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, StampsNow
- Premium 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 Small Business (IMsb) Tool

Eligible Permit Types
- Permit Imprint
- Metered
- Precanceled Stamps
- Periodicals (PE/PP)
- 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:
  - ⇒ Electronic Funds Transfer
  - ⇒ Mobile Check Deposit
  - ⇒ ACH Credit

- **Non-Eligible Products/Services:**
  Ghost (GH)
  OMAS Business Reply (OB)
  OMAS Postage Due (OD)
  OMAS Imprint (OI)
  OMAS Metered (OM)
  OMAS Return Services (OR)

- **The following products will require assistance to migrate to EPS.**
  Please reach out to the MSSC
  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**.
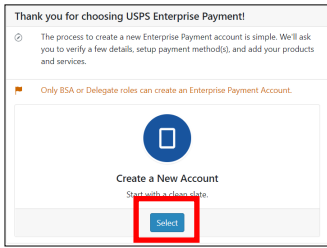

2. Approval is an automatic process for the first user requesting access; a **Pending BSA** message will require approval of the current BSA

3. Simply click **Go to Service** to enter the EPS System
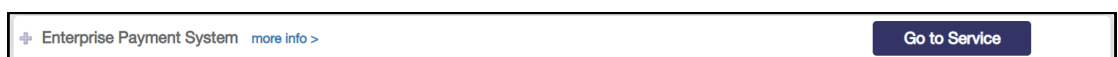
Step 2: Create an Enterprise Payment Account (EPA)

1. Click **Submit** to Create a New Account

From the EPS Dashboard, go to the EPS Accounts dropdown or under Quick Links, select **Create a New EPS Account**.

- On the *Create a New Account* screen click **Submit**
- Agree to the Terms and Conditions; click **Submit**
- Verify your information. To make any necessary changes, click the hyperlink on the page; click **Next**.
- Select the CRID that the EPS will be associated to; click **Next**
- Assign user roles (if applicable; see Step 3 for Managing User Roles*)
- A 10 digit EPA number is created. (Add an account nickname is optional)
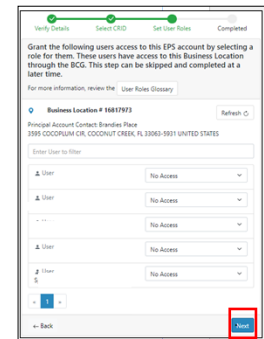- Proceed to Step 4 Select a Payment Method
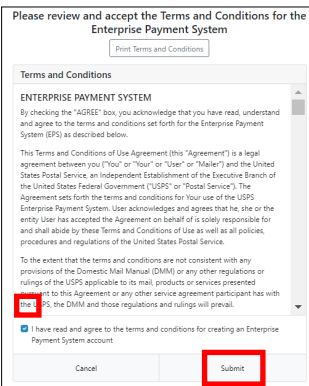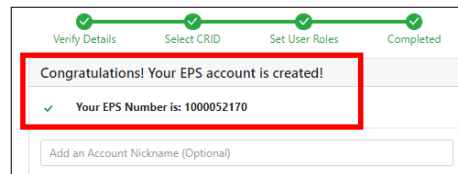

2. Agree to the Terms & Conditions
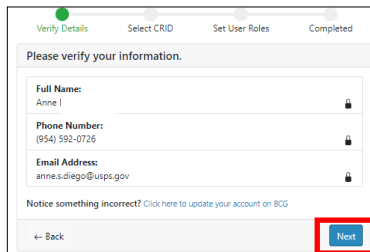
3. Verify the profile and account information
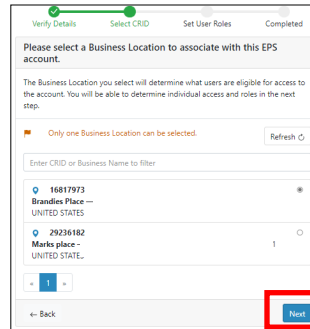
4. Select the **Business Location**

5. Assign user roles

6. You are assigned a 10-digit EPA

Step 3: Manage User Roles*

1. The first person to request access is assigned the **Administrator** role. The Administrator will approve/deny additional users who 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→EPS→Account Management→User & Roles.

