



The Enterprise Payment System (EPS) is the USPS next generation payment platform that offers USPS commercial customers simplified, secured, and centralized payment services. EPS allows customers to pay for Postal mailing and shipping products and fund their PC Postage Account through a single account, called the Enterprise Payment Account (EPA). The benefits of EPS includes:

- Pay and manage services online using a single account
- Enhanced security features, centralized balance and account management
- Fund as ACH Debit or Trust Account
- Self-service customer experience
- No manual application forms
- Intuitive and interactive mailing reports

EASY PROCESS TO ENROLL IN EPS, PC POSTAGE, AND FUND EPA

EPS ENROLLMENT

- If you're not already enrolled, sign up for a Business Customer Gateway account <https://gateway.usps.com>
- Request to participate in EPS
- Create an EPA
- Manage User Roles
- Select payment method and update banking information

EPA LINKAGE TO PC POSTAGE ACCOUNT

- Submit a request in EPA to link your EPA to your PC Postage Account
- Access PC Postage Account (on your Vendor System) and provide authorization code to complete the linkage
- Log into your EPS Account to confirm the successful linkage of the meter to your EPA

FUNDING EPA FOR PC POSTAGE PAYMENT

- Log into your PC Postage Account and request funding from your EPA

BUSINESS CUSTOMER GATEWAY (BCG) SIGNUP

New users will sign up for a Business Customer Gateway account at: <https://gateway.usps.com>

1. Request access to EPS
2. Create an Enterprise Payment Account (EPA)
3. Manage Users and Roles
4. Select payment method
5. Activate a 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 from the current BSA
3. Simply click **Go to Service** to enter the EPS System

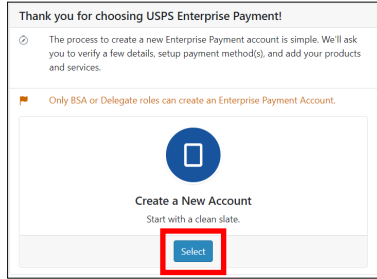


EPS-PC Postage Linking/Funding Fact Sheet



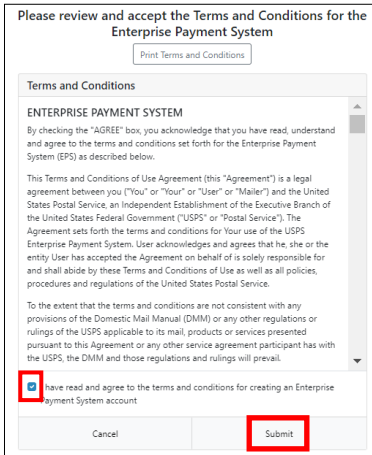
Step 2: Create an Enterprise Payment Account (EPA)

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

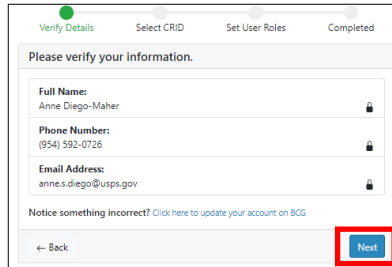


1. Click **“Submit”** to Create a New Account

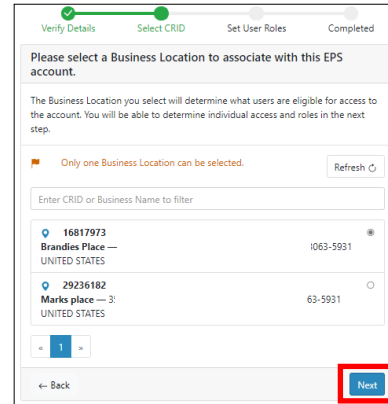
- On the *Create a New Account* screen click **“Submit”**
- Agree to the Terms and Conditions; click **“Submit”**
- Verify your information. To make any necessary changes, click the hyperlink on the page; click **“Next”**.
- Select the CRID that the EPS will be associated to; click **“Next”**
- Assign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



