Electronic Postage Statement Submission

It's time to upgrade to Electronic Postage Statements!

Two easy ways to begin submitting your statements electronically:

IM®sb Tool	Postal Wizard®
Free, **Web-based tool available via the** [Business Customer Gateway](#) **(BCG),** for creating Full-Service Mailings for postcards, letters, and flats.	*Free,* **Online tool available via the** [Business Customer Gateway](#) **(BCG)**. Mailing information is manually entered in the online forms using Postal Wizard.
IMsb creates a Full-Service, electronic postage statement; *No more "hard copy" postage statements*.	Postal Wizard creates the electronic postage statement; *No more "hard copy" postage statements*.
Creates an Intelligent Mail barcodes (IMb) for printing on labels, envelopes, inserts, mailpieces, and tray/sack labels. Supports Mail Merge.	Can submit both Basic and Full Service mailings. (Mixed mailings are not supported) Separate software is needed to generate Intelligent Mail barcodes (IMb)
Maximum mailing size fewer than 50k pieces. No annual volume limits. Letters, postcards, and flats only.	Maximum Full-Service mailing size fewer than 10k pieces. Full-Service mailings over 9,999 must have an electronic qualification report (eDoc) submitted using postal-approved software. (Other mailings - no max. mailing size) No maximum annual volume.
Annual Presort Fee Waivers with 100% Full-Service mailings. Receive automation price discount AND $0.003 per piece Full-Service Discount.	**Annual Presort Fee Waivers** may be waived for Full-Service mailings meeting requirements. Receive automation price discount AND $0.003 per piece Full-Service Discount.
Simplified Mail Acceptance: *Scan* your **Confirmation Page** on our **Self Service Terminal (SST)** located in your local Business Mail Entry Unit.	Simplified Mail Acceptance: *Scan* your **Confirmation Page** on our **Self Service Terminal (SST)** located in your local Business Mail Entry Unit.
Free Address Correction Service (ACS).	*Free* Address Correction Service (ACS) available for Full-Service pieces.
IMsb Tool cleanses the address list ensuring all addresses are valid and formatted properly and can identify duplicate addresses	

ADDITIONAL RESOURCES:

Sign up on the [Business Customer Gateway](#) using your existing Business Location CRID

IMsb for Small Business Mailers (IMsb): **https://postalpro.usps.com/mailing/imsb**

Mailing Made Easy for Small Business (IMsb): **https://postalpro.usps.com/node/10959**

Postal Wizard Postage Statement Entry: **https://postalpro.usps.com/node/11055**

Contact Mailing and Shipping Solutions Center for assistance: 1-877-672-0007 or **mssc@usps.gov**