



Exploring USPS Online Resources

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USPS Online Resources – Welcome!

- Introductions
- This is an interactive, hands-on workshop! Start up your laptop!
- PostalPro, Postal Explorer, Facility Access and Shipment Tracking (FAST), USPS.com
- Workshop Objectives
 - Understand what each resource contains
 - Learn to navigate each resource
 - Tips

What is PostalPro?

PostalPro Overview:

A comprehensive library of technical specifications, mailing promotions, and software vendor certifications.

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

Key Takeaways:

- Finding critical reference documents and specifications.
- Understanding the top menu bar, search function, and the "What's New" alerts.

Exploring PostalPro

Getting started

- Find certified mail service providers and software vendors.
- Learn how to open an Enterprise Payment System account.
- View the Publication for Mail Acceptance.

Get the latest information

- Explore Industry Alerts.
- See the most recent documents posted on PostalPro.
- Make yourself aware of service alerts.

Promotions and Incentives

Learn about mailing promotions

- Watch a video about the Mail Growth Incentive.
- View the promotions calendar.
- Give USPS a great idea for a new promotion.

What is Postal Explorer?

- The Postal Service's central hub for mailing regulations - it's searchable!
- Manuals, Publications, Calculators, Tools, Archives, Prices
- What it does for you: compliance, accuracy, faster trouble shooting and locating information
- <https://pe.usps.com>

Postal Explorer Site Navigation

- Homepage layout
 - Navigation Bar and Search
 - Domestic Mail
 - International Mail
 - DMM and IMM Pending Updates
 - Prices
 - Network Redesign
- Search bar vs manual browsing
- Let's go!

Postal Explorer – Domestic Mail Manual (DMM)

- Structure and organization
- DMM Subject Index
- DMM Summary of Changes
- Exercise
 - Find the DMM section on Physical Standards
 - Search for Folded Self-Mailer regulations

Quick Service Guides (QSGs)

- Simplified and easy reference versions of the DMM regulations
- Provides DMM references and illustrations
- Exercise
 - Find and review QSG 240c – USPS Marketing Mail Automation letters
 - Find and review QSG 604d – Permit Imprints

Postal Explorer – Other Manuals, Publications and Reference Materials

- Customer Support Rulings (CSRs)
 - Supplements the DMM
 - Exercise:
 - [Find the CSRs that pertain to magnets](#)
- Postal Addressing Standards (Pub 28)
 - Describes both standardized address formats and content
- Nonprofit USPS Marketing Mail Eligibility (Pub 417)
 - Eligibility, authorization, and rules for mailing at Nonprofit USPS Marketing Mail prices
- A Customer's Guide to Mailing (DMM 100)
 - Simplified for mailing retail

Postal Explorer – Other Manuals, Publications and Reference Materials

- Pub 52: Hazardous, Restricted & Perishable Mail (Hazmat)
 - Provides regulations on for hazardous, restricted and perishable items
 - All applicable content was removed from the DMM and incorporated into Pub 52 effective July 7, 2014
- International Mail Manual (IMM)
 - Provides regulations for all international mailing services and references for the applicable prices
 - Summary of Changes
 - Contains nine chapters which describe mailing methods based on shape of mail, category of mail service, and topic
 - **Tip:** If you click on a subsection in the table of contents it takes you to the first page of the section
 - The chapters are followed by individual country listings that contain specific mailing standards for each country

Postal Explorer – Pending Updates and Prices

- DMM and IMM Pending Updates
 - Proposed DMM language for upcoming structural and price changes
- Prices
 - Current Notice 123
 - Transportation-Related Time-Limited Price Change
 - Upcoming Price Change Information – July 2026
 - Excel and CSV formats, Change Log
 - Tip: to find current and previous prices in downloadable formats go to:
Archives → Price and SKU File Archive
- Network Redesign
 - Industry Alerts on RPDCs, LPCs and S&DCs

Test Business Customer Gateway Account

gateway-cat.usps.com

Username: NCEDCATuser2

Password: SevenSeas2021#

Facility Access and Shipment Tracking (FAST)

FAST System Overview:

- FAST is the business processing engine for scheduling drop ship and origin entry appointments at USPS facilities.
- Core Benefits: End-to-end visibility, resource planning, and decreased dock wait times.

Key Takeaways:

- Navigating the FAST interface.
- Streamlining appointment scheduling.
- Leveraging APIs.

FAST Navigation

Dashboard Tour: Locating the Facilities, Reports, Resources, and Origin Entry tabs.

- Locate the reference documents and job aids.
- Facility Information & Characteristics
- Searching Facilities: Finding physical and operating characteristics of destination facilities.

Creating a One-Time Appointment.

- Step-by-Step: Entering shipment details, mail class, shape, and palletization.
- Create a mock one-time drop shipment appointment.
- Cancelling an appointment.

Recurring Appointments

- Setting up and managing routine drop shipments.
- Checking the approval status of a reoccurring appointment.
- Cancelling a reoccurring appointment.

USPS.com → <https://about.usps.com/>

- Five “tabs”
 - Who we are
 - What we do
 - Newsroom
 - Resources
 - Careers (we’ll not be covering)

USPS.com - “Who we are”

- “Who we are” contains six categories
 - Leadership
 - Board of Governors (BOG)
 - Members
 - About BOG
 - Sessions
 - Committees
 - Executive Leadership team
 - Postmaster General and executive team
 - Organization of Postal Leadership
 - Postal Profile
 - Government Relations
 - Law Department
 - Judicial Officer
 - Stamps

USPS.com - “What we do”

- “What we do” contains five categories
 - Strategic planning
 - Delivering For America – Learn more
 - Key progress milestones
 - Network modernization
 - Reform Act
 - Simplified shipping
 - Postal rates
 - Service standards
 - Operations

USPS.com - “What we do”

- Business Services
 - Mailer Resources
 - Postal Customer Council,
 - Postal Pro,
 - Postal Explorer,
 - Business Customer Gateway (BCG) Strategic planning
 - Licensing
 - Facilities leasing and property management
 - Rights and permissions
 - Delivery growth management
 - Auctions
 - Suppliers
 - Public Key Infrastructure

USPS.com - “What we do”

- Government Services
 - Political Mail
 - Political Mail vs Official Election Mail
 - Election Mail
 - Passport services
 - Federal government solutions
 - Official mail
- Social responsibility
 - Sustainability
 - Securing the mail
 - Postmaster finder
- Performance
 - Service Performance Results
 - Mailing Service Measurements Results
 - Financials
 - Household Mail Survey

USPS.com - “Newsroom”

- Newsroom contains four categories
 - Service alerts
 - Severe weather
 - Flooding conditions
 - Diplomatic Post Office (DPO) suspensions
 - Military Post Offices temporarily suspended
 - Holidays & events
 - Postal Holidays
 - News
 - Digital media
 - News
 - Digital media

USPS.com - “Resources”

- Resources
 - Publications
 - Forms
 - Postal Bulletin
 - Eagle magazine – USPS Internal publication

Thank You!

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**MTAC Immediate Past
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