USPSCA/EMCA/PME Retirement July 2023

Discontinuance of Hardcopy Postage Statements January 2024

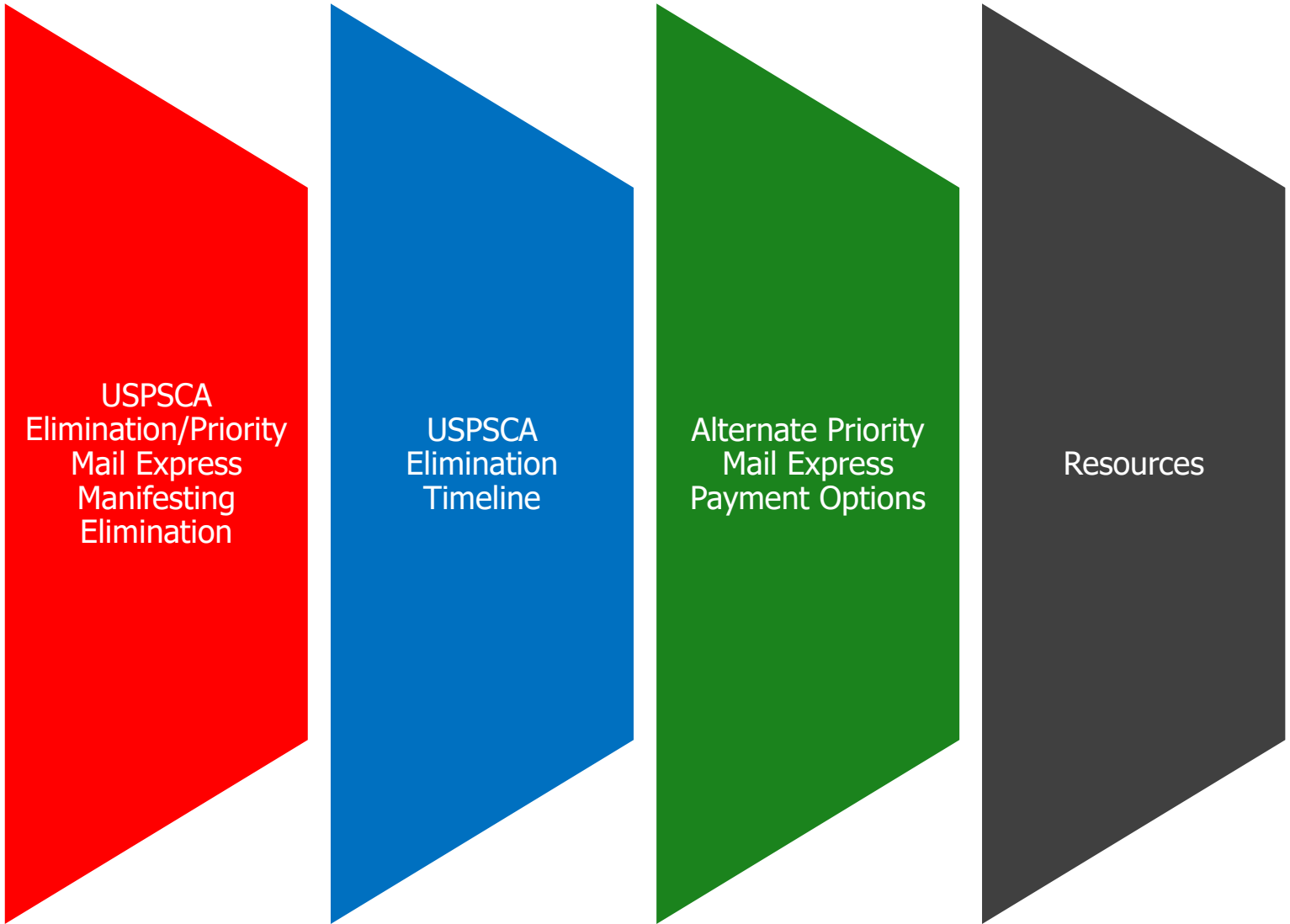
James Duffy
Mgr. Commercial Product Prep & Payment
USPS Headquarters

May 4th, 2023

USPSCA/EMCA/PME
Retirement July 2023

May 4th 2023

EMCA Retirement July 2023



EMCA Retirement July 2023

USPSCA Elimination/Priority Mail Express Manifesting Elimination

UNITED STATES POSTAL SERVICE | About

Postal Bulletin 22619 (3-9-2023) Contents

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Pull-Out Information

Elimination of Corporate Accounts

[Postal Bulletin 22619 Pull-Out Information (usps.com)]

United States Postal Service®

INDUSTRY ALERT

October 26, 2022

Elimination of Corporate Accounts – Updated Information

The United States Postal Service is discontinuing the United States Postal Service Corporate Accounts (USPSCA) method of payment. USPSCA includes Express Mail Corporate Accounts (EMCA) and Priority Mail Express Manifest Accounts (PMEM). In January 2023 we will begin closing inactive accounts and will be closing all USPSCA accounts by **July 1, 2023**.

External Customers who currently use USPSCA as a payment method are encouraged to switch to an available alternative. Alternative methods of payment may include Click-N-Ship (CNS), Electronic Verification System (eVS), ePostage, PC Postage or Meter.

Customers should contact their Sales Account/BSN Representative, if assigned one, or their local Post Office, for assistance with USPS Product/Service account migration.

Account Migrations questions send to MSSC@usps.gov

Any accounts with a balance can request a refund through the resources listed below:

- Customers should contact the Mailing & Shipping Solutions Center (MSSC) @ MSSC@usps.gov for assistance.
- Please include a request for refund with a signed authorization on letterhead, EMCA #, business name and location.

Accounts with a negative balance after July 1, 2022 will be sent to Accounts Receivable for collection. Customers can make payments to negative accounts by contacting the MSSC using link above.

For questions regarding the Elimination of Corporate Accounts, please email ShippingServices@usps.gov.

EMCA Retirement July 2023

USPSCA Elimination/Priority Mail Express Manifesting Elimination

USPSCA/EMCA Elimination

The Postal Service is discontinuing United States Postal Service Corporate Accounts (USPSCA), a corporate account payment method used for Express Mail Corporate Accounts (EMCA) and Priority Mail Express Manifest Accounts.

USPSCA Elimination includes all Trust, ACH Debit and Credit Card accounts

USPSCA Elimination will occur in 3 phases

Elimination of the USPSCA will result in the removal of Priority Mail Express Manifesting (Pub 97/97-A). PMEM requires USPSCA which will not longer be available.

