Pay Permit Fees and Auto—Fee Renewal Fact Sheet



BENEFITS

- · Pay for permit fees online
- Paper forms eliminated

Eligible Permit Types

- Permit Imprint
- Metered
- Precanceled Stamps
- Business Reply
- Periodicals/Pending Periodicals
- Shipping Products

Eligible Online Fee Types

- Permit Imprint Application
- First-Class Mail Presort
- USPS Marketing Mail Presort
- BPM Flats Destination Entry
- BRM Annual Permit Fee
- BRM/QBRM Annual Account Maintenance Fee
- QBRM Quarterly Fee
- Periodicals Application Fees
 - ⇒ Original Entry
 - ⇒ Reentry
 - ⇒ News Agent registration

Resources

- USPS Business Customer
 Gateway
- USPS | PostalPro
- Notice 123 | Postal Explorer

Mailing & Shipping Solutions Center:

- (877) 672-0007
- MSSC@usps.gov

Through the Business Customer Gateway (BCG), mailers have 24/7 access to all their mailing accounts to monitor balances and fees. Mailers can open a permit, link the permit to an Enterprise Payment Account (EPA). Mailers with an EPA can pay their permit imprint application fee and annual permit fees online through the Business Customer Gateway (BCG).

Mailers also have an option to make a one-time fee payment or enroll / unenroll single or multiple permits linked to an EPA using **Auto-Fee Renewal** feature.

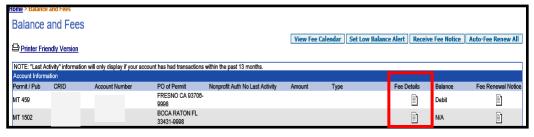
Note: BCG user must be the Business Service Administrator (BSA) or BSA Delegate on Manage Mailing Activity in the BCG and have the EPS Administrator or Payment Manager role on the EPA CRID.

PAY A SINGLE PERMIT FEE (ONE TIME PAYMENT)

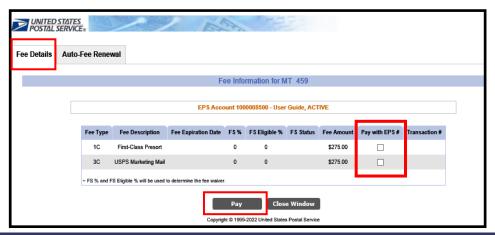
 From the BCG Welcome screen, click one the Balance and Fees hyperlink or go to Mailing Services → Balance and Fees → Go To Service



2. Look for the permit to pay and click the Fee Details icon



- 3. A pop up window will appear with 2 tabs:
 - ⇒ Fee Details allows for immediate one-time payment
 - ⇒ Auto—Fee Renewal enroll and unenroll in Auto Fee Renewal
- 4. For immediate one-time fee payment, select the **Fee Details** tab and check the box **Pay with EPS #** next to the fee to be paid.
- Click Pay. A Confirmation popup window will appear to show confirmation of payment transaction.



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- Presort fees may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.
- Full Service mailers— if the Enroll check box is greyed out, check your Full Service percentage. You may be eligible for Fee Waiver
- Seamless Mailings—
 Annual Presort Fees are
 "Deferred" when a permit is used in a Seamless mailing.

Permit Fee Waiver Fact Sheet (usps.com)

BRM Auto Fee

- Fee payment initiated 5 business days *prior* to expiration date
- If a fee is enrolled in Auto Fee within the 5 day window, the fee will be paid on the day *after* the fee expiration date

AUTO-FEE RENEWAL

The Auto-Fee Renewal functionality is available from the BCG Balance and Fees screen.

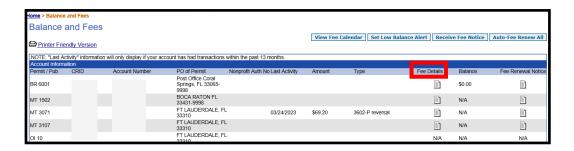
There are 2 ways for Mailers to enroll:

- Single Permit -By clicking on Fee Details icon next to permit
- Multiple Permits -By clicking on Auto-Fee Renew All button

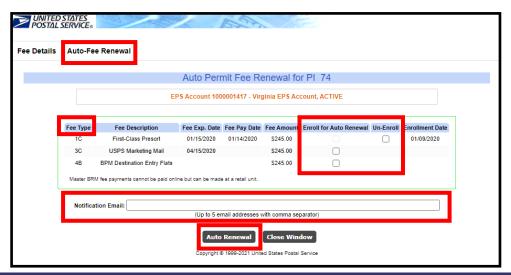


AUTO-FEE RENEWAL—SINGLE PERMIT

1. From the Balance and Fees screen select the Fee Details icon for the permit.



- 2. To Enroll or Un-enroll in Auto-Fee Renewal, select the Auto-Fee Renewal tab.
- 3. Select the Fee Type and check the box to either Enroll for Auto Renewal or Un-Enroll.
- 4. Add up to 5 emails (separated by comma) for auto email notifications
- 5. Click Auto Renewal



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AUTO-FEE EMAIL NOTIFICATIONS

Mailer must add at least one email address to receive the

Auto-Fee notifications

- Max of 5 email addresses can be entered to receive email notifications
- Enrollment and Unenrollment in Auto-Fee Renewal
- 5 days prior to fee payment coming due, PO! will notify the mailer
- Auto-fee payment is rejected:
 - ⇒ If the Auto Fee Renewal
 Payment request from
 EPS is declined (i.e. ACH
 Debit Return, Suspended/
 Inactive EPS, Insufficient
 Funds) all enrolled
 permits will be auto
 unenrolled from Auto Fee
 Renewal
- Auto-fee payment is successful
- Auto-fee payment is pending

AUTO-FEE RENEWAL— MULTIPLE PERMITS

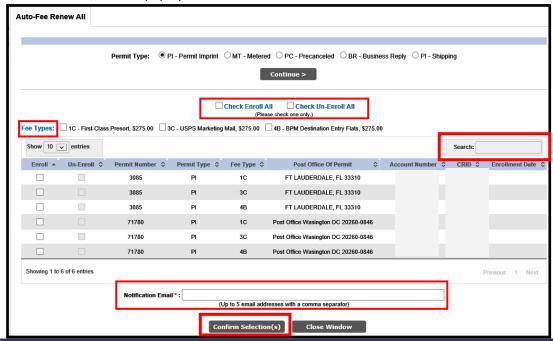
To Enroll or Un-Enroll multiple permits, select the Auto-Fee Renewal All button.



2. Select the **Permit Type** to enroll or un-enroll; click **Continue** to see the list of permits Click **Continue** to see the list of permits.



- 3. To enroll or un-enroll all permits Check Enroll All or Check Un-Enroll All
- 4. Filter by Fee Type to see specific permits or use the Search parameters
 - ⇒ 1C-First Class Presort
 - ⇒ 3C-USPS Marketing Mail
 - ⇒ 4B-BPM Destination Entry Fee
- 5. Next, check the box to **Enroll** or **Un-Enroll** the permit(s)
- 6. Add up to 5 emails (separated by comma) for notifications
- 7. Click Confirm Selection
- 8. You will receive a pop up Confirmation



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