

STEPS TO ACQUIRE A BUSINESS MAILER ID

**STEP-BY-STEP INSTRUCTIONS FOR ANY
BUSINESS.**

BY: PRINTING CONCEPTS

ACQUIRE A BUSINESS MAILER ID

The Mailer ID is a six or nine-digit number assigned by the USPS® that identifies the specific business sending the mailing. Higher volume mailers are eligible to receive six-digit Mailer IDs, and lower volume mailers will receive nine-digit Mailer IDs.

Setting up your Business Mailer ID can be done in just a few minutes and consists of two parts for most people. It is important that you complete the following steps so that you are able to send business mail at an optimal rate starting in 2013.

When you are finished, please send your new Mailer ID to Melissa Rogowski at Printing Concepts so that we may keep it on file. You can email Melissa at mrogowski@printingconceptsonline.com

PART 1:

ACQUIRE A BUSINESS MAILER ID

Visit USPS.com

The screenshot shows the USPS website homepage. A callout box on the left says "Visit USPS.com". The browser address bar shows "https://www.usps.com". The main navigation bar includes "Ship a Package", "Send Mail", "Manage Your Mail", "Shop", and "Business Solutions". A central banner features a mail carrier and a customer, with the text "Pay, Print, & Pickup" and "The Postal Service™ makes it easy to return your returns from home." Below this are three promotional tiles: "Need to Change Your Address?", "New Prices January 27, 2013", and "Village Post Office". The footer contains sections for "LEGAL", "ON USPS.COM", "ON ABOUT.USPS.COM", and "OTHER USPS SITES". A callout box at the bottom right says "Select the Business Customer Gateway".

USPS - The United States | x
https://www.usps.com
English Customer Service USPS Mobile Register / Sign In

USPS.COM Search USPS.com or Track Packages

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Quick Tools

Always a Click Away
Roll over the tools menu across the site to access quick, handy tools.

- Track & Confirm
- Find Locations
- Calculate a Price
- Look Up a ZIP Code™

Ship Online Now >

Pay, Print, & Ship
Ship online quickly with Click-N-Ship®, our easy-to-use tool.

Pay, Print, & Pickup
The Postal Service™ makes it easy to return your returns from home.
LEARN MORE

Need to Change Your Address?
Get started now >

New Prices
January 27, 2013
Learn More >

Village Post Office
We've expanded access to our products & services >

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ON USPS.COM
Government Services >
Buy Stamps & Shop >
Print a Label with Postage >
Customer Service >
Site Index >

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Business Customer Gateway >
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Select the Business Customer Gateway

ACQUIRE A BUSINESS MAILER ID

CREATE YOUR USPS ACCOUNT

The screenshot shows the USPS Business Customer Gateway login page. The browser address bar displays <https://gateway.usps.com/bcg/login.htm>. The page header includes the USPS logo and navigation links for 'USPS.COM | GATEWAY | HELP'. The main content area is titled 'Business Customer Gateway' and includes a welcome message and a 'Login' section with fields for 'Username' and 'Password', and a 'Sign In' button. Below the login section are several menu categories: 'Design & Prepare', 'Mail & Transport', 'Track & Report', and 'Customer Support'. A callout box with a black border and white background points to the 'Sign In' button, containing the text 'You may Sign In here.' Another callout box with a black border and white background points to the 'New User Registration' link, containing the text 'If you don't yet have a customer account, you will need to create one by registering as a New User.'

Business Customer Gateway

Welcome to the Business Customer Gateway! This portal gives you a single entry point for Postal Service® online business services. Options support Intelligent Mail® products and services, including *PostalOne!*, Facility Access and Shipment Tracking, Mailer IDs, elnduction and tracking. Use the Online Enrollment service to join Shipping Service programs.

Login

Username
Password
[Sign In](#)

[New User Registration](#)
[I forgot my password](#)

Design & Prepare

- Electronic Data Exchange (PostalOne!)
- Intelligent Mail Small Business (IMsb) Tool
- Online Enrollment
- Intelligent Mail Services
- Mailer ID
- STAMPS NOW

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer/Supplier Agreements (CSAs)
- USPS Package Intercept
- Customer Label Distribution
- Schedule a Mailing Appointment (FAST)

Track & Report

- ADVANCE
- Manage Mailing Activity
- Track & Confirm
- Delivery Confirmation
- Product Performance Reports

Customer Support

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Privacy Policy >
Terms of Use >
FOIA >
No FEAR Act EEO Data >

ON USPS.COM
Government Services >
Buy Stamps & Shop >
Print a Label with Postage >
Customer Service >
Site Index >

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About USPS Home >
Newsroom >
Mail Service Updates >
Forms & Publications >
Careers >

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Business Customer Gateway >
Postal Inspectors >
Inspector General >
Postal Explorer >

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You may Sign In here.