Customers will need to move to an alternate payment option for Priority Mail Express (PME)

USPSCA Elimination Timeline

USPSCA/PME Elimination Timeline

3 Phases of Elimination

- **Phase 1** deployed on December 30th, 2022
  - Closed 5204 USPSCA with no transactions in 12 months or longer
- **Phase 2** deployed on March 30th, 2023
  - Closed 1342 USPSCA with no transactions in 6 months or longer
- **Phase 3** will be deployed on June 30th, 2023
  - Close 3842 remaining USPSCA

Alternate Priority Mail Express Payment Options

Alternate Payment Options

Payment Options

- **Click N Ship**
  - Go to USPS.com Quick Tools Tab and select icon
  - Enroll and choose PME as your shipping option
  - Pay with Credit/Debit card, Apple Pay, Enterprise Payment System (Trust/ACH Debit) or Loyalty Points Credits

- **Electronic Verification System (eVS)**
  - Call eVS Support Team @ 877-264-9693
  - eVS is the best option for PMEM Customers

5/3/2023

- **ePostage**
  - PostalPro ePostage Integration Guide

- **PC Postage/Meter**
  - Authorized PC Postage Providers are listed in the DMM Section 604 4.1.4

Resources

Resources for EMCA Retirement Questions

Contact Mailing Shipping and Solutions Center Helpdesk

- Email MSSC@usps.gov
- Call 1-877-672-0007

Visit Postalpro.usps.com for additional information on Alternate Payment Options

Questions

Discontinuance Of Hardcopy Postage Statements

May 2023

Discontinuance Of Hardcopy Postage Statements FRN

A Federal Register Notice (FRN) with the final ruling on the discontinuance of hardcopy postage statements was published April 25, 2023, effective January 28, 2024.

[Federal Register: Hardcopy Postage Statements Discontinued]

Industry Alert
To

United States Postal Service®

INDUSTRYALERT

April 25, 2023

Discontinuance of Hardcopy Postage Statements

A Federal Register Notice (FRN) with the final ruling on the discontinuance of hardcopy postage statements was published April 25, 2023, effective January 28, 2024. Federal Register :: Hardcopy Postage Statements Discontinued

The Postal Service is discontinuing the use of hardcopy postage statements to improve efficiency by expediting the acceptance of commercial mail. Except for Electronic Verification System (eVS®) mailings, all domestic commercial mailings must use an approved electronic method to transmit a postage statement to the *PostalOne!*® system.

- Electronic documentation decreases the quantity of undocumented errors, which creates a burden on both customers and BMEUs.
- IMsb and Postal Wizard are free and easy options.
- Mailers should be aware that there are also approved third-party software options available on PostalPro at postalpro.usps.com.

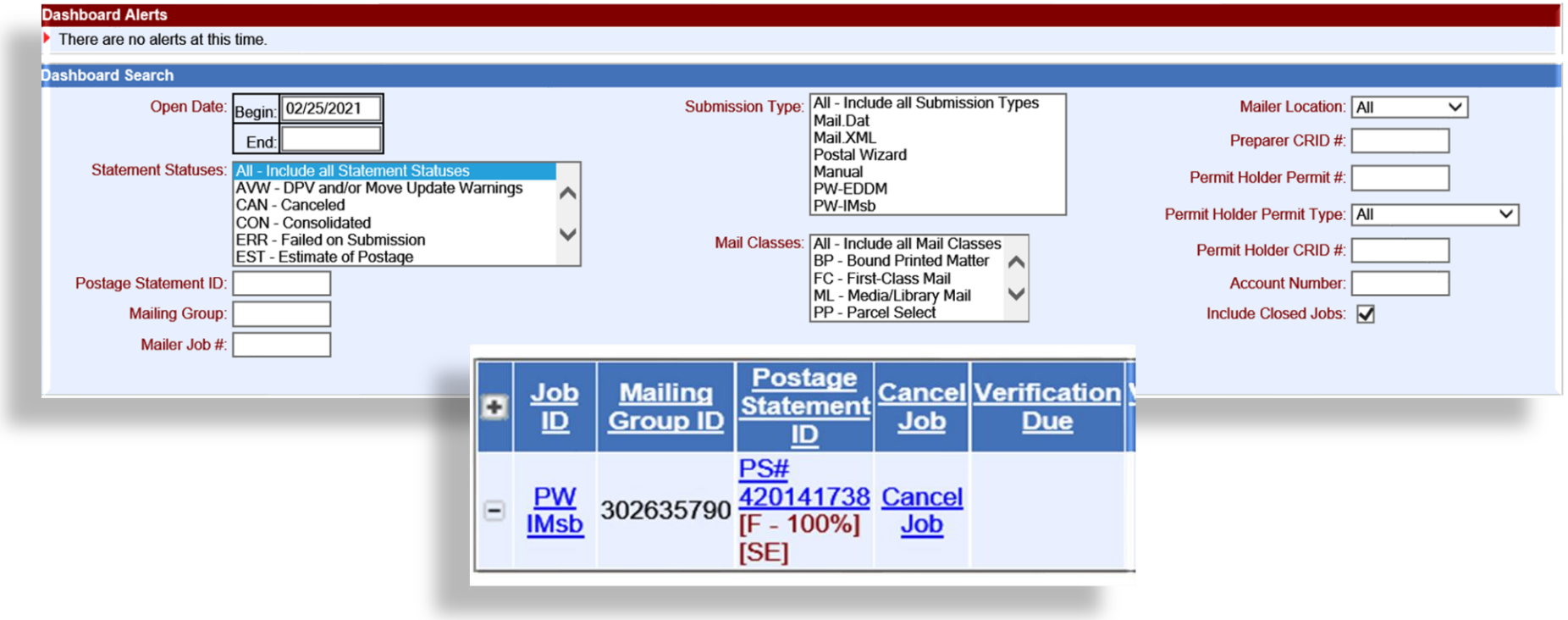
We will continue to educate our customers on the options available to them through industry webinars on using the Intelligent Mail for Small Business (IMsb) Tool and Postal Wizard. For webinar information:
Electronic Documentation (eDoc) | PostalPro (usps.com)

- IMsb and Postal Wizard are both free to use and web-based, meaning no download or software is required.
- IMsb and Postal Wizard guides mailers through the items they need to complete and submit a postage statement based on information they provide along the way.
- The IMsb Tool will automatically presort mailings according to the address list, providing full presort discounts such as 5-digit/AADC automation pricing. SCF entry discount will be available if eligible.
- IMsb creates Full-Service automation rate presorted mailings with unique Intelligent Mail barcodes on mail pieces and tray labels. Piece labels and tray labels are identified by tray number, simplifying mail preparation.
- IMsb cleanses the address list ensuring all addresses are valid and can identify duplicate addresses.
- Third-party software vendors also offer all the above solutions.

What is eDoc?

