA has NO necessary connection to a permit; however, it does connect to a CRID.

COPYRIGHT SEPIRE | 2024

Reference & Links

USPS PostalPro Guides to the
BCG

<https://postalpro.usps.com/bcg>

Quick Links

[Access the Business Customer Gateway](#)

[Business Customer Gateway Guide](#)

[Business Customer Gateway Webinar](#)

[Customer Validation Tool Fact Sheet](#)

[Electronic Postage Statement Submission](#)

[Overview and Tour of the Business Customer Gateway](#)

[Postal Wizard - Postage Statement Entry](#)

[Business Customer Gateway and Postal Wizard Express Tutorial](#)



COPYRIGHT SEPIRE | 2024

Business Customer Gateway



What is the Business Customer Gateway (BCG)?

- The Business Customer Gateway (BCG) is a secure portal to reach mailing and shipping services. These services are accessed through the BCG but are distinct from the site itself.
- Please see the example below to see how it works.

User logs in to the BCG.

User goes to Additional Services and clicks on the link for EPS.

The user is now in the EPS application and has left the BCG.

Common BCG Terms

Terms	Abbreviations	Definitions
Business Customer Gateway	BCG	<ul style="list-style-type: none"> A secure portal to access mailing, shipping, and additional mailing services via a single username and password. Provides a single point of entry for several USPS® online business services. A single BCG account can have many CRIDs.
Customer Registration ID	CRID	<ul style="list-style-type: none"> A USPS-generated numeric code up to 15 digits that uniquely identifies a business at a location. Use a CRID (company identifier) to establish a Business Customer Gateway account. A CRID can have many permits. A permit is owned by a single CRID at any given time.
Mailer ID	MID	<ul style="list-style-type: none"> Unique ID number to identify a Mail Owner, Mailing Agent, or Mail Service Provider. Embedded in an IMb. MIDs are either 6 or 9 digits based on calendar year mail volume in <i>PostalOne!</i>®. A CRID can have many MIDs. A MID can only be assigned to one CRID.
Business Service Administrator	BSA	<ul style="list-style-type: none"> Usually, the first person to request service for a business location becomes the BSA of that service and can manage others user's access. Has Managed Mailing Activity. Required to manage permits in BCG.
Business Service Administrator Delegate	BSA Delegate	<ul style="list-style-type: none"> Acts on behalf of the BSA; can revoke or approve users' access. Has Managed Mailing Activity. Required to manage permits in BCG.
Managed Mailing Activity	MMA	<ul style="list-style-type: none"> Suite of core services: manage permits, and balances and fees.

CRID Management

➤ What is a CRID?

A Customer Registration Identification (CRID) number is a USPS-generated numeric code of up to 15 digits that uniquely identifies a business at a specific location. Customers must have a CRID assigned to their business location to be able to access their permits and services in BCG, submit electronic documentation (eDoc), claim Nonprofit rates, and receive Full-Service benefits.

➤ Using an Existing CRID when registering on the BCG

While customers may have multiple CRIDs due to multiple locations, it is better for the Postal Service, as well as the customer, to limit the number of CRIDs to the bare minimum. Newly created permits should be linked to an existing business location CRID whenever possible. When enrolling, the customer will enter the CRID in the Company Identifier section.

[Customer Registration ID \(CRID\) Management Fact Sheet \(usps.com\)](#)

➤ CRID Look-up Options for Mail Service Providers (MSPs)

Registered Mail Service Providers (MSP) can conduct queries to find customers CRIDs and MIDs by using the MID/CRID Lookup tool. MSPs can limit the creation of new CRIDs by finding existing ones for their customers. If they do not have any, then this tool will allow the MSP to create MIDs as needed, without creating additional unneeded CRIDs.

[Customer Registration Identification \(CRID\) and Mailer Identifier \(MID\) Acquisition Fact Sheet \(usps.com\)](#)

Ways to Avoid Creating Additional CRIDs

Don't create new Business Customer Gateway accounts when new employees join your company or there is a change in leadership.

New BCG users should register their accounts using the **existing company CRID** by clicking on “Company Identifier” when finding the company address. Whenever a new BCG account is created, a new CRID will be assigned to that BCG account unless the “Company Identifier” button is selected during account creation.

Remember your BCG Password - Keep all BCG passwords in a safe, memorable place to avoid having to create a new account.

If you do not know if you have a CRID or what it is, you can contact the Mailing & Shipping Solutions Center (MSSC) or the BMEU where the permit is held to search for an existing CRID.

MSPs can check with the customer to determine if they have an existing CRID or use the Customer Validation Tool or CRID/MID Lookup if they are unsure of their information.

BCG Sign Up

[USPS Business Customer Gateway](#)

The screenshot shows the USPS Business Customer Gateway homepage. At the top, the header includes the USPS logo and the text "BUSINESS CUSTOMER GATEWAY" on the left, and "USPS.com Help" on the right. The main content area features the "USPS® Business Customer Gateway" logo and the tagline "Find and manage USPS® services for your business." Below this, there are two buttons: "Sign in to the BCG" and "Sign up for the BCG". A red box highlights the "Sign up for the BCG" button, and a red arrow points to it from a blue callout box that says "Click the 'Sign Up' button on the home page to get started." Below the main content area, there are three columns of service categories: "Mailers", "Shippers", and "Business". Each column has an icon, a title, a brief description, and a link to "See full list of [Service] Services +".

BUSINESS CUSTOMER GATEWAY USPS.com Help

USPS® Business Customer Gateway
Find and manage USPS® services for your business.

[Sign in to the BCG](#)
[Sign up for the BCG](#)


Click the "Sign Up" button on the home page to get started.

Mailers
Save time and money [managing your mailings online](#). Get your message where you need it to go with [Every Door Direct Mail](#). Use the [Intelligent Mail Small Business Tool](#) to manage your mail stream and maximize your discount.
[See full list of Mailing Services +](#)

Shippers
Utilize [Click-N-Ship Business Pro™](#) as an End-to-end solution for businesses to fulfill their daily shipping needs. Schedule regular reshipment of mail from one or more addresses to a chosen destination with [Premium Forwarding Service Commercial™](#).
[See full list of Shipping Services +](#)

Business
Sign up for [USPS Promotions and Incentives](#), save money with [Automation Discounts](#). Take advantage of [Informed Visibility](#), which provides mail tracking data for letters, flats, bundles, handling units, and containers.
[See full list of Business Services +](#)

Email validation



The screenshot shows the USPS Business Customer Gateway registration page. At the top left is the USPS logo and the text "Business Customer Gateway". The main heading is "Welcome to the USPS® Business Customer Gateway". Below this, a paragraph states: "With a business account, you have access to tools and benefits that offer cost-effective shipping solutions tailored to your business needs." A sub-heading reads: "To get started, please enter your business email address." There is a form with a label "Email Address" and a "Submit" button. Below the form is a "Privacy Act Statement" section with detailed text about data collection and usage.

