Enterprise Payment System

Account Creation

Eligible Products/Services

- Priority Mail
- First-Class Mail, Letters, Cards, Flats, and Package Service
- USPS Marketing Mail, Letters, Flats, and Parcels
- Parcel Select
- Media Mail & Library Mail
- Bound Printed Matter
- Every Door Direct Mail (EDDM) -BMEU
- Periodicals / Pending Periodicals
- International Products
- Business Reply Mail (BRM/ QBRM)
- Intelligent Mail barcode Accounting (IMbA)
- Share Mail
- Electronic Verification System (eVS)
- Click-N-Ship Business Pro
- USPS Returns*
- PC Postage/Endicia*
- DFAS/SAM*
- iCAPS*
- Third Party Billing (TPB)Commercial Postal Store,
- StampsNowPremium Forwarding Service
- Commercial (PFSC)
 PO Box, Caller & Reserve Services (EPOBOL)
- All Address Quality Products (including AEC, AECII and ACS)
- Parcel Return Service (PRS)

Eligible Submission Methods

- eDoc (Mail.dat/Mail.XML)
- Postal Wizard
 Intelligent Mail Sr
- Intelligent Mail Small Business
 (IMsb) Tool

Eligible Permit Types

- Permit Imprint
- Metered
- Precanceled Stamps
- Periodicals (PE/PP)
 Peeters Direc(DD)
- Postage Due (PD)Business Reply (BR)

Eligible Transactions

- Postage Statement Processing (Domestic & International)
- Adjustments
- Mail Entry Postage Assessments
- Reversals
- Refunds (including Value Added Refunds (VAR))
- Deposits & Transfers
- Fee Payments
- Postage Due
- FOIA Requests

The Enterprise Payment System (EPS) allows customers to pay for Postal products and services through a single account, called the Enterprise Payment Account (EPA). The benefits of EPS include:

- Pay and manage services online using a single account
- Automatically pay annual fees from EPA
- Enhanced security features, centralized balance and account management
- Fund as ACH Debit or Trust Account
- Self-service customer experience
- Intuitive and interactive mailing reports
- Manage Post Office Boxes through EPOBOL

Funding permits has become much more convenient with EPS:

- Fund your EPS account using cash, check or money order at any designated Post Office.
- EPS accounts can be electronically funded using:
 - \Rightarrow Electronic Funds Transfer
 - \Rightarrow Mobile Check Deposit
 - \Rightarrow ACH Credit
- Non-Eligible Products/Services: Ghost (GH)
 OMAS Business Reply (OB)

OMAS Postage Due (OD)

OMAS Return Services (OR)

OMAS Imprint (OI)

OMAS Metered (OM)

The following products will require assistance to migrate to EPS. Please reach out to the <u>MSSC</u>

USPS Returns PC Postage/Endicia DFAS/SAM iCAPS

Easy Enrollment

New users will sign up for an account in the **Business Customer Gateway**

- 1. Request to participate in EPS
- 2. Create an Enterprise Payment Account (EPA)
- 3. Manage user roles
- 4. Select payment method



Step 1: Request Access to Enterprise Payment System (EPS)

1. On the **Additional Services** page of the Business Customer Gateway (BCG), locate Enterprise Payment System and select **Get Access**.

+ Enterprise Payment System m	nore info >
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- Get Access
- 2. Approval is an automatic process for the first user requesting access; a **Pending BSA** message will require approval of the current BSA
- 3. Simply click **Go to Service** to enter the EPS System

+ Enterprise Payment System more info >

Go to Service



Enterprise Payment System

Account Creation



Step 2: Create an Enterprise Payment Account (EPA)