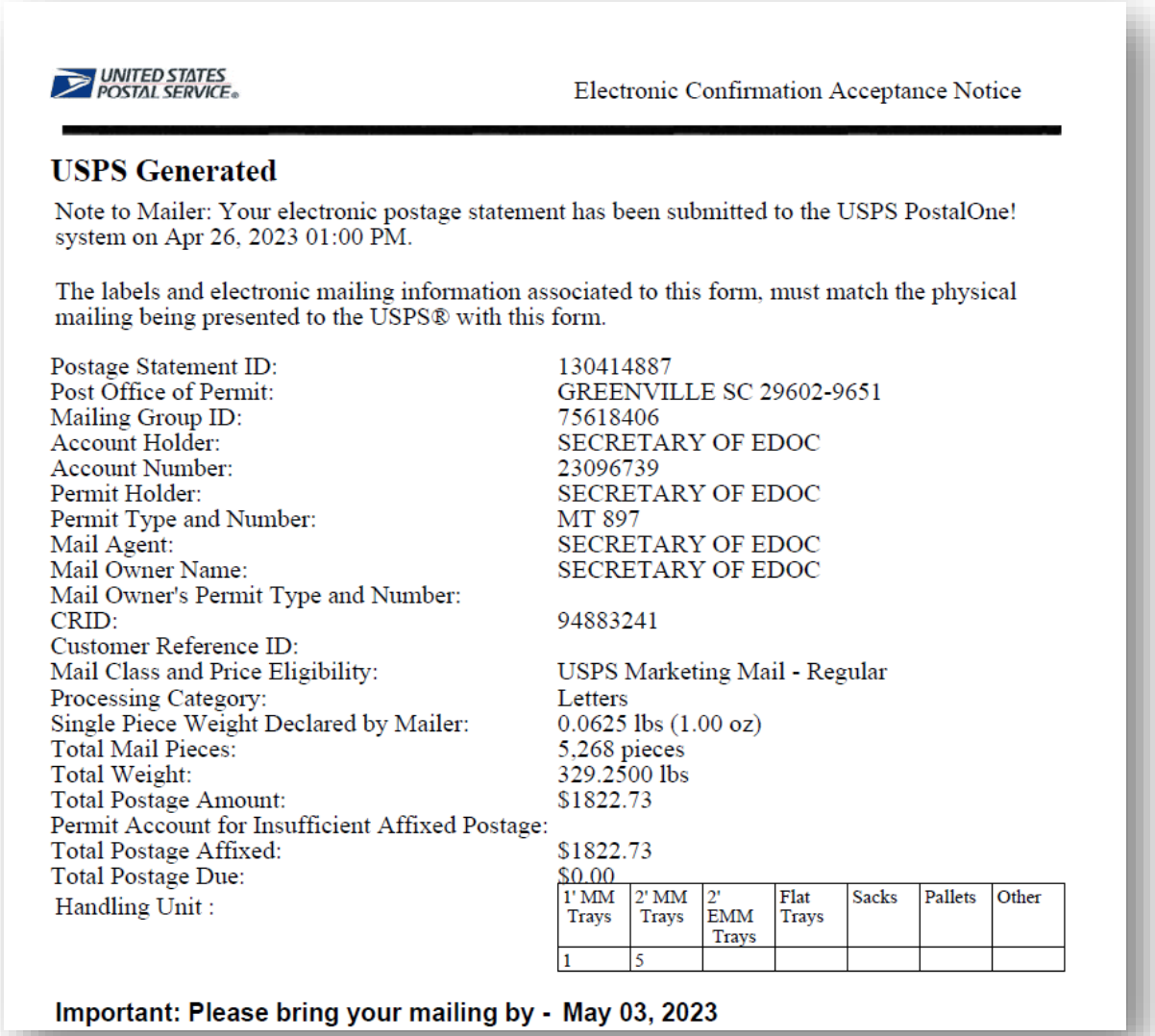
eDoc is an electronic postage statement that may also contain specific information about a mailing, such as barcode information and qualification reports.

- A mailing submitted electronically will appear on your dashboard.



What is eDoc?

- eDoc allows mailers to electronically submit mailing information to the *PostalOne!*® application that were traditionally provided by hardcopy postage statements and qualification reports.
- eDoc can be for automation or nonautomation pricing.



UNITED STATES POSTAL SERVICE

Electronic Confirmation Acceptance Notice

USPS Generated

Note to Mailer: Your electronic postage statement has been submitted to the USPS PostalOne! system on Apr 26, 2023 01:00 PM.

The labels and electronic mailing information associated to this form, must match the physical mailing being presented to the USPS® with this form.

Postage Statement ID:	130414887
Post Office of Permit:	GREENVILLE SC 29602-9651
Mailing Group ID:	75618406
Account Holder:	SECRETARY OF EDOC
Account Number:	23096739
Permit Holder:	SECRETARY OF EDOC
Permit Type and Number:	MT 897
Mail Agent:	SECRETARY OF EDOC
Mail Owner Name:	SECRETARY OF EDOC
Mail Owner's Permit Type and Number:	
CRID:	94883241
Customer Reference ID:	
Mail Class and Price Eligibility:	USPS Marketing Mail - Regular
Processing Category:	Letters
Single Piece Weight Declared by Mailer:	0.0625 lbs (1.00 oz)
Total Mail Pieces:	5,268 pieces
Total Weight:	329.2500 lbs
Total Postage Amount:	$1822.73
Permit Account for Insufficient Affixed Postage:	
Total Postage Affixed:	$1822.73
Total Postage Due:	$0.00

Handling Unit :

1' MM Trays	2' MM Trays	2' EMM Trays	Flat Trays	Sacks	Pallets	Other
1	5					

Important: Please bring your mailing by - May 03, 2023

What Can Mailers Do With eDoc?