UNITED STATES POSTAL SERVICE® Business Customer Gateway

Welcome to the USPS® Business Customer Gateway

With a business account, you have access to tools and benefits that offer cost-effective shipping solutions tailored to your business needs.

To get started, please enter your business email address.

Email Address

Privacy Act Statement.
Your information will be used to verify your identity using enhanced remote identity proofing when registering for a Business Customer Gateway account, to improve the security of the registration process, and to identify and mitigate potential fraud. Collection is authorized by 39 U.S.C. 401, 403, 404, and 411. Providing your information is voluntary, but if not provided, we may not be able to verify your identity online when registering for a Business Customer Gateway account. We do not disclose your information without your consent to third parties, except for the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters; and for customer service purposes. For more information on our privacy policies visit www.usps.com/privacypolicy.

9:53 minutes


Check Your Inbox to Validate Your Email


We sent an email validation to cindicotton@mail.com. Please note that this link is only valid for 10 minutes and one use only. Follow the link in the email to continue the account creation process. If you're having trouble finding the email, please be sure to check your spam folder.

Didn't receive an email yet? [Resend Email](#)

Customer Email

Validate Your Email to Complete Your USPS Online Account

 USPSPostalService@usps.com
To: New Customer

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside USPS. **STOP and CONSIDER** before responding, clicking on links, or opening attachments.



Dear Valued Customer,

Thank you for verifying your e-mail address with USPS.com.

Please follow the link included in this e-mail to complete your validation. This link is valid for ONE USE ONLY and WILL EXPIRE 10 minutes from the time it is issued.

[Click here to complete your e-mail validation](#) 

If your validation link expires or if it becomes invalid and you need a new one, you will need to request another one from the [sign-up page](#).

If you didn't request an email validation link, you can ignore this email. Your email will not be validated.

Thank you for being a valued USPS customer.

Sincerely,

Your United States Postal Service

Download USPS Mobile®



[USPS.com](#) | [Privacy Policy](#) | [Customer Service](#) | [FAQs](#)



This is an automated email; please do not reply to this message. This message is for the designated recipient only and may contain privileged, proprietary, or otherwise private information. If you have received it in error, please delete. Any other use of the email by you is prohibited.

BCG Registration – Continued

UNITED STATES POSTAL SERVICE® Business Customer Gateway

Create Your USPS.com Business Account

1

Step 1
Company Information

Thank You for Validating Your Email

Step 1: Company Information

How Would You Like To Enter Your Address?

Address ZipCode™ Company Identifier

Enter Your Address

Country
UNITED STATES

Company Name
Company Name

Address Line 1
Address Line 1

Address Line 2
Address Line 2

City
City

State
Select State

ZIP Code™
ZIP Code

Search Address

UNITED STATES POSTAL SERVICE® Business Customer Gateway

Create Your USPS.com Business Account

Step 1
Company Information

Thank You for Validating Your Email

Step 1: Company Information

How Would You Like To Enter Your Address?

Address ZipCode™ Company Identifier

Please enter your CRID so we can get an accurate address for you.

Enter Your Company Identifier (CRID)

CRID
Company Identifier

Search

***If you have an existing CRID, click “Company Identifier” and enter your CRID.**

9

BCG Registration – Continued

2 ✓ **Your Deliverable Address**
The address you've provided has been verified as a valid delivery address.

SC MAIL OWNER
PO BOX 6655
SPARTANBURG, SC 29304-6655
[Change this address](#)

Continue

Create Your USPS.com Business Account

3

Step 1 Company Information | Step 2 Contact Information | Step 3 Security Settings

[Back](#)

Sorry, Your Business Customer Gateway Account Could Not Be Created Online

Get Help Creating an Account
Please send your business name, address, and email to mssc@usps.gov with "Business Customer Gateway Account Creation Help" in the subject line.

Hours of Operation
Mon-Fri: 7 AM-7 PM (CT)
Sat-Sun: Closed
Holidays: Closed

Verify Account

BCG Registration – Continued

4 Create Your USPS.com Business Account

Step 1 Company Information Step 2 Contact Information Step 3 Security Settings

✔ Your Account Was Successfully Verified

Step 3: Username & Security

Username and Password

Username

Password

Re-Type Password

May We Contact You?

Get communications from USPS and our partners.

From USPS

From USPS Partners

Security

Security Question #1

Security Question #1

Answer

Answer

Re-Type Answer

Re-Type Answer

Security Question #2

Security Question #2

Answer

Answer

Re-Type Answer

Re-Type Answer

Multi-Factor Authentication (MFA)

For enhanced security, we activated MFA for each time you sign in to your account. When you sign in, you'll receive a one-time code at the email address below. If you'd like to set up MFA for your mobile phone, you can change your preferences later in your account settings.

© Email to user@gmail.com

Create Account

If a username is already in use, you will be prompted to select a **New** username.

Select two security questions from the drop-down menus and enter your answers for both.

Tip: Write down your username, password, security questions and answers. Store them in a secure location!

BCG New User Sign Up

Welcome To The Business Customer Gateway

You've successfully registered your account, and you are almost ready to use the Business Customer Gateway.

We've got you signed up as:

Your Business Location:

Business Location CRID

██████████ M CIR
██████████ EK, FL 33063-5██████████
UNITED STATES
CRID: 36██████████

You will be given permission to use several [USPS Business Services](#) allowing you to do things like:

- Prepare, track and monitor your mailings
- Manage Mailer IDs and Permits
- Simplify Full Service Mailing and Customer Returns
- Target Areas with Direct Mail
- Send and Manage Large Shipments
- Order Mailing and Shipping Labels
- Enroll for Shipping Services
- Generate Mail and Transaction History reports
- Stay On Top of USPS Promotions and Incentive Programs

Services

BSA Acknowledgment

Terms and Conditions *

If you are the first user to request a service for your location, you will become the **Business Service Administrator (BSA)** of that service; you will be able to manage that service for any future users, controlling who can and cannot use it at your business location.