Thank you for choosing USPS Enterprise Payment! The process to create a new Enterprise Payment account is simple. We'll ask	From the EPS Dashboard, go to the New EPS Account .	e EPS Accounts dropdown or und	er Quick Links, select Create a
Create a New Account Strategiese role and service and service and service products and service product and service products and service	 On the <i>Create a New Ac</i> Agree to the Terms and Verify your information. page; click Next. Select the CRID that the Assign user roles (if apple A 10 digit EPA number is 	<i>count</i> screen click Submit Conditions; click Submit To make any necessary changes EPS will be associated to; click I licable; see Step 3 for Managing s created. (Add an account nickne	s, click the hyperlink on the lext User Roles*) ame is optional)
Please review and accept the Terms and Conditions for the Enterprise Payment System	Proceed to Step 4 Select Verify Details Select CRID Set User Roles Completed	Verily Details Select CRID Set User Roles Completed Please select a Business Location to associate with this EPS	We Shall Sector Set to fully Complete Grant the following user access to this DS accessity by Veleting a finder the following user access to this Bullines Location through the CSC To stres on a the Ambed and completed at a
Terms and Conditions ENTERPRISE PAYMENT SYSTEM By decising the 1/GREF too, you actionalizing that you have read, understand and areas to the times and conditions at other for the finefinite Payment and agrees to the times and conditions at other for the finefinite Payment	Please verify your information.	account. The Bearinesi Acadion you select will determine what users are eligible for access to the account. You will be able to determine individual access and roles in the next step.	Mare Yene. For more information, molecular Multiple Active Oceanity Ø Balaness Location * 16012973 Referent. or Proceeds Account Context Information Prime 1999 OCCOUNT OC. COCCOUNT CONTEXTS Section 301 UNITID STATES
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entry User has accepted the Agreement on behalf of a coldy responsible for and shall also by herea Rivers and conditions of Use as well as all policies, procedures and regulations of the United States Postal Service. To the extent that the terms and conditions are not consistent with any provisions of the Domestic Mall Manual (DMM) or any other regulations or	← Back Next	0 29236182 0 Maria place - 1 UNITED STATE.	ل Uner ۲ ۲۵۰ ۲۵۰ ۲۰ ۲۰ ۲۰ ۲۰ ۲۰ ۲۰ ۲۰ ۲۰ ۲۰ ۲۰ ۲۰ ۲۰ ۲۰
nuling of the USP applicable to its mail products or service presented to the total sequences for any other active agreement participates has with the USP, the DMM and those regulations and nulings will prevail.	3. Verify the profile and account information		5. Assign user roles

2. Agree to the Terms & Conditions

6. You are assigned a 10-digit EPA

			
Verify Details	Select CRID	Set User Roles	Completed
Congratulations	I Your EPS accou	nt is created!	
Your EPS N	mber is: 100005217)	

4. Select the Business Location

Step 3: Manage User Roles*

The first person to request access is assigned the Administrator role. The Administrator will approve/deny additional users who 1. request access. From the Account Overview page in EPS, select Manage Account. On the Account Management page select the *Users & Roles tab to manage EPS user roles.

*This step can be skipped and completed at a later time through the BCG \rightarrow EPS \rightarrow Account Management \rightarrow User & Roles.

Account Management

Active

Transfer Funds

A You are the Administrator of this Enterprise Payment Account

Withdraw Funds

Saving

EPS #: 1000

Payment Methods

Business Location #

Enter User to filte

🚨 User

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Roles and Descriptions:

- Administrator
 - Grant access for additional EPS users
 - Manage payment account (open/close accounts, • approve products to be paid through account, perform transfers and withdrawals)
 - View and download payment transaction reports

Payment Manager

- Manage payment account (open accounts, approve products to be paid through account, perform transfers and withdrawals)
- View and download payment transaction reports

Subscriber

•View and download payment transaction report

- No Access Users cannot access EPS.
- Select the appropriate access for each user. A Saving popup will appear. Wait for the system to show 2.



EPS 1

Notifications

Users & Roles

User Roles Glossary

Refresh 📿

Products & Services

Administrato

Subscribe No Access

Enterprise Payment System

Account Creation



To ensure a successful migration, work with your financial institution to update bank account information prior to activating your payment method. Review the updates for each funding method below:

Trust (Retail Deposit)	Trust (Fedwire)	Trust (ACH Credit)	ACH Debit
 Funds can be deposited at designated retail units Enterprise Payment Retail Deposit Locations [PostalPro Options include check, cash, or money order Must provide the retail unit with your 10-digit EPA Number NOT your permit/ publication number Checks can be deposited for any EPA regardless of CRID Retail deposits are available near real-time in your EPS account Funds can be deposited via Mobile Check Deposit (\$7000.00 Maximum) Mobile Check Deposits are available in your EPS account within 4-6 hours 	 Work with your financial department to update the account information to initiate the wire transfer Validate USPS (receiver) financial information*: Bank Routing Number (ABA): 121000248 Bank Account Number (Beneficiary Field) must be updated to reflect current 10-digit EPA number: 7038000XXXXXXXX Note: XXXXXXXXX is your EPS Account Number Fedwire deposits are available in your EPS account within 4-6 hours 	 Work with your financial department to update the required electronic transfer information for your ACH Credit deposits Validate USPS (receiver) financial information*: ⇒ Bank Routing Number (ABA): 121000248 ⇒ Account Name (Payee's Name): United States Postal Services ⇒ Bank Account Number (DFI Account Number Field) must be updated to reflect current 10 -digit EPA number: 7038000XXXXXXXXX Note: XXXXXXXXX is your EPS Account Number ACH Credit deposits are available in your EPS account the next business day 	 Work with your financial department to determine if any internal application/policy updates are needed e.g., W-9, Electronic Fund Transfer (EFT) Enrollment Form, letter from USPS bank verifying account Identify your Bank Account Information: Bank Routing Number (ABA): YOUR Bank account number Update debit block/fraud filter code, if applicable, to allow USPS to withdraw funds via ACH Debit Originator Company Name: USPS Payment USPS Originator ID: 4135641517 Transactions/Debits will show site as "Washington, D.C." Ensure that any maximum spending limits established by your financial institution are sufficient to cover all potential postage and fees

* Complete list of deposit instructions are available in EPS when a payment method is chosen on the Payment Method Setup Screen

Step 5: Activate a Payment Method

The next step is to activate your preferred payment method: Trust Account or ACH Debit. A Trust has already been set up for you and only needs a deposit to be activated. You can also add ACH Debit as a payment method.