- Complete and Submit Postage Statements
  - Submit Postage Statement Information and Supporting Documentation (Qualification Reports, etc.) electronically
- Identify Different Parties Involved in the Mailing
  - Identify party submitting the eDoc
  - Identify Mail Owner and Mail Preparer (By/For)
- Identify Barcodes
  - Barcode information for mailpieces, trays/sacks, and containers included in eDoc
- Per Piece Discounts and Ability to Waive Annual Fee due to being Full-Service/Seamless

eDoc Statements

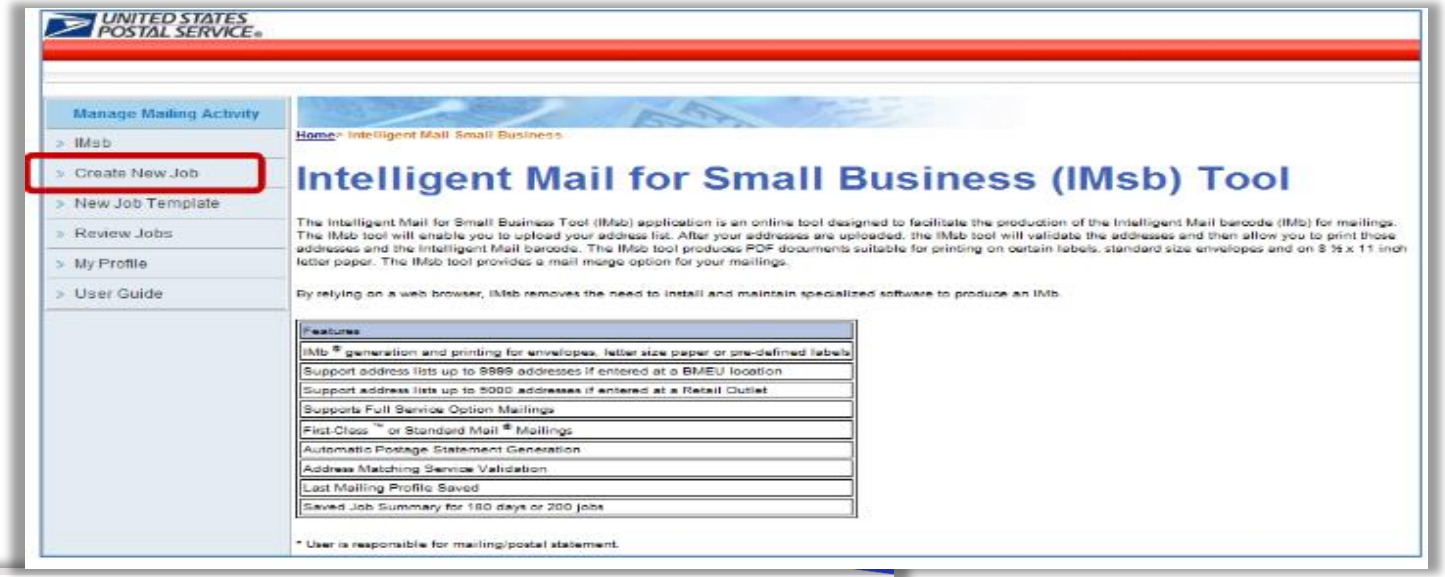
eDoc enables faster acceptance and more accurate pricing of postage statements.

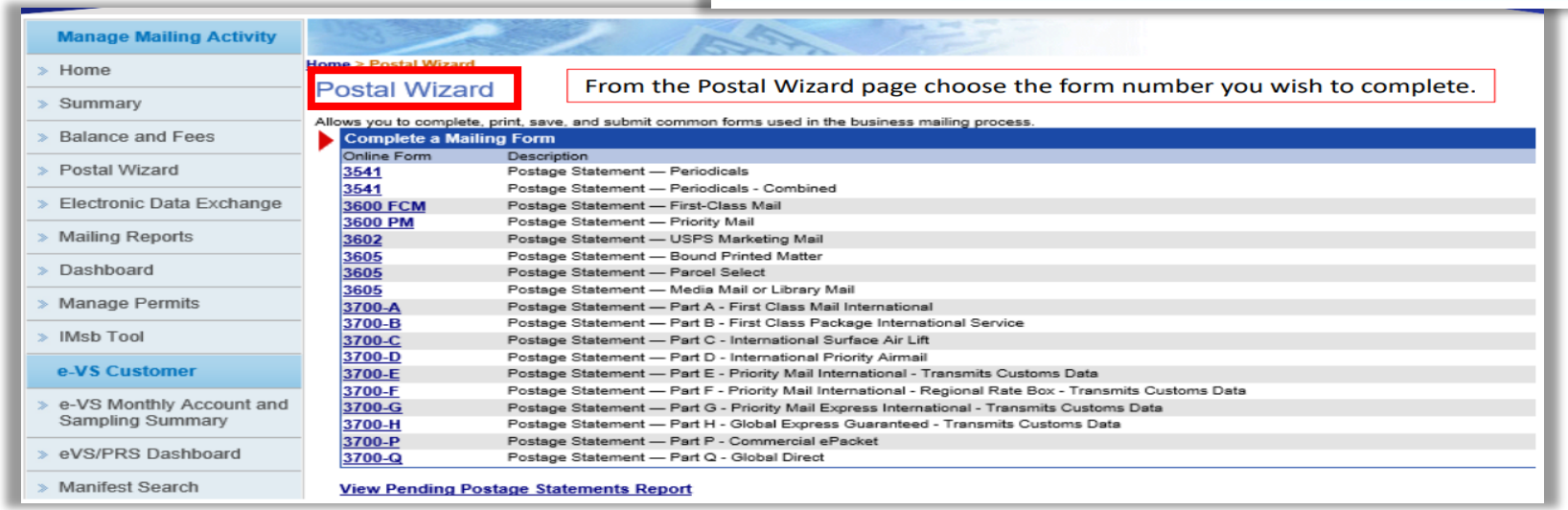
- Statements need only to be checked in
- Seamless statements auto-finalize
- Customers can use Self Service Terminal to check in
- All quantities are already entered on their appropriate price lines
- Saves time in BMEU, especially for lengthy Periodicals statements

Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Permit	PO of Mailing	Mailer's Mailing Date	Open Date	Job/Publication Name	Mail Entry Issues	Account Number	Permit/USPS Number	Mail Class	Pieces	Postage ($)	Statement Status
PW	75618406	PS# 130414887 [B - 0%]	Cancel Job			GREENVILLE SC 29602-9651	WASHINGTON, DC 20066-7204	04/26/2023	04/26/2023	SECRETARY OF EDOC		23096739	MT 897	SM	5,268	$1,822.73	UPD
PW	75618401	PS# 130414882 [B - 0%]	Cancel Job			WASHINGTON, DC 20066-7204	WASHINGTON, DC 20066-7204	04/26/2023	04/26/2023	SECRETARY OF EDOC		23096727	MT 1327	SM	200	$69.20	UPD
PW IMsb	75610167	PS# 130406649 [F - 100%] [SE]	Cancel Job			BEAUMONT TX 77707-9998	BEAUMONT TX 77707-9998	04/25/2023	04/25/2023	From IMSB / HELP		23111687	PI 88	SM	957	$311.00	UPD
PW	75610161	PS# 130406643				WASHINGTON, DC 20066-7204	WASHINGTON, DC 20066-7204	04/25/2023	04/25/2023	EDOC ADOPTION TEAM, SECRETARY OF EDOC [Issue Date:2023-04-25]		23096749	PE 6030	PE	453	$181.65	CAN

eDoc Submission Types

- Mail.dat (Presort Software Required)
- Mail.XML (Presort Software Required)
- Intelligent Mail® Small Business Tool (IMsb Tool) (Web-Based)
- Postal Wizard® (Web-Based)