By clicking Continue you agree to the [terms and conditions](#) of the Business Customer Gateway and consent to any future updates.

Continue

The first user at a business location will become the Business Service Administrator (BSA) for a USPS business application or “service.”



BCG New User Sign Up

You're Signed Up!

Congratulations, your account is set up with business services.

Review the status of your service access below. Having access to a service means that you can see and use it freely. Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA) of each service.

Your Business Location:

SPORT
1 [REDACTED] LES E
GURABO, PR 00778-2411
UNITED STATES
CRID: 435 [REDACTED]

Add a Location

We have automatically assigned you a Mailer ID (MID):

903 [REDACTED]

Is this location a Mail Service Provider (MSP)?

Yes



We have automatically assigned you a Mailer ID (MID):
903*****

Is this location a Mail Service Provider (MSP)?

Yes

✓ You can begin using these business services. Services with an asterisk (*) indicate you have become the BSA.

Service

Click-N-Ship Business Pro™* - End-to-end solution for businesses to fulfill their daily shipping needs.

Commercial Mail Receiving Agency - Commercial Mail Receiving Agency (CMRA) Registration and Regulatory Compliance.

Customer Label Distribution System (CLDS) - Order bulk, collated or DMM labels online.

Customer/Supplier Agreements (CSAs)* - CSAs define mail preparation requirements and acceptance times.

Electronic Verification System (eVS)* - Package mailers can use an electronic manifest to document and pay postage.

Every Door Direct Mail - EDDM is designed to help you reach every home, every address, every time.

Get Access to Additional Services

Continue

The MSP Indicator is displayed on the Confirmation Page under the MID information. Only users who are the BSA of Manage Mailing Activity will be asked this question.

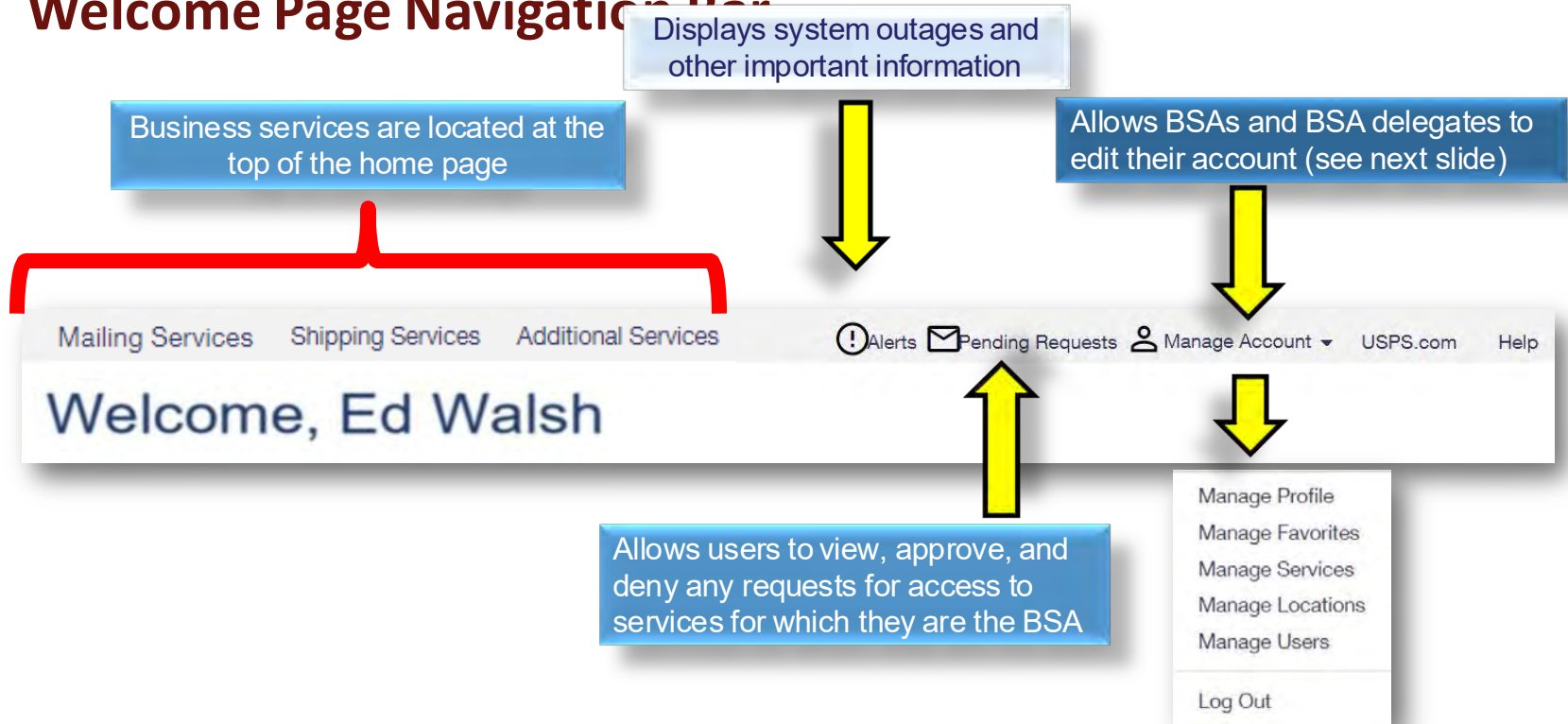
Business Customer Gateway Homepage

The screenshot shows the USPS Business Customer Gateway homepage. Red boxes highlight the following elements:

- Navigation tabs: Mailing Services, Shipping Services, Additional Services
- User actions: Alerts, Pending Requests, Manage Account
- User greeting: Welcome, Seci [Name]
- Address: LENFANT PLZ SW, WASHINGTON, DC 20260-01
- Account Overview: Select EPS# (1000), Current Balance (\$0.00), Pending Transactions (\$0.00), Account Status: PENDING
- Mailer Scorecard: March 2023, Message: "You either do not participate in this program, or we have yet to receive data for this GRID."
- Favorite Services: Balance & Fees, Customer Label Distribution, Dashboard, EPS, Every Door Direct Mail, IMaB, Mailer ID, Mailing Reports, PDX, Postal Wizard
- Recent Mailings: Filter (All Mailings), Date (03/30/2023)

