

# Enterprise Payment Address Quality Migration

## ACS, AEC, AECII, SSACS Factsheet



### KEY BENEFITS & FEATURES

- Pay for Address Quality Services online
- View account payments, balances and transaction history
- Account notifications and alerts
- Customized payment reporting and dashboard capabilities
- Available for :
  - \* First Class Mail
  - \* Parcels
  - \* Periodicals
  - \* USPS marketing Mail

### AVAILABLE PRODUCTS

- ACS
- AEC
- AECII
- SSACS

For assistance obtaining your ACS/AES customer number, please email appropriate department:

- [acs@usps.gov](mailto:acs@usps.gov)
- [aec@usps.gov](mailto:aec@usps.gov)

### CUSTOMER SUPPORT

Contact the Mailing and Shipping Solutions Center (MSSC) for assistance

Phone: (877) 672-0007

Email: [MSSC@usps.gov](mailto:MSSC@usps.gov)

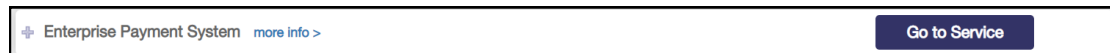
The Enterprise Payment System (EPS) allows customers to pay for products and services through an Enterprise Payment Account (EPA) funded as an Automated Clearing House (ACH) Debit or Trust Account.

ACS/AEC customers who are currently invoiced through the National Customer Support Center (NCSC) can pay for their Address Change Service (ACS) and Address Element Correction (AEC) services using their Enterprise Payment Account.

Customers need a Business Customer Gateway and an Enterprise Payment System account.

## EASY ENROLLMENT: Request Access to Enterprise Payment System (EPS)

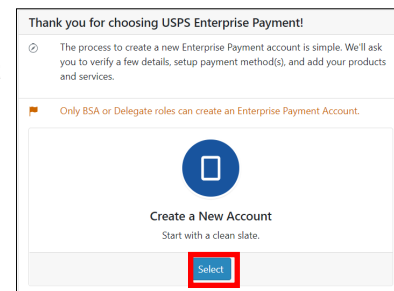
- Sign in to the [Business Customer Gateway](#)
- Click **Additional Services**
- Scroll to EPS and click the **Go To Service** button



## CREATE AN EPS ACCOUNT

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

1. On the *Create a New Account* screen click **Submit**
2. Agree to the Terms and Conditions; click **Submit**
3. Verify your information. To make any necessary changes, click the hyperlink on the page; click **Next**.
4. Select the CRID that the EPS will