AEC & AEC II®
Enterprise Payment System (EPS) Sign Up Instructions

Follow the instructions below to set up AEC & AEC II payments via EPS:

- A valid Customer Registration ID (CRID) is required to set up an EPS account. If you do not have a CRID you can create a USPS® business account via the Business Customer Gateway (BCG) at https://gateway.usps.com/eAdmin/view/signin.

- Follow the EPS account creation steps found at https://postalpro.usps.com/EPS/MigrationFactSheet

- Once your EPS account has been created, reply to cds.ncsc@usps.gov and include your EPS account number, CRID, company name, associated BCG user name and your AEC or AEC II account number.

- When the AEC department receives the email and processes the request, an invitation email to pay for your AEC & AEC II services via EPS will be sent. The email will include an invitation code and provide instructions to link your EPS account to AEC or AEC II.

- Follow the instructions provided in the invitation email to link an EPS account to an AEC or AEC II account.

Information regarding EPS can be found at https://postalpro.usps.com/EPS.

Information regarding creating an EPS account can be found at https://postalpro.usps.com/EPS/MigrationFactSheet

If you have questions or concerns regarding the EPS process, you may send email to cds.ncsc@usps.gov or contact the *PostalOne!*® Help Desk at 1-800-522-9085.