Job ID	Mail Class	Mailers Mailing Date	Mailing Group ID	Number of Pieces	Permit USPS No.	Post Office Of Mailing	Postage	Postage Statement ID	Statement Status	Submission Date
	SM	04/03/23	75518417	1000	PC	480420	\$339.32	130264899	UPD	03/28/23
	SM	03/31/23	75518416	200	MT	480420	\$70.20	130264898	UPD	03/28/23
	FC	03/31/23	75518413	325	MT	105000	\$156.00	130264895	UPD	03/28/23

Welcome Page Navigation Bar



Choose the CRID to View

Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

Welcome, [User Name]

ELECTRONICS SUPPLY (0901), 12 GE MASON DR # 1, ARLINGTON, VA 22205

Next Permit Fee: \$290 Due 10/28/2023

[Balance and Fees](#)

Allows the user to select the business name and CRID they wish to view

Displays the next time a permit fee is due and the associated amount and the Balance and Fees link



Enterprise Payment Account Overview

Note: to view this widget you must have Manage Mailing Activity (MMA) and at least a Subscriber role in EPS access for the EPS account.

User can access the EPS from:

- EPS the widget link.
- Additional Services.
- **Favorites Services** widget.

Account Overview

By EPS# By Permit#

Select EPS#

Test EPS Account ▾

\$8,061,861.03
Current Balance

\$0.00
Pending Transactions

Debit transactions are aggregated and withdrawn at 6:00 PM Eastern.

Account Status: ACTIVE

[Enterprise Payment System](#)

Allows user to select an EPS account they wish to view.

Current Balance shows the amount for a trust account.

Pending Transactions displays the amount to be charged to an ACH debit account.

Account Status: Active or Pending

Mailer Scorecard Overview

Mailer Scorecard

eDoc Submitter Mail Preparer Mail Owner

Program Status

- ! Full Service ⓘ ! Move/Update ⓘ
- ! Seamless ⓘ eInduction ⓘ

Top Errors

! Seamless - Nesting/Sortation	2.87%
! Full Service - Bar, Uniq. Piece	2.95%
! Move/Update - COA	2.87%
Full Service - Bar, Uniq. Handling Unit	0.95%

[Mailer Scorecard](#)

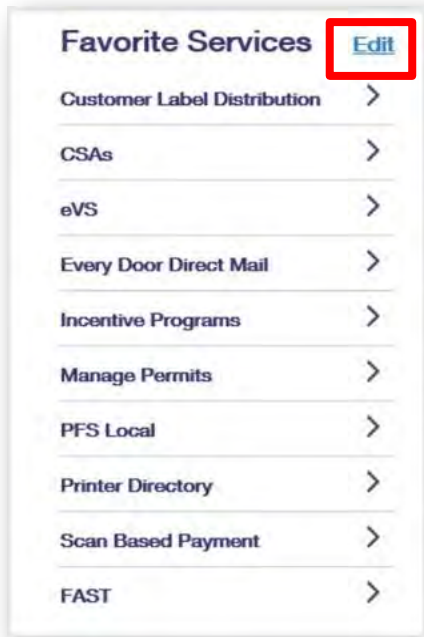
Yellow arrow pointing to the tabs: Tabs allow the letters and flats mailer to choose their view of the scorecard widget

Yellow arrow pointing to the exclamation marks: Exclamation marks appear when an indicator within that service is over an error threshold

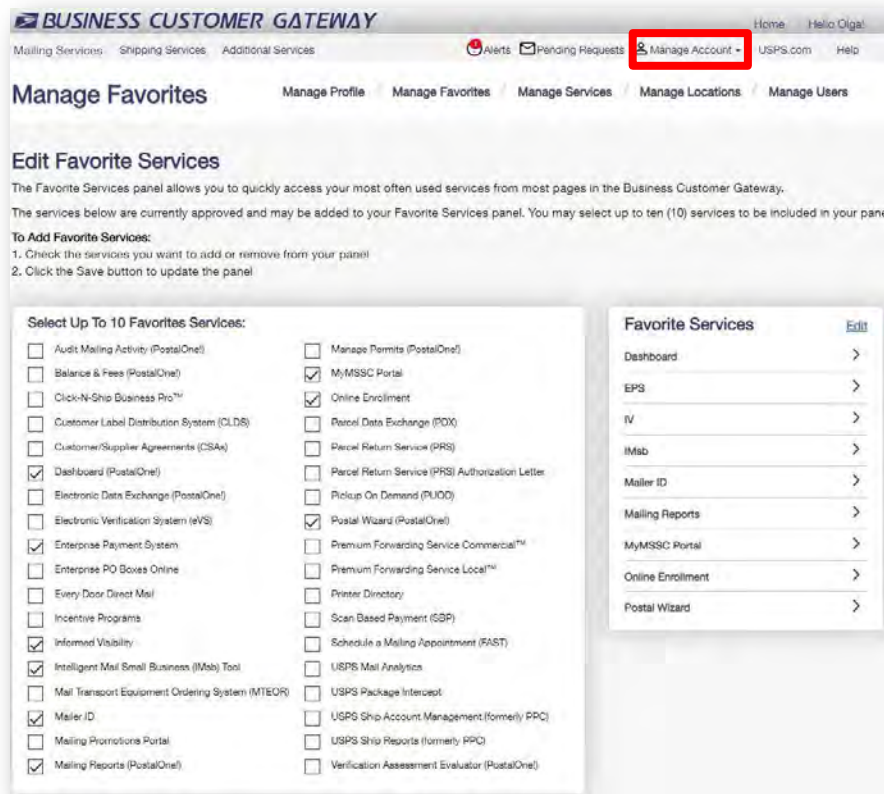
Yellow arrow pointing to the error list: Displays indicators that are over threshold followed by those that have the highest error percentage

Yellow arrow pointing to the link: Link to the Mailer Scorecard. Can also be accessed through Mailing Services → Mailing Reports

Favorite Services



Allows the user to select up to 10 of their favorite services by clicking on the edit button



Recent Mailings Widget

Statements are displayed according to a filterable status and date

Recent Mailings

Finalized 06/08/2020

Job ID	Mail Class	Mailers Mailing Date	Mailing Group ID	Post No.	Post Office Of Mailing	Postage	Postage Statement ID	Statement Status	Submission Date	
CT12127Z	FC	05/30/20	67583360	111	n/a	105000	\$44.18	124621267	FIN	06/02/20
CT12127Z	FC	05/30/20	67583360	30	n/a	105000	\$35.34	124621266	FIN	06/02/20

[+ Show More](#)

[All Mailings](#)

This widget displays can be expanded to display up to the users ten most recent letter and flat mailings

The recent mailings widget displays up to 10 of your recent letters and flats mailings, for which submitted by eDoc, from the *Postalone!* dashboard. To view this widget, user must have MMA access.