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

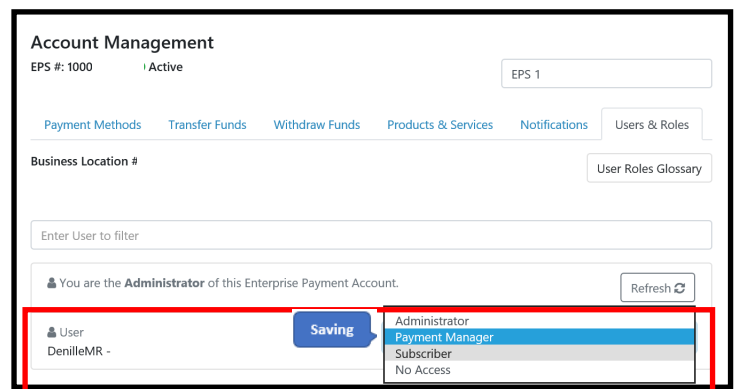**Payment Manager**
- Manage payment account (open accounts, approve products to be paid through account, perform transfers and withdrawals)
- View and download payment transaction reports

Subscriber
- View and download payment transaction report

No Access
- Users cannot access EPS.

2. Select the appropriate access for each user. A **Saving** popup will appear. Wait for the system to show

Step 4: Select Payment Method

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: 7038000**XXXXXXXXXX** **Note:** XXXXXXXXXX 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: 7038000**XXXXXXXXXX** **Note:** XXXXXXXXXX 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.
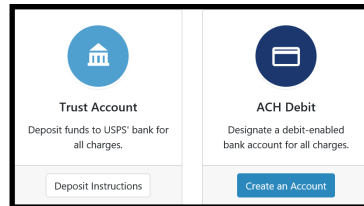
Note: After verifying the microtransactions, ACH Debit Account users must continue to step # 6 and link a permit (s) before the account can be used to pay for USPS Products & Services.

Option 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 (https://postalpro.usps.com/EPS/RetailLocations): 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.

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:
⇒ ABA Number (bank routing number)
⇒ 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

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
4. 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.
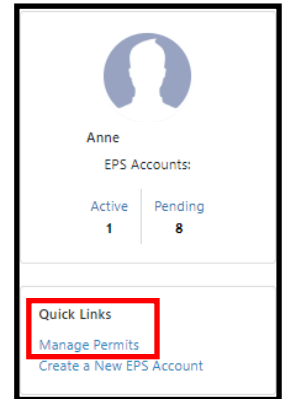
   IMPORTANT NOTES:

- 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.
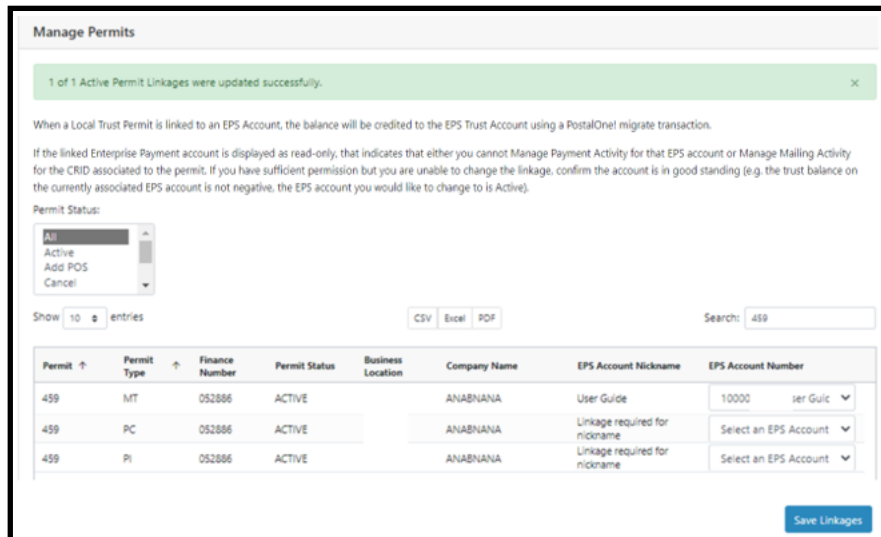
Step 7: Notify Your Mail Service Provider (MSP), If Applicable

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**
  https://gateway.usps.com

- **PostalPro – EPS Page**
  https://postalpro.usps.com/node/4024

Retail Locations

- Find Enterprise Payment System Retail Locations here:

  https://postalpro.usps.com/EPS/RetailLocations