Note: After activating the account by funding it via deposit, Trust Account users must continue to step # 6 and link a permit (s) before the account can be used to pay for USPS Products & Services.

Option A: Trust Account*

*A Trust Account is automatically created and is activated upon funding.

Trust Accounts can be funded by:

- Check, Cash or Money Order deposited at designated retail units (<u>https://</u> <u>postalpro.usps.com/EPS/RetailLocations</u>): Posted in near real-time
- Fedwire Transfer: 4-6 hours processing
- ACH Credit: Available the next business day

Note: Select the **Deposit Instructions** button to display the Electronic Fund Transfer Procedures. This is where to find the Wells Fargo Banking information including Bank Routing Number (ABA) for ACH Credit and the Bank Routing Number (ABA) Receiver FI for Fedwire Transfer.



Note: After verifying the microtransactions, ACH Debit Account users must continue to step # 6 and link a permit (s) before the account can be used to pay for USPS Products & Services.

Option B: ACH Debit Account

Daily transactions are aggregated and withdrawn directly from the customer's bank account. To use an ACH Debit a debit-enabled bank account must be provided.

- On BCG Additional Services tab select EPS → Go to Service
- Click the Add Payment Method dropdown and select ACH Method only
- Enter bank account information:
 - \Rightarrow ABA Number (bank routing number)
 - \Rightarrow Bank account number
- Enterprise Payment posts **two micro-transactions**, each less than \$1, to your bank account **within 48 hours**

After the micro-transactions post to your bank account:

- On BCG Additional Services tab select EPS → Go to Service
- On EPS Dashboard select Continue under Pending EPS Accounts for the EPA #
- Scroll to the bottom of the Account Management page
- Select the Verify Micro-Transactions link for the ACH Debit
- Enter the amount of each micro-transaction
- Click Submit to activate your account



Account Creation

Step 6: Link Permits/Publications

The **Manage Permits** screen shows your available permits/publication numbers. If a permit/publication number has a negative balance it will not show on this screen until the negative balance is resolved.

- 1. Navigate to the EPS service in BCG
- 2. Below Quick Links on the left, click Manage Permits
- 3. Locate the permit to be linked, select the EPA number from
- the EPS Account Number dropdown list on the right
- Select Save Linkages to complete the process

Note: Ensure accuracy of permit linkage. If a permit is incorrectly linked, USPS assistance will be required to delink the permit.

5. At the top of the page you will see a green banner indicating the permit has been updated successfully.



- Prior to saving any permit linkages in EPS, please ensure you only link permits to your EPS account if you intend to pay for those mailings using your EPS account.
- Payment method must be activated, funded and verified prior to account linkage.
- Must have access to Manage Mailing Activity Service in the BCG for the CRID to view.
- All permits that you have MMA access to will appear as available to link.
- Permit Balance Transfer Trust Account balances will migrate to EPS upon permit/publication linkage.

1 of 1 Activ	e Permit Linkage	s were updated	d successfully.					
hen a Local T	ust Permit is link	ed to an EPS Acr	count, the balance w	ill be credited to	the EPS Trust Account usi	ng a PostalOne! migrate transact	lion.	
the linked Ent r the CRID as: e currently as	erprise Payment ociated to the p sociated EPS acc	account is displa armit. If you have ount is not nega	ayed as read-only, th e sufficient permissio itive, the EPS account	iat indicates that on but you are u t you would like	t either you cannot Manage mable to change the linkag to change to is Active).	e Payment Activity for that EPS a e, confirm the account is in good	ccount or Manage M d standing (e.g. the t	lailing Activity rust balance o
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Step 7: Notify Your Mail Service Provider (MSP), If Applicable

If you are a Mail Owner, using a MSP or vendor, notify them of your new EPA number and work with them to make necessary changes. The MSP must have MMA access to the CRID and an Account Administrator or Payment Manager role on the EPA linked to the permit.

Resources

Mailing & Shipping Solutions Center (MSSC)

- EPS Onboarding
- W-9 Form

Phone: 1-877-672-0007 Email: MSSC@usps.gov

USPS Websites

- Business Customer Gateway <u>https://gateway.usps.com</u>
- PostalPro EPS Page <u>https://postalpro.usps.com/</u> <u>node/4024</u>

Retail Locations

- Find Enterprise Payment System Retail Locations here:
 - https://postalpro.usps.com/EPS/ RetailLocations



Anne

Active

Quick Links

Manage Permits

EPS Accounts

Pending

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