Mailing Services

Mailing Services

Shipping Services

Additional Services

Alerts

Pending Requests

Manage Account

USPS.com

Help

Commonly used services

- ✓ Automated Business Reply Mail Tool
- ✓ Balance and Fees
- ✓ CLDS
- ✓ Dashboard *PostalOne!*
- ✓ EDDM
- ✓ Incentive Programs
- ✓ Informed Visibility
- ✓ IMsb Tool
- ✓ Mailer ID
- ✓ Mailing Reports
- ✓ Manage Permits
- ✓ MyMSSC Portal
- ✓ Postal Wizard
- ✓ FAST



Mailing Services

Mailing services help you deliver letters and flat mail pieces. Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

Automated Business Reply Mail more info >	Go to Service
Balance & Fees (PostalOne!) more info >	Go to Service
Customer Label Distribution System (CLDS) more info >	Go to Service
Customer/Supplier Agreements (CSAs) more info >	Go to Service
Dashboard (PostalOne!) more info >	Go to Service
Electronic Data Exchange (PostalOne!) more info >	Go to Service
Every Door Direct Mail more info >	Go to Service
Incentive Programs more info >	Go to Service
Informed Visibility more info >	Go to Service
Intelligent Mail Small Business (IMsb) Tool more info >	Go to Service
Mailer ID more info >	Go to Service
Mailing Promotions Portal more info >	Go to Service
Mailing Reports (PostalOne!) more info >	Go to Service
Manage Permits (PostalOne!) more info >	Go to Service
MyMSSC Portal more info >	Go to Service
Picture Permit Indicia more info >	Get Access
Postal Wizard (PostalOne!) more info >	Go to Service
Printer Directory more info >	Go to Service
Schedule a Mailing Appointment (FAST) more info >	Go to Service
Share Mail more info >	Get Access

21

Update to IMBG Tray Labels

BUSINESS CUSTOMER GATEWAY Home Hello

Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

Mailing Services

Mailing services help you deliver letters and flat mail pieces.

Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.



Your Locations:
All Locations

- Automated Business Reply Mail [more info >](#) [Go to Service](#)
- Balance & Fees (PostalOne!) [more info >](#) [Go to Service](#)
- Incentive Programs [more info >](#) [Go to Service](#)
- Informed Visibility [more info >](#) [Go to Service](#)
- Intelligent Mail Barcode Generator (IMBG) [more info >](#) [Go to Service](#)**

Mailing Reports

Balance and Fees

- Set low balance alerts for non-EPS permits
- Set up auto fee renewal
- Set up fee renewal notice

Manage Permits

- Lists associated Business Locations/CRID
- View all permits, status, and PO of permit finance number linked to selected Business Location/CRID

Transactions and BRM Invoice Detail

- Search date range 125 days or less
- Transactions only appear for 1 year/ 1 month after transaction date.
- BRM search up to 365 days for one permit

Manage Mailing Activity

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

e-VS Customer

- e-VS Monthly Account and Sampling Summary
- eVS/PRS Dashboard
- Manifest Search
- Mailer ID Report
- Third Party Billing Reports
- Dispute Queue
- eVS Alerts
- Print and Deliver Return Label Service

PRS Customer

Home > Mailing Reports

Mailing Reports

- View Transactions**
- Pending Postage Statements
- Induction Activity Report (eInduction)
- Electronic Verification Activity (EVS)
- Parcel Return Service (PRS)
- BRM Invoice Detail Report**
- Customer MRS Detail Report
- Customer MRS Summary Report
- eInduction Quick Status Report
- Mail Entry Additional Postage Assessment Report**
- IMpb Compliance Report
- Mailing Summary Report
- Mail Quality Reports
- Mailer Scorecard**
- View Historical Permit Transactions
- Carbon Accounting Statement
- Tech Credit Report
- QBRM Verification Assessment Report
- QBRM Additional Postage Due Report
- PPI Monthly Summary Report
- Seamless Acceptance Incentive Report

Full Service

- Data Distribution/Informed Visibility Dashboard
- Push Subscription Profile
- Full Service Seamless Acceptance Failure Jobs

eVS/PRS Reports

- Carbon Accounting Statement
- Manifest Confirmation Report
- Manifest Error Report
- Postage Statement Summary
- Sampling Reports
- Unmanifested Records Report

Shipping Services

Mailing Services

Shipping Services

Additional Services

Alerts

Pending Requests

Manage Account

USPS.com

Help

Commonly used services

- ✓ Click-N-Ship® Business Pro
- ✓ Dashboard *PostalOne!*®
- ✓ eVS®
- ✓ Incentive Programs
- ✓ Mailer ID
- ✓ Mailing Reports
- ✓ Manage Permits
- ✓ Online Enrollment
- ✓ Postal Wizard®
- ✓ Premium Forwarding Service (PFS) - Commercial
- ✓ USPS Package Intercept
- ✓ USPS Ship Account Management (formerly PPC)