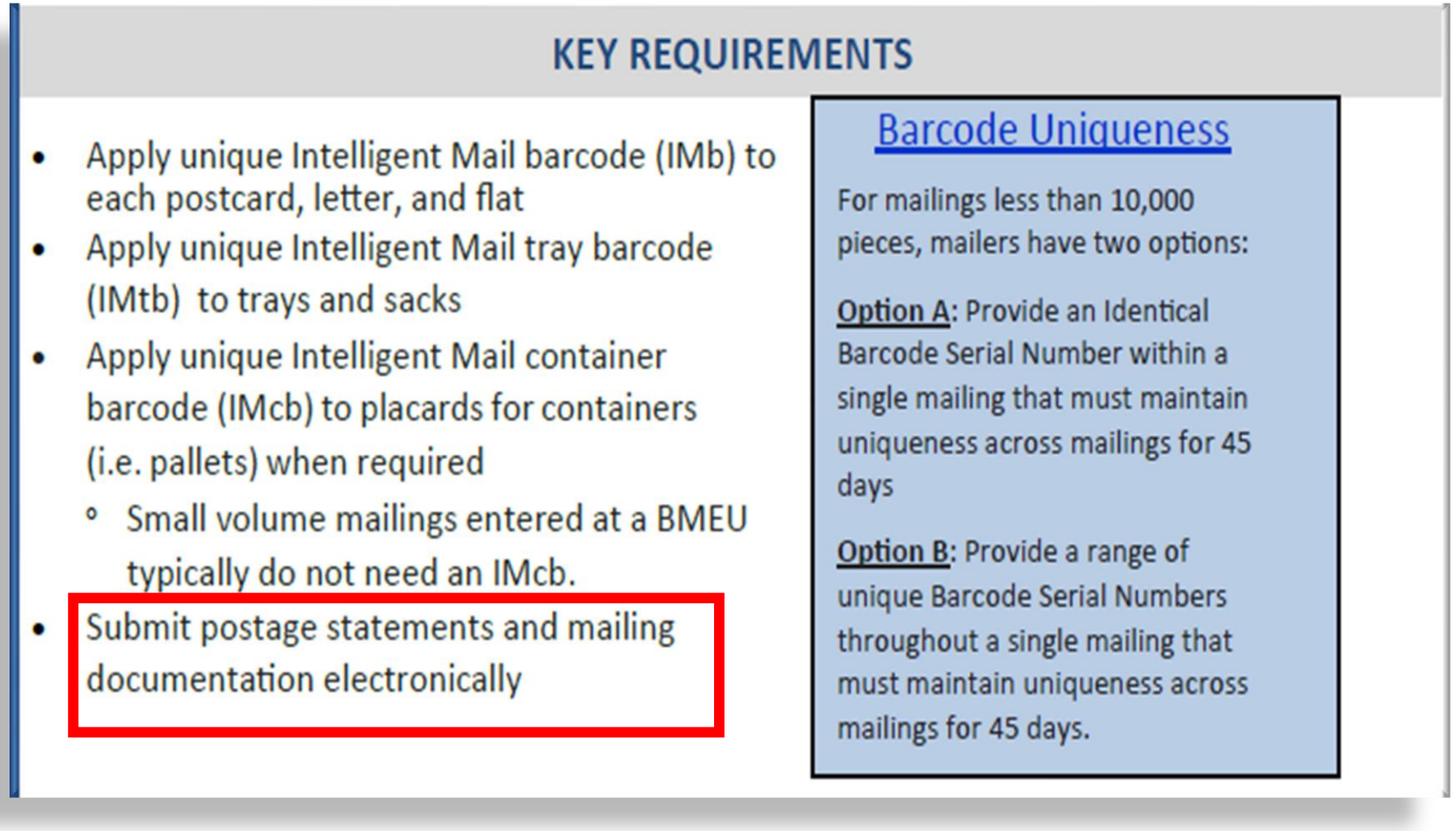




Full-Service

All mailers are encouraged to transition to electronic statements as quickly as possible to ensure they are complying by the January 2024 hardcopy elimination date, but eDoc is **a requirement** for Full-Service Intelligent Mail® and Seamless Acceptance

[Full-Service Intelligent Mail® Fact Sheet | PostalPro]