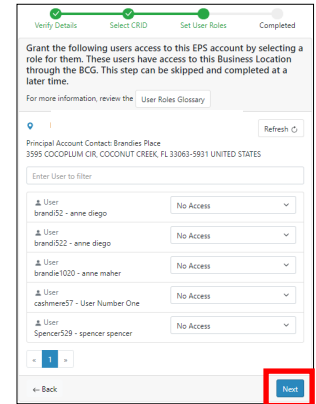
2. Agree to the Terms & Conditions



3. Verify the profile and account information

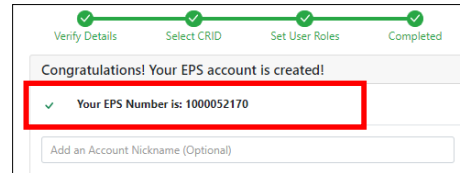


4. Select the **“Business Location”**



5. Assign User Roles

6. You are assigned a 10-digit EPA



STEP 3: MANAGE EPS USER ROLES*

- 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.

These are the 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

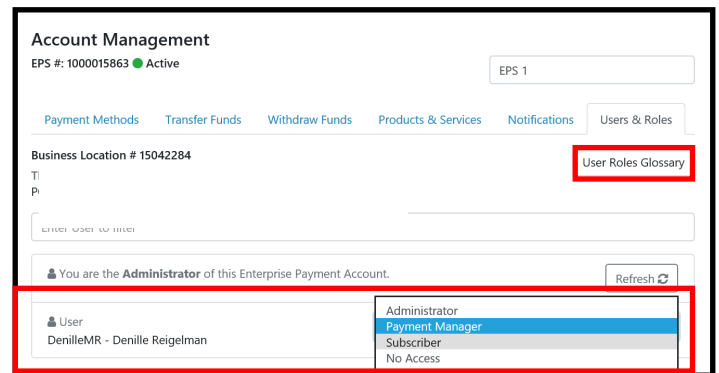
Subscriber:

- ⇒ View and download payment transaction report

No Access:

- ⇒ Users cannot access EPS.

- Select the appropriate access for each user and click **“Refresh”** to save the selection.





STEP 4: SELECT PAYMENT METHOD

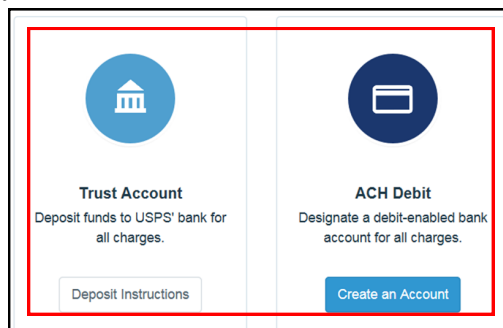
To ensure a successful migration, work with your financial institution to update bank account information prior to activating your payment method. Review the updates for each funding method below:

Trust (Retail Deposit)	Trust (Fedwire)	Trust (ACH Credit)	ACH Debit
<ul style="list-style-type: none"> Funds can be deposited at designated retail units https://postalpro.usps.com/EPS/RetailLocations Funds can be deposited via Mobile Check Deposit 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 Mobile Check Deposits are available in your EPS account within 4-6 hours (maximum deposit \$7000.00) 	<ul style="list-style-type: none"> 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: 7038000XXXXXXXXXX Note: XXXXXXXXXXXX is your EPS Account Number Fedwire deposits are available in your EPS account within 4-6 hours 	<ul style="list-style-type: none"> 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: 7038000XXXXXXXXXX Note: XXXXXXXXXXXX is your EPS Account Number ACH Credit deposits are available in your EPS account the next business day 	<ul style="list-style-type: none"> 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 <u>your</u> Bank Account Information: <ul style="list-style-type: none"> Bank Routing Number YOUR Bank account number Update debit block/fraud filter code, if applicable, to allow USPS to withdraw funds via ACH Debit <ul style="list-style-type: none"> Originator Company Name: USPS Payment USPS Originator ID: 4135641517 <p>Transactions/Debits will show site as "Washington, D.C."</p> <p>Ensure that any maximum spending limits established by your financial institution are sufficient to cover all potential postage and fees</p>

* 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.



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

OPTION B: ACH DEBIT

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

- Select "Create an Account"
- Enter bank account information:
 - ⇒ ABA Number (bank routing number)
 - ⇒ Bank account number
- Enterprise Payment posts two micro-transactions less than \$1 each to your bank account within 48 hours

After micro-transactions post to your bank account:

- Select EPS - Go to service
- Select "Continue" under EPA #
- Select "Payment Methods" tab
- Select "Verify Micro-Transaction" link
- Enter the amount of each micro-transaction
- Click "Submit" to activate your account



EPA LINKAGE TO PC POSTAGE METER

STEP 6: PC POSTAGE AUTHORIZATION REQUEST

1. Navigate to “Account Management” screen
2. Select “Product & Services”
3. Select “Manage PC Postage”

Account Management
EPS #: 1000000180 ● Active Trust Account

Payment Methods Transfer Funds Withdraw Funds **Products & Services** Notifications Users & Roles

The following products and services are associated with your account. The account information is available on your Dashboard, Reports, and Manage Account options in EPS.

PO Box Services	Visit PO Boxes online to Manage
PC Postage Account	Manage PC Postage Account
Permits	Manage Permits
Address Quality Services	Manage Address Quality

4. From the “PC Postage Account Management” screen, select an EPA Number and Vendor from the drop-down
5. Select “Link” to generate an authorization code

PC Postage Account Management
Authorize your Enterprise Payment accounts to accept PC Postage transactions

View PC Postage Terms and Conditions

Select an Account Number: [Dropdown] Select a Vendor: [Dropdown] **Link**

Show 10 entries

EPS Account Number	EPS Account Nickname	Status	Vendor Name	PSD Serial Number	Last Action Date (ET)	Action
1000000106			PC Postage Vendor #1			Delink
1000000106		● Linked	PC Postage Vendor #3	211951	07/19/2018 04:02 PM	Delink
1000000108		● Linked	PC Postage Vendor #1	201715	07/18/2018 10:16 AM	Delink
			PC Postage Vendor #4			Delink

Note: If you hold multiple meters, you will need to generate one authorization code for each meter

6. Click the **Authorization Code** hyperlink and the PC Postage Account Linkage pop-up window displays further instructions. **The authorization code will expire within 14 days**
7. After the authorization code has been generated, the “PC Postage Account Management” screen will show in “Pending” status until the linkage process is completed by your vendor.
8. Once the status changes to “Linked” the customer must log into their vendor website to push funds from EPS to PC Postage.

PC Postage Account Linkage

Authorization code will expire on Mon, Aug 30, 2021 08:27 AM (ET).

Authorization Code: **TJ8KeY**

1. Customer must have their **EPS Authorization Code** and their **Endicia or Stamps.com Account #**.
2. Customer will call the customer service line for their vendor.
3. Endicia Customer Service – (800) 576-3279 ex-130. Stamps.com Customer Service – (888) 434-0055
4. PC Postage IT support will validate the Authorization code and link the Endicia or Stamps.com account to the chosen EPA.
5. In the customer's EPS site, the “Pending” will change to “Linked” indicating that the linkage was successful.
6. Customer can now begin using the EPS account to fund their Endicia or Stamps.com account.

Ok

PC Postage Account Management
Authorize your Enterprise Payment accounts to accept PC Postage transactions

View PC Postage Terms and Conditions

Select an Account Number: [Dropdown] Select a Vendor: [Dropdown] **Link**

Show 10 entries

EPS Account Number	EPS Account Nickname	Status	Vendor Name	PSD Serial Number	Last Action Date (ET)	Action
1000000182	Debit Account 1	○ Pending	Vendor 4		08/16/2018 01:55 PM	Authorization Code: LETdc0
1000000188	Debit Account 2	● Linked	Vendor 1	67917380	08/9/2018 12:40 PM	Delink
1000000184	Bulk Transactions	● Expired	Vendor 2		08/3/2018 01:55 PM	Authorization Expired
1000000180	Trust Account	● Delinked	Vendor 3	987498710	08/16/2018 02:16 PM	

EPS-PC Postage Linking/Funding Fact Sheet

STEP 7: CONTACT THE VENDOR AND PROVIDE THE AUTHORIZATION CODE

1. Provide your Authorization Code to your PC Postage vendor. PC Postage IT support will validate the Authorization Code and link the Endicia or Stamps.com account to the chosen EPA.

STEP 8: LOG INTO EPS ACCOUNT TO CONFIRM THE SUCCESSFUL LINKAGE OF METER TO YOUR EPA

1. Log into your EPS Account to confirm if your PC Postage meter has successfully linked

⇒ Pending

⇒ Linked

⇒ Expired

PC Postage Account Management
Authorize your Enterprise Payment accounts to accept PC Postage transactions

View PC Postage Terms and Conditions

Select an Account Number Select a Vendor

Show 10 entries

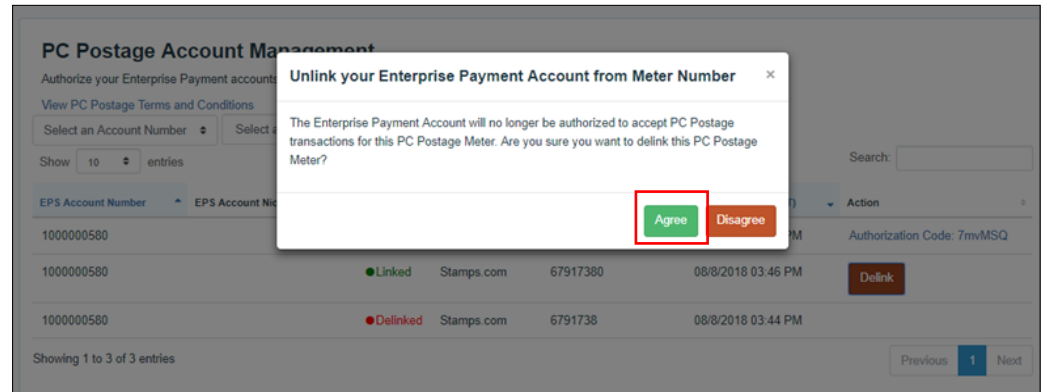
EPS Account Number	EPS Account Nickname	Status	Vendor Name	PSD Serial Number	Last Action Date (ET)	Action
1000000182	Debit Account 1	Pending	Vendor 4		08/16/2018 01:55 PM	Authorization Code: LEIdc0
1000000188	Debit Account 2	Linked	Vendor 1	67917380	08/9/2018 12:40 PM	<input type="button" value="Delink"/>
1000000184	Bulk Transactions	Expired	Vendor 2		08/3/2018 01:55 PM	Authorization Expired
1000000180	Trust Account	Delinked	Vendor 3	987498710	08/16/2018 02:16 PM	

Showing 1 to 4 of 4 entries

Previous 1 Next

STEP 8A: DELINK METER FROM YOUR EPA (IF NEEDED)

1. Log into your **EPS Account**.
2. Navigate to “**Account Management Page**”
3. Select “**Products & Services**”
4. Click the “**Delink**” button, next to the meter you would like to delink
5. Click the “**Agree**” button
6. Notify the vendor that the meter has been delinked from the EPS account.



PC Postage Account Management
Authorize your Enterprise Payment accounts to accept PC Postage transactions

View PC Postage Terms and Conditions

Select an Account Number Select a Vendor

Show 10 entries

EPS Account Number	EPS Account Nickname	Status	Vendor Name	PSD Serial Number	Last Action Date (ET)	Action
1000000182	Debit Account 1	Pending	Vendor 4		08/16/2018 01:55 PM	Authorization Code: LEIdc0
1000000188	Debit Account 2	Linked	Vendor 1	67917380	08/9/2018 12:40 PM	<input type="button" value="Delink"/>
1000000184	Bulk Transactions	Expired	Vendor 2		08/3/2018 01:55 PM	Authorization Expired
1000000180	Trust Account	Delinked	Vendor 3	987498710	08/16/2018 02:16 PM	

Showing 1 to 4 of 4 entries

Previous 1 Next

Note: An EPS account may close if there is no activity for 24 months; if that is the case, you will receive an email notification of the account closure. If you attempt to fund your PC Postage Account with your EPA, while the account is closed, the funding request will be denied.

EPS-PC Postage Linking/Funding Fact Sheet



FUNDING EPA FOR PC POSTAGE PAYMENT

STEP 9: LOG INTO YOUR PC POSTAGE ACCOUNT AND REQUEST FUNDING FOR YOUR EPA

1. Log into your PC Postage Account and request funding through EPA
2. Print labels using funds added
3. Log into EPS account to see your EPS transaction history, including your meter funding

Note: If your funding request is denied, you will receive a notification from the vendor and you can contact *Mailing & Shipping Solutions Center* at the number listed below (in the “Resources” section).

PC Postage Product Details Report										
Transaction Date Filter:										
07/20/2018		08/20/2018								
CSV	Excel	PDF	Showing 21 to 30 of 30 entries					Search: <input type="text"/>		
EPS Account Number	EPS Account Nickname	Transaction ID	Transaction Amount	Transaction Date (ET)	Payment Method	Vendor Name	Device ID	Request ID	PSD Serial Number	
1000002006		200342	\$50.00	08/02/2018 01:11:20 pm	TRUST	Vendor #3	890000483975	19347233	483975	
1000002006		200341	\$12.00	08/02/2018 01:11:12 pm	TRUST	Vendor #3	890000483975	1934723	483975	
1000001541		200289	\$30.00	07/31/2018 12:03:44 pm	TRUST	Vendor #3	890000572020	1003861	572020	
1000001546		200287	\$40.00	07/31/2018 12:02:43 pm	DEBIT	Vendor #4	900000682058	1003862	682058	
1000001511		200286	\$20.00	07/31/2018 12:02:21 pm	TRUST	Vendor #2	880000153979	1003860	153979	
1000001539	Primary Trust	200284	\$10.00	07/31/2018 11:57:58 am	TRUST	Vendor #1	870000847520	1003859	847520	
1000001541		200306	\$40.00	07/31/2018 02:58:51 pm	TRUST	Vendor #3	890000572020	1003861	572020	
1000001546		200305	\$30.00	07/31/2018 02:58:37 pm	DEBIT	Vendor #4	900000682058	1003862	682058	
1000001511		200304	\$20.00	07/31/2018 02:58:23 pm	TRUST	Vendor #2	880000153979	1003860	153979	
1000001539	Primary Trust	200303	\$10.00	07/31/2018 02:58:10 pm	TRUST	Vendor #1	870000847520	1003859	847520	

RESOURCES

MAILING & SHIPPING SOLUTIONS CENTER

- Assistance with the EPS set-up process
- Assist with password reset, system logon, and site administrator roles

Call: 1-877-672-0007

Monday - Friday 7:00 am - 7:00 pm

Email: MSSC@usps.gov

USPS WEBSITES

Business Customer Gateway

<https://gateway.usps.com>

PostalPro

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

RETAIL LOCATIONS

Find Enterprise Payment System Retail Locations here:

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