Balance & Fees (PostalOne!) <small>more info ></small>	Go to Service
Click-N-Ship Business Pro™ <small>more info ></small>	Go to Service
Dashboard (PostalOne!) <small>more info ></small>	Go to Service
Electronic Data Exchange (PostalOne!) <small>more info ></small>	Go to Service
Electronic Verification System (eVS) <small>more info ></small>	Go to Service
Incentive Programs <small>more info ></small>	Go to Service
Mailer ID <small>more info ></small>	Go to Service
Mailing Reports (PostalOne!) <small>more info ></small>	Go to Service
Manage APIs <small>more info ></small>	Get Access
Manage Permits (PostalOne!) <small>more info ></small>	Go to Service
Official Mail Shipping Labels <small>more info ></small>	Get Access
Online Enrollment <small>more info ></small>	Get Access
Parcel Data Exchange (PDX) <small>more info ></small>	Go to Service
Parcel Return Service (PRS) <small>more info ></small>	Go to Service
Parcel Return Service (PRS) Authorization Letter <small>more info ></small>	Go to Service
Postal Wizard (PostalOne!) <small>more info ></small>	Go to Service
Premium Forwarding Service Commercial™ <small>more info ></small>	Go to Service
Premium Forwarding Service Local™ <small>more info ></small>	Go to Service
PS Form 3801 <small>more info ></small>	Get Access
Scan Based Payment (SBP) <small>more info ></small>	Go to Service
USPS Package Intercept <small>more info ></small>	Go to Service
USPS Ship Account Management (formerly PPC) <small>more info ></small>	Go to Service
USPS Ship Disputes and Refund Requests <small>more info ></small>	Get Access

Additional Services

Mailing Services

Shipping Services

Additional Services

Alerts

Pending Requests

Manage Account

USPS.com

Help

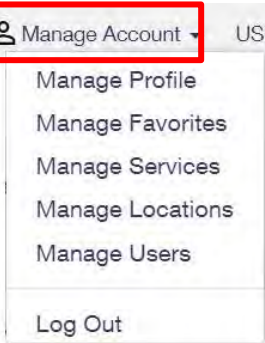
Commonly used services

- ✓ Enterprise Payment System
- ✓ Enterprise PO (ePOBOL)
- ✓ Informed Delivery® Campaign Portal
- ✓ Intelligent Mail® Services
- ✓ Mail Transport Equipment Ordering System (MTEOR)
- ✓ Pickup On Demand
- ✓ StampsNow Commercial Postal Store



Approved Shipper more info >	Go to Service
Audit Mailing Activity (PostalOne!) more info >	Go to Service
Bulk Indemnity Claims more info >	Get Access
Business Service Network (BSN) eService more info >	Get Access
Contract Postal Unit Commercial Postal Store more info >	Get Access
Enterprise Payment System more info >	Go to Service
Enterprise PO Boxes Online more info >	Go to Service
Informed Delivery® Mailer Campaign Portal more info >	Get Access
Informed Delivery® Shipper Campaign Portal more info >	Get Access
Intelligent Mail Services more info >	Go to Service
Mail Transport Equipment Ordering System (MTEOR) more info >	Go to Service
NSA Rate Access in Informed Visibility more info >	Get Access
Pickup On Demand (PUOD) more info >	Go to Service
Retail Business Partners more info >	Go to Service
Service Refunds more info >	Go to Service
StampsNow Commercial Postal Store more info >	Get Access
USPS Tracking™ more info >	Go to Service
Verification Assessment Evaluator (PostalOne!) more info >	Go to Service

Manage Account Tab



Manage Profile

- Allows the user to change their account details, such as contact information.

Manage Favorites

- Edit the ten shortcuts that are visible on the home page.

Manage Services

- View current services and request access to services.

Manage Location

- Displays all relevant information about the locations currently set up in the account.

Manage Users

- Allow BSA and BSA delegates to approve/edit user access.

Manage Profile

1. User Details – Edit

- Contact info
- Change password
- Update business address
- Change BCG home location
- Remove business locations

2. Favorites Services – Edit (10)

3. Home Business Location

- View Mailer IDs
- Add Business Location

4. Mail Service Providers

- Get MID/CRIDs
- Customer Validation Tool

The screenshot shows the 'Manage Profile' page in the BUSINESS CUSTOMER GATEWAY. The page is divided into several sections:

- User Details:** A box containing the user's name 'Number One Customer', email 'Customeremail@mail.com', and phone '(309) 999-9999'. A yellow callout '1' is placed over this box. An 'Edit' link is visible to the right.
- Favorite Services:** A list of services including 'CNS Business Pro', 'Dashboard', 'Every Door Direct Mail', 'IMsb', 'Mailer ID', 'Mailing Reports', 'Online Enrollment', and 'Postal Wizard'. A yellow callout '2' is placed over the top of this list.
- Display Controls:** A section with the heading 'Select what contact information to display to users when requesting approval for services'. It includes checkboxes for 'Name' (checked), 'Phone', and 'Email'.
- Home Business Location:** A section containing 'Customers Business Name' (123 Main St, Anywhere, US 12345, UNITED STATES), 'Customer Registration ID (CRID)' (12348678), and 'Mailer ID (MID)' (View your MailerIDs). A yellow callout '3' is placed over the business name, and a yellow callout '4' is placed over the Mailer ID link.

Navigation tabs at the top include 'Manage Profile', 'Manage Favorites', 'Manage Services', 'Manage Locations', and 'Manage Users'. The page also features a top navigation bar with 'Home', 'Hello', 'Alerts', 'Pending Requests', 'Manage Account', 'USPS.com', and 'Help'.

Manage Services

Manage Services by Location or Service

1. View the status of each service
2. View your role
 - a. [BSA](#) – You are the BSA
 - b. **Show BSA** – Not You or No BSA available (click on Show BSA to see the current BSA of service if available)
3. Get Access/Remove/Cancel – to request access, to remove, or to cancel your access

The screenshot shows the USPS 'Manage Services' interface. At the top, there are navigation tabs for 'Mailing Services', 'Shipping Services', and 'Additional Services'. Below this, there are sub-tabs for 'Manage Profile', 'Manage Favorites', 'Manage Services', 'Manage Locations', and 'Manage Users'. The main content area has two tabs: 'Manage By Location' and 'Manage By Service'. A dropdown menu is labeled 'Show Services for Location:'. Below this is a table with columns for 'Service', 'Status', 'Role', and an action column. Annotations include: 1. A yellow circle around the 'Status' column header. 2. A yellow circle around the 'Role' column header. 3. A yellow circle around the 'Get Access' button in the 'Bulk Indemnity Claims' row. 4. A red box around the 'Remove' button in the 'Click-N-Ship Business Pro™' row. 5. A red box around the 'Cancel' button in the 'Contract Postal Unit Commercial Postal Store' row. 6. A red box around the 'Remove' button in the 'Customer Label Distribution System (CLDS)' row.