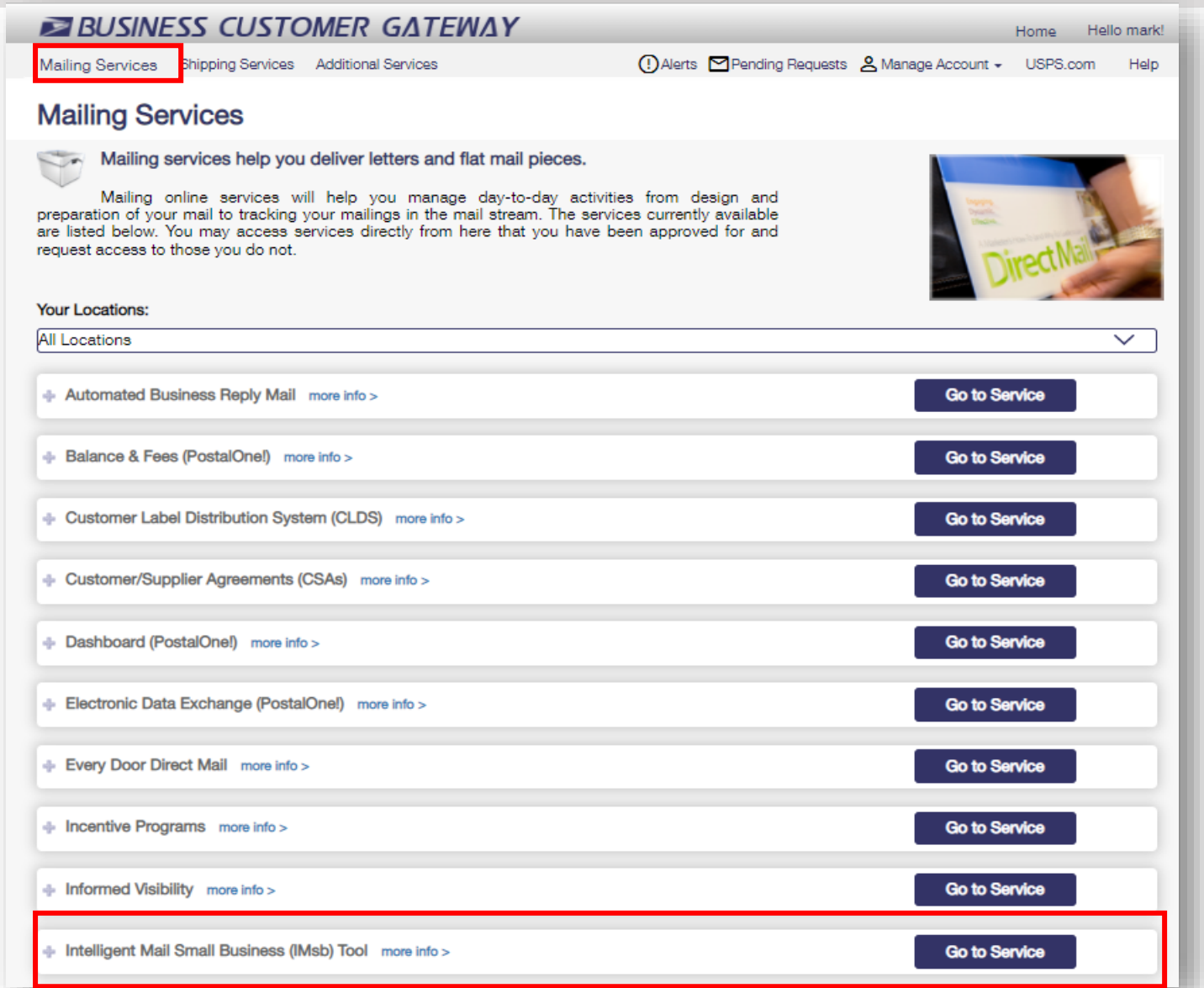
IMsb Tool vs. Postal Wizard

IMsb Tool	Postal Wizard
Web-based tool, accessed via the Business Customer Gateway (BCG), for creating Full-Service Mailings for postcards, letters, and flats.	Mailer manually enters information into online forms in Postal Wizard, a USPS tool available via the Business Customer Gateway (BCG)
Creates a Full-Service electronic postage statement	Postal Wizard creates the electronic postage statement
Creates an IMb for printing on mailpieces and tray/sack labels	Separate software is needed to generate Intelligent Mail barcodes (IMb)
Limited to fewer than 50k pieces per mailing	• No piece limit for non-Full-Service mailings • Limited to fewer than 10k pieces per Full-Service mailing
Creates 100% Full-Service mailings with Annual Presort Fee Waivers	Limited to mailings of either 100% Full-Service pieces or 0% Full-Service pieces

IMsb Tool

Accessing the IMsb Tool

1) Go to https://gateway.usps.com and sign in to the Business Customer Gateway
2) Access IMsb by clicking the "**Mailing Services**" link in the upper-left corner of the BCG home page (need MMA access)
3) Select Intelligent Mail Small Business (IMsb) Tool by clicking on its blue "**Go To Service**" link



Postal Wizard

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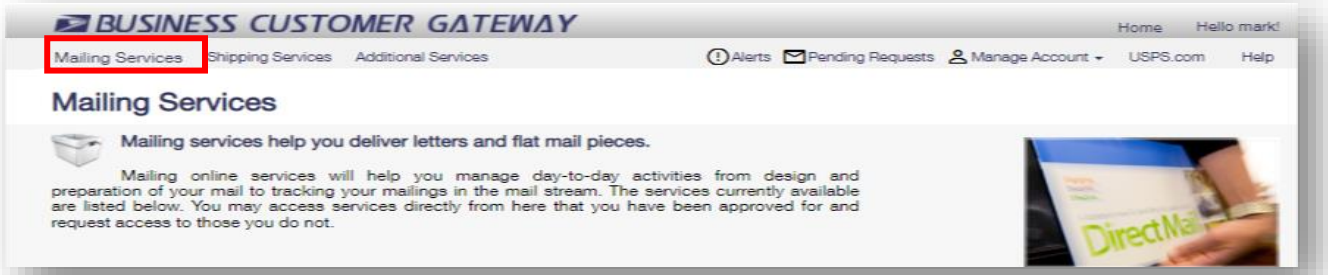
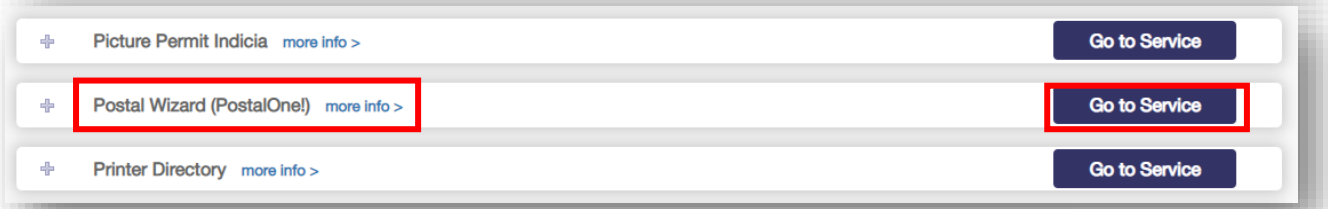
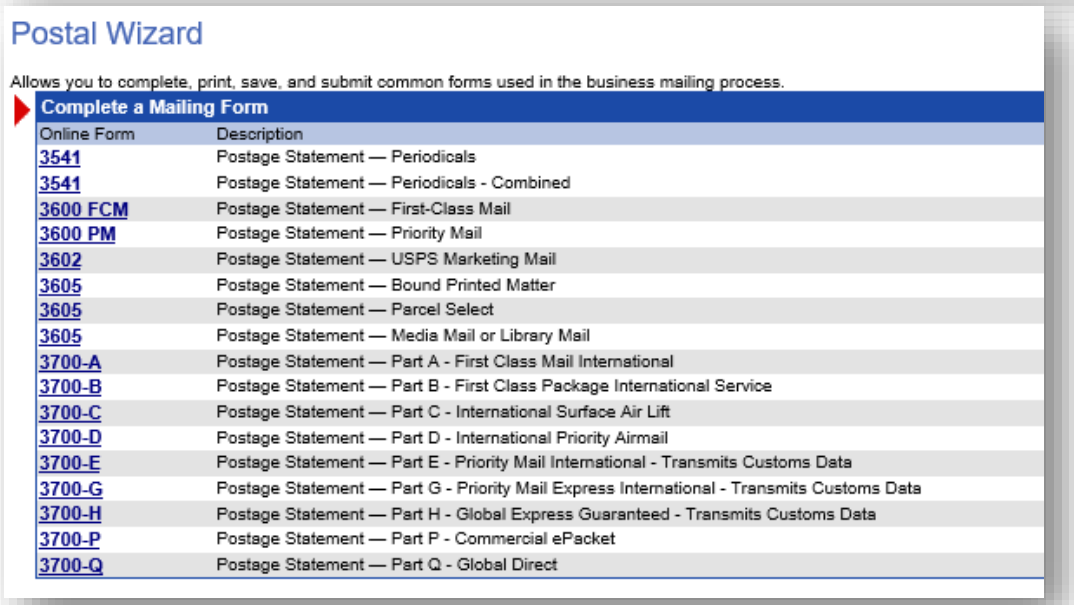
3) Select Postal Wizard by clicking on its blue "**Go To Service**" link
4) Select the applicable form number to complete