If you don't yet have a customer account, you will need to create one by registering as a New User.

ACQUIRE A BUSINESS MAILER ID

CREATE YOUR USPS ACCOUNT

USPS.com® - Register for

https://reg.usps.com/entreg/RegistrationBusinessActionInput.action

Create Your USPS.com Business Account

Account type

- Business

Create a username & password

* Indicates a required field

***Pick a Username**

Usernames need 6 characters. You can use your email address.

printingconcepts_erie

CHECK THIS NAME Available!

***Pick a Password**

Passwords need 7 characters, including a letter and number. They are case-sensitive. They can include special characters, but not your username or more than two repeat characters in a row.

Password

Password Strength

96% Very Strong Password

Re-Type Password

It's a Match!

***Pick Two Security Questions**

Please answer two secret questions. If you forget your password, you will be asked for this information to re-gain access to our site.

***Pick Your First Security Question**

In what city were you born?

Your Answer

Answers are not case-sensitive.

Re-Type Your Answer

CONFIRM FIRST SECURITY ANSWER

It's a Match!

Next, we need your name and contact info

* Indicates a required field

Enter Your Name

Title

Select

*First Name M.I. *Last Name

Jon Hall

Suffix

Select

Enter Your Company Identifier (CRID)

If you know the company identifier (CRID) for your location, please enter the number here.

CRID

CHECK THIS CRID

Enter Your Phone Number

*Type *Phone Ext.

US 814-833-80

Type Fax

US

Enter Your Address

*Country

UNITED STATES

*Company Name

Printing Concepts

*Street Address

Enter Your Email Address

jhall@printingconceptsonline.com

*Re-Type Your Email Address

jhall@printingconceptsonline.com

It's a Match!

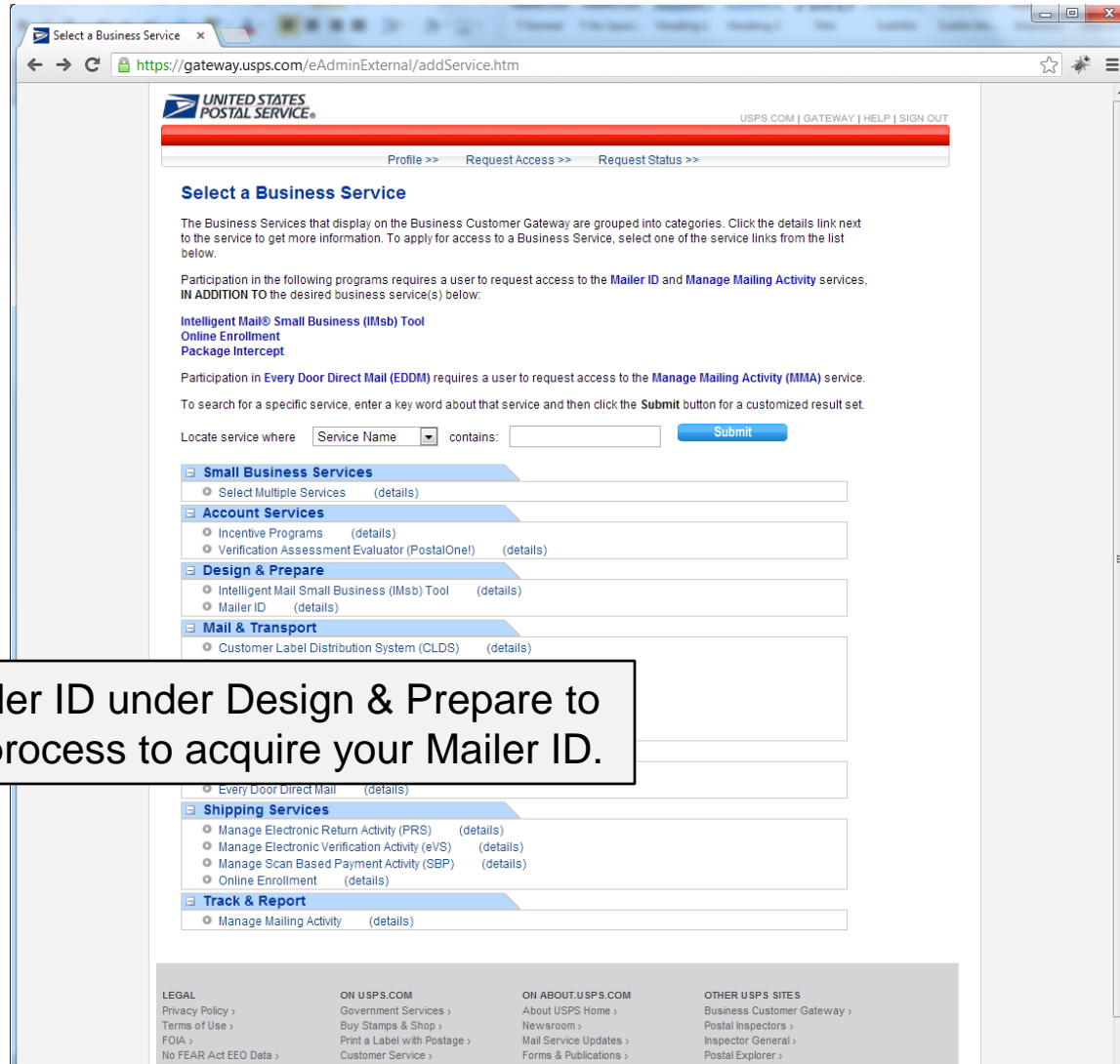
Can we contact you?

Create your Username/ Password and Profile.

Click Create Account when you are finished and you will be redirected to a Business Account Page.

ACQUIRE A BUSINESS MAILER ID

SIGNING UP FOR A MAILER ID



Select a Business Service

UNITED STATES POSTAL SERVICE®
USPS.COM | GATEWAY | HELP | SIGN OUT

Profile >> Request Access >> Request Status >>

Select a Business Service

The Business Services that display on the Business Customer Gateway are grouped into categories. Click the details link next to the service to get more information. To apply for access to a Business Service, select one of the service links from the list below.

Participation in the following programs requires a user to request access to the **Mailer ID** and **Manage Mailing Activity** services, **IN ADDITION TO** the desired business service(s) below:

Intelligent Mail® Small Business (IMsb) Tool
Online Enrollment
Package Intercept

Participation in **Every Door Direct Mail (EDDM)** requires a user to request access to the **Manage Mailing Activity (MMA)** service.

To search for a specific service, enter a key word about that service and then click the **Submit** button for a customized result set.

Locate service where contains:

- Small Business Services**
 - Select Multiple Services (details)
- Account Services**
 - Incentive Programs (details)
 - Verification Assessment Evaluator (PostalOne!) (details)
- Design & Prepare**
 - Intelligent Mail Small Business (IMsb) Tool (details)
 - Mailer ID (details)
- Mail & Transport**
 - Customer Label Distribution System (CLDS) (details)
- Shipping Services**
 - Every Door Direct Mail (details)
 - Manage Electronic Return Activity (PRS) (details)
 - Manage Electronic Verification Activity (eVS) (details)
 - Manage Scan Based Payment Activity (SBP) (details)
 - Online Enrollment (details)
- Track & Report**
 - Manage Mailing Activity (details)

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Business Customer Gateway >
Postal Inspectors >
Inspector General >
Postal Explorer >

Select Mailer ID under Design & Prepare to begin the process to acquire your Mailer ID.

ACQUIRE A BUSINESS MAILER ID

SIGNING UP FOR A MAILER ID

Select Business Locations

UNITED STATES POSTAL SERVICE®

USPS.COM | GATEWAY | HELP | SIGN OUT

Profile >> Request Access >> Request Status >> Request Inbox >> Manage User Access >>

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

Mailer ID (details)

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 type="checkbox"/>	PRINTING CONCEPTS INC	3605626	4982 PACIFIC AVE	ERIE	PA	16506-4978

Cancel **Next >**

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Site Index >

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Select your existing business and press Next. On the next page, Confirm your Request for Mailer ID and USPS will take care of the rest.

ACQUIRE A BUSINESS MAILER ID

If you have any questions or concerns, please contact [Melissa Rogowski at Printing Concepts.](#) We can also provide additional support if you run into problems while creating your Business Mailer ID.



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