Service	Status	Role	Action
Audit Mailing Activity (PostalOne!)	Approved	BSA	N/A
Bulk Indemnity Claims	Available	Show BSA	Get Access
Business Service Network (BSN) eService	Approved	BSA	N/A
Click-N-Ship Business Pro™	Approved	BSA Delegate Show BSA	Remove
Commercial Mail Receiving Agency	Approved	User Show BSA	Remove
Contract Postal Unit Commercial Postal Store	Pending Help Desk ⓘ	Show BSA	Cancel
Customer Label Distribution System (CLDS)	Approved	User Show BSA	Remove

Manage Locations

1. Allows additional business locations to be added to the BCG
2. The BSA can also edit a business affiliation address or MSP designation
3. The BSA can also Edit the BCG Home Location

The screenshot shows the 'Manage Locations' page with a navigation bar at the top containing 'Manage Profile', 'Manage Favorites', 'Manage Services', 'Manage Locations', and 'Manage Users'. Below the navigation bar is a text box with the message: 'The Manage Locations table allows you to view all relevant information about the locations currently set up in your account.' To the right of this text is a button labeled 'Add Location', which is highlighted with a red box and a yellow callout bubble containing the number '1'. Below the text box is a search bar with the placeholder text 'Find by Business Name, Address, State, City, ZIP, CRID, or MSP' and a 'Reset' button. Below the search bar is a table with columns: 'Business Name & Address', 'City', 'State & Zip', and 'CRID'. The table contains three rows of data. The first row is highlighted with a red box and a yellow callout bubble containing the number '2'. This row has a home icon in the first column, which is highlighted with a red box and a yellow callout bubble containing the number '3'. The 'Edit' button for this row is also highlighted with a red box. The second and third rows also have 'Edit' buttons, which are also highlighted with a red box.

Business Name & Address	City	State & Zip	CRID
AI 3: [redacted] CIR 123 Main St. BMEU PRACTICE PERMIT PO BOX 522840	COCONUT CREEK	FL 33063	16[redacted]173 Yes
[redacted]	MIAMI	FL 33152-2840	12123040 Yes
MAI 359 [redacted] UM CIR	COCONUT CREEK	FL 33063	25[redacted]182 Yes

Manage Users

Manage Users Manage Profile Manage Favorites Manage Services Manage Locations Manage Users

Control Access to Your Services

Use this page to control who can or cannot access the services for which you are the Business Service Administrator (BSA). To find a specific user, service, or location, use the filters to narrow down the list.

To Revoke and Archive Records:
If you are a Business Service Administrator or Delegate you can revoke your Users' access to services and archive these records. Archived records will not be displayed under Manage Users for the BSA or Delegates.

[Revoke and Archive Users](#)

Filter by Location:

Filter by Service: Show only Pending requests

Filter by User: Filter by Access Level: [Reset All Filters](#)

Manage User Access

Business Name & Location	User	Service	Access Level
Nick Altrock 333 W 35 th St Chicago IL 60616 CRID: 94818336	Nick	Package Platform Reports	No Access

Access: provides user with access to the service for that business location

BSA Delegate allows user to approve/deny requests for that service & location on your behalf

No Access: denies user access to the service for that location

Requested: will default to this when the user has requested access and the BSA has not acted on yet

- No Access
- Access
- BSA Delegate
- No Access
- Requested






Help Options

Mailing Services Shipping Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

Support

Need help? You've got questions, we've got answers. Below you can find the information to support your mailing and shipping needs

[BCG Navigation Guide](#) [Need to manage BSA assignments?](#)



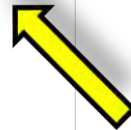
Online Support
Send us an email at:
mssc@usps.gov

[Get Started with Full-Service](#)
[Learn more about the BCG](#)
[Postal Explorer](#)
[USPS News & Information](#)
[USPS Tracking™](#)
[USPS.com](#)
[Vendor list for Full Service Software](#)

Live Support
For general information, call us at (877) 672-0007.
Mon-Fri: 7:00 A.M. to 7:00 P.M. (CT)
Sat/Sun/Holidays: Closed
[Additional Support Contact Information](#)

BCG Service Information
Browse through our shipping and mailing services articles which will assist you with your questions.

[Electronic Verification System \(eVS\)](#)
[Enterprise Payment System](#)
[Every Door Direct Mail \(EDDM\)](#)
[IV@ - Mail Tracking & Reporting](#)
[Incentives & Promotions](#)
[Streamlined Publication](#)



Help Topics – Logging in and Resetting Username or Password

USPS.com Account

USPS.com account provides access to all of your operations and services on USPS.com. Usernames and Passwords are case sensitive.

User Name

LeanneHerman_Sep1

Password

Sign In

[Forgot your username?](#)

[Forgot your password?](#)



COPYRIGHT SEPIRE | 2024

Adding Favorites (up to 10 total)

Favorite Services Edit

- Dashboard >
- Informed Delivery®-Mailer >
- Mailer ID >
- Mailing Reports >
- MP Portal >
- MyMSSC Portal >
- Online Enrollment >
- Postal Wizard >
- Verification Assessment >

To Add Favorite Services:
1. Check the services you want to add or remove from your panel
2. Click the Save button to update the panel

Select Up To 10 Favorites Services:

<input type="checkbox"/> Audit Mailing Activity (PostalOne!)	<input checked="" type="checkbox"/> MyMSSC Portal
<input type="checkbox"/> Balance & Fees (PostalOne!)	<input type="checkbox"/> Official Mail Shipping Labels
<input type="checkbox"/> Business Service Network (BSN) eService	<input checked="" type="checkbox"/> Online Enrollment
<input type="checkbox"/> Click-N-Ship Business Pro™	<input type="checkbox"/> Parcel Data Exchange (PDX)
<input type="checkbox"/> Commercial Mail Receiving Agency	<input type="checkbox"/> Parcel Return Service (PRS)
<input type="checkbox"/> Customer/Supplier Agreements (CSAs)	<input type="checkbox"/> Parcel Return Service (PRS) Authorization Letter
<input checked="" type="checkbox"/> Dashboard (PostalOne!)	<input type="checkbox"/> Pickup On Demand (PUOD)
<input type="checkbox"/> Electronic Data Exchange (PostalOne!)	<input type="checkbox"/> Picture Permit Indicia
<input type="checkbox"/> Electronic Verification System (eVS)	<input checked="" type="checkbox"/> Postal Wizard (PostalOne!)
<input type="checkbox"/> Enterprise Payment System	<input type="checkbox"/> Premium Forwarding Service Commercial™
<input type="checkbox"/> Enterprise PO Boxes Online	<input type="checkbox"/> Premium Forwarding Service Local™
<input type="checkbox"/> Every Door Direct Mail	<input type="checkbox"/> Printer Directory
<input type="checkbox"/> Incentive Programs	<input type="checkbox"/> PS Form 3801
<input checked="" type="checkbox"/> Informed Delivery® Mailer Campaign Portal	<input type="checkbox"/> Scan Based Payment (SBP)
<input type="checkbox"/> Informed Delivery® Shipper Campaign Portal	<input type="checkbox"/> Schedule a Mailing Appointment (FAST)
<input type="checkbox"/> Informed Visibility	<input type="checkbox"/> Share Mail
<input type="checkbox"/> Intelligent Mail Small Business (IMsb) Tool	<input type="checkbox"/> StampsNow Commercial Postal Store
<input type="checkbox"/> Mail Transport Equipment Ordering System (MTEOR)	<input type="checkbox"/> USPS Mail Analytics
<input checked="" type="checkbox"/> Mailer ID	<input type="checkbox"/> USPS Package Intercept
<input checked="" type="checkbox"/> Mailing Reports (PostalOne!)	<input type="checkbox"/> USPS Ship Account Management
<input type="checkbox"/> Manage APIs	<input type="checkbox"/> USPS Ship Disputes and Refund Requests
<input type="checkbox"/> Manage Permits (PostalOne!)	<input type="checkbox"/> USPS Ship Reports
<input checked="" type="checkbox"/> My Products Portal (Formerly Mailing Promotions Portal)	<input checked="" type="checkbox"/> Verification Assessment Evaluator (PostalOne!)

Save Clear All

sepire



COPYRIGHT SEPIRE | 2024

Mailing Reports

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

Mailing Reports

- [View Transactions](#)
- [Pending Postage Statements](#)
- [Induction Activity Report \(eInduction\)](#)
- [Electronic Verification Activity \(EVS\)](#)
- [Parcel Return Service \(PRS\)](#)
- [BRM Invoice Detail Report](#)
- [Customer MRS Detail Report](#)
- [Customer MRS Summary Report](#)
- [eInduction Quick Status Report](#)
- [Mail Entry Additional Postage Assessment Report](#)
- [IMpb Compliance Report](#)
- [Informed Delivery Incentive Refund Report](#)
- [Mailing Summary Report](#)
- [Mail Quality Reports](#)
- [Mailer Scorecard](#)
- [View Historical Permit Transactions](#)
- [Carbon Accounting Statement](#)
- [Tech Credit Report](#)
- [QBRM Verification Assessment Report](#)
- [QBRM Additional Postage Due Report](#)
- [PPI Monthly Summary Report](#)
- [Marriage Mail Incentive Claimant Report](#)
- [Marriage Mail Incentive Claims Report](#)
- [Marriage Mail Incentive Frequency Non-Compliance Report](#)
- [Marriage Mail Incentive Mailing Report](#)
- [Marriage Mail Incentive Total Claims Report](#)
- [Marriage Mail Incentive Running List of All Frequency Non-Compliance Report](#)
- [Seamless Acceptance Incentive Report](#)

sepire



COPYRIGHT SEPIRE | 2024

Transaction Report

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

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 Locations ▾	Mailings ▾	PI - Permit Imprint ▾	starts with ▾ 401
Customer Reference Number	Start Date	End Date	
<input type="text"/>	03/10/2026	03/17/2026	<input type="button" value="SEARCH"/>

If you encounter an error or slow performance during a search, please try the following: Enter a value, select an option, and/or reduce the date range of the search.

Transactions Search Results													DOWNLOAD						
Account #	Permit / Pub CRID	PO of Permit	PO of Mailing	Date	Tran Type	Pstg	Stmt #	Job ID	Job Description	Cust Ref #	PIC	CAPS Tran #	EPS Tran #	Beginning Balance	Amount	Ending Balance	Pieces	Verifications	User Details
9000016886	PI 401	4575578	RICHMOND, VA	BEDFORD PARK, IL	03/13/2026	3602-N	684717698	00119607		119607	N/A	966072477		\$0.00	-4,489.42	-\$4,489.42	21552		



COPYRIGHT SEPIRE | 2024



Mailer Scorecard Demo

I'm an eDoc submitter



This report shows a breakdown of metrics by eDoc submitter CRID across several USPS programs, including Full-Service, Seamless Acceptance, and eInduction.

I'm a Mail Owner or Mail Preparer



This report shows a breakdown of metrics by mail owner and mail preparer across several USPS programs, including Full-Service and eInduction.

sepire



COPYRIGHT SEPIRE | 2024

Manage Account > Manage Profile Demo

User Details

Leanne Herman
lherman@sepire.com
(414) 517-1374

[Edit](#)

Display Controls

Select what contact information to display to users when requesting approval for services

- Name
- Phone
- Email

Favorite Services

[Edit](#)

- Dashboard >
- Informed Delivery®-Mailer >
- Mailer ID >
- Mailing Reports >
- MP Portal >
- MyMSSC Portal >
- Online Enrollment >

Home Business Location

[Terms & Conditions](#)

SEPIRE LLC
7600 S GRANT ST STE 2
BURR RIDGE, IL 60527-7260
UNITED STATES

Customer Registration ID (CRID) ⓘ
26985228

Mailer ID (MID) ⓘ
[View your MailerIDs](#)

Add A Business Location

[Add Location](#)

Does your business have more locations? Click to add additional locations to your account.



Mail Service Providers

Get MID/CRID Assignments for your Customers.

[Get MID/CRIDs](#)

Validate your Client Business Information.

[Customer Validation Tool](#)

Customer Validation Tool

- CRID Validation Tool
- MID Validation Tool
- Bulk Search Tool
- Nonprofit Validation Tool



COPYRIGHT SEPIRE | 2024

Questions – Thank YOU!

Contact Info



Leanne Herman

Director of Postal Affairs

lherman@sepire.com

414.517.1374



COPYRIGHT SEPIRE | 2024