SST & BCG

- **SST - Self Service Terminal (where available)**
  - Expedited acceptance at BMEU by scanning confirmation page barcode
  - Four Easy Steps to check in
  - Email confirmation sent to eDoc submitter
  - Eliminates overtime for couriers/drivers
  - EPS account simplifies payment options

- **BCG - Business Customer Gateway**
  - 24/7 access to all permit accounts
  - Ability to view balance and fees/mailing transactions
  - Ability to view mailer scorecard reports
  - Access to mail tracking and visibility information and reports
  - Access to IMsb Tool and Postal Wizard
  - Access to Test Environment for Mailers (TEM) environment
  - Provides most up-to-date mailing information/changes/notifications

BUSINESS CUSTOMER GATEWAY

eDoc Fact Sheet

- eDoc Fact Sheet
- The FRN has a mandated effective date of January 28th, 2024

Electronic Documentation of Mailing Information (eDoc)

WHAT IS ELECTRONIC DOCUMENTATION (eDOC)?

eDoc is an electronic postage statement that may also contain specific information about a mailing like barcode information and qualification reports. Any mailer can submit their postage statements electronically, but eDoc is **a requirement** for Full-Service Intelligent Mail® or Seamless mail. eDoc allows mailers to submit mailing information that is traditionally provided via postage statements and qualification reports electronically through the *PostalOne!* System. eDoc enables faster and more accurate verification, acceptance, and finalization of postage statements.

WHAT CAN MAILERS DO WITH eDOC?

Submit Electronically
- Submit Postage Statement Information & Supporting Documentation like Qualification Reports electronically

Identify Different Parties Involved in the Mailing
- Identify party submitting eDoc
- Identify Mail Owner and Mail Preparer (By/For)

Specify Barcodes
- Barcode Information for Mailpieces, Trays and Containers included in eDoc

WHAT'S INCLUDED IN AN eDOC SUBMISSION

- Postage Statement Information
- Qualification information – presort and entry facilities
- Unique barcodes for mailpieces, handling units such as trays and sacks, and containers
  - Exception for certain mailings under 10,000 pieces
- Identification of eDoc submitter, Mail Owner and Mail Preparer

eDOC SUBMISSION METHODS

- Intelligent Mail Small Business Tool (IMsb) (Web-based)
- Postal Wizard (Web-based)
- Mail.dat (Presort software required)
- Mail.XML (Presort software required)

IMsb TOOL & POSTAL WIZARD

When would a mailer use the IMsb Tool?
The IMsb Tool is designed specifically for small-volume mailers that mail less than 10,000 pieces per mailing and less than 250,000 pieces annually, submitted at a BMEU, who want to prepare their own Full-Service mailings. This is a **free service** to mailers found in the BCG.

When would a mailer use Postal Wizard?
A mailer would use Postal Wizard for Full-Service mailings of fewer than 10,000 identical-weight pieces or less than 10,000 pieces with correct postage affixed to each mailpiece. Postal Wizard is also ideal for mailers that do **infrequent, small-volume non-Full-Service mailings**. This product is **free until 10,000, which would then require software to provide a qualification report**.

1

Product Solutions June 2021

Electronic Documentation of Mailing Information (eDoc)

IMsb TOOL & POSTAL WIZARD COMPARISON

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Creates an IMb for printing on mailpieces and tray/sack labels	Separate software is needed to generate Intelligent Mail barcodes (IMb)
Limited to fewer than 10k pieces per mailing and fewer than 250k pieces annually	Limited to fewer than 10k pieces per mailing (Full-Service only)
Creates 100% Full-Service mailings with Annual Presort Fee Waivers	Limited to mailings of either 100% Full-Service pieces or 0% Full-Service pieces

MAIL.DAT & MAIL.XML

When would a mailer use Mail.dat?
Mail.dat is designed for mailers using their own software to create electronic files containing the postage statement and qualification report. This service uses a fixed file format to send the necessary mailing information.

When would a mailer use Mail.XML?
Mail.XML is designed for mailers using their own software to create electronic files containing the postage statement and qualification report. This service, unlike Mail.dat, allows for two-way communication for the customer to select data fields to be submitted.

Mail.dat	Mail.XML
Stores complete information about a mailing as a database	Provides an alternative to exchanging the entire Mail.dat database
All Mail.dat files are submitted at one time through a Client Application to be processed	Adds a new light-weight transaction messaging mechanism between mail owner, list house, manufacturer/printer, logistics company and the USPS
Mail.dat submissions are composed of 20 different types of files	Mail.XML specification is made up of families of related messages that are/to be used by mailing industry to communicate via web services

Product Solutions June 2021

Industry Calls

United States Postal Service®

INDUSTRY ALERT

Business Customer Gateway eDoc Training Series – Intelligent Mail for Small Business Tool

The Postal Service will host bi-weekly webinars on utilizing the Business Customer Gateway (BCG) for electronic documentation (eDoc) and postage statement submission. The topics will alternate between using the Business Customer Gateway (BCG) / Postal Wizard (PW) and Intelligent Mail for Small Business Tool (IMsb Tool) applications. Learn how to eliminate hard copy postage statements and submit Full-Service mail!

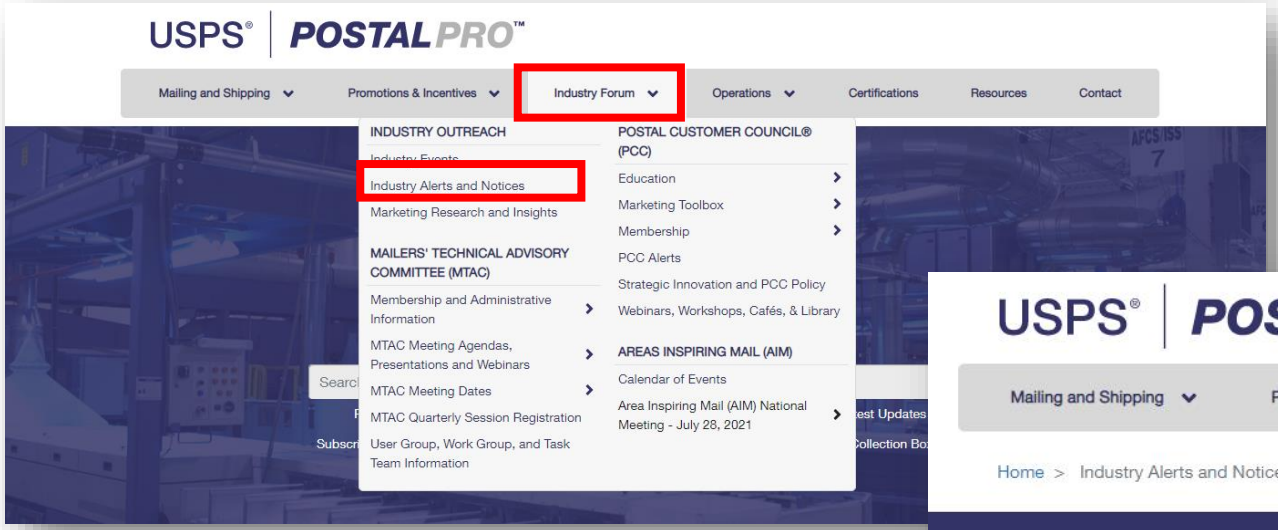
Join us for the next session – BCG/Postal Wizard on May 9, 2023, at 1:00 PM EST.
Meeting URL:
https://usps.zoomgov.com/j/1603767418?pwd=TTFONWNVMXQ2UW1wcUVCcEt5WFllZz09
Meeting ID: 160 376 7418
Password: 996767

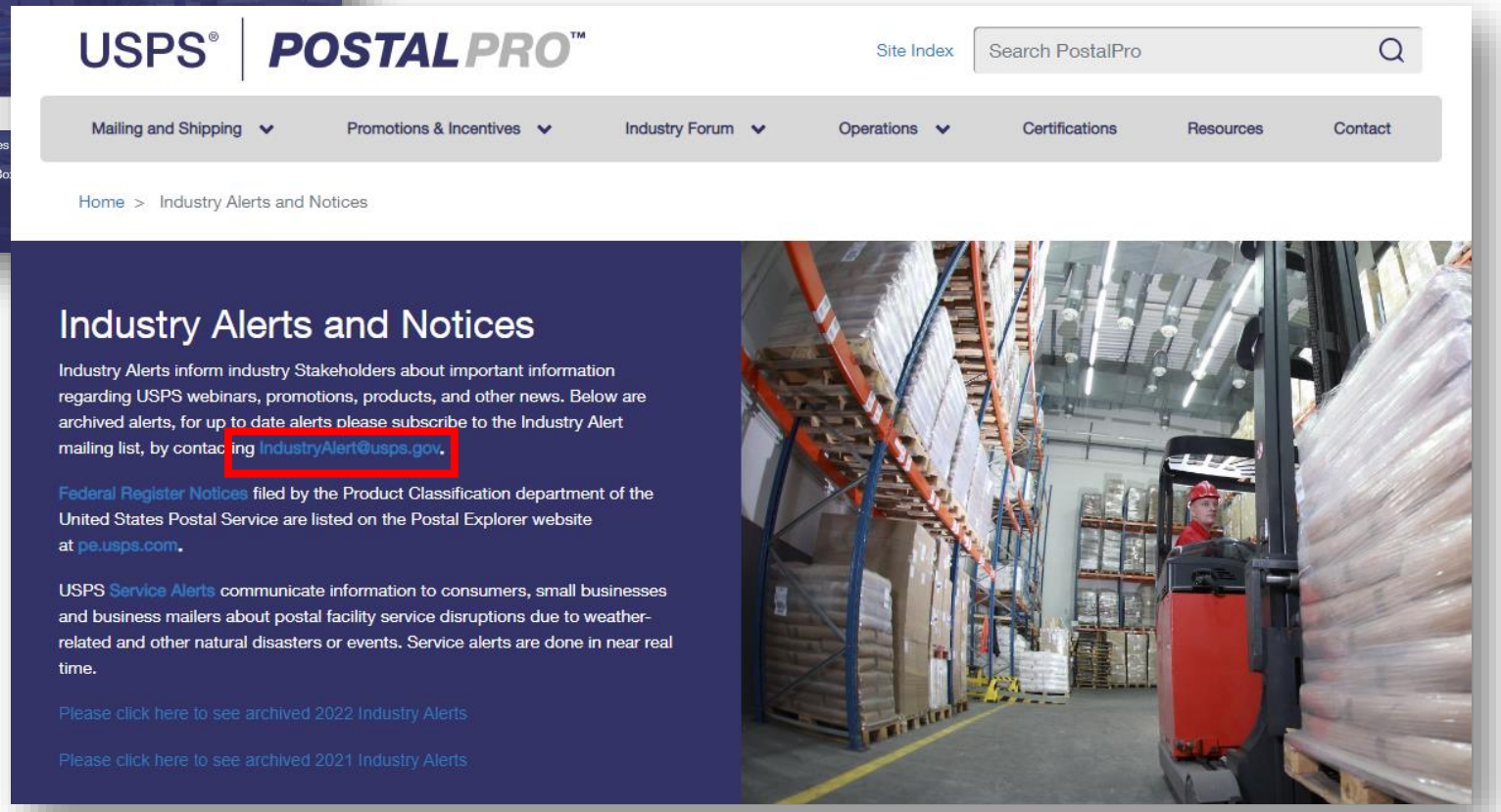
- If requested, enter your name and email address.
- Enter meeting password: 996767

Join Audio by the options below:

- Call using Internet Audio
- Dial: 1-855-860-4313, 1-678-317-3330 or 1-952-229-5070 & follow prompts

Industry Calls





- Industry Alerts inform industry stakeholders about important information regarding USPS webinars, promotions, products, and other news. Below are archived alerts, for up-to-date alerts. Please subscribe to the Industry Alert mailing list by contacting **IndustryAlert@usps.gov**.

Resources

- Intelligent Mail® for Small Business (IMsb) Fact Sheet | PostalPro (usps.com)
- Electronic Documentation (eDoc) Fact Sheet | PostalPro (usps.com)
- Postal Wizard Fact Sheet | PostalPro (usps.com)
- Postal Wizard - Postage Statement Entry | PostalPro (usps.com)
- How to Submit Mail.dat Jobs to *PostalOne!*
- How to Submit Mail.XML Jobs to *PostalOne!*
- USPS Technical Specifications for Mail.dat and Mail.XML
- Intelligent Mail for Small Business Owners (IMsb) User Guide
- A Guide to Full-Service (Including Postal Wizard)
- Federal Register: Hardcopy Postage Statements Discontinued

Questions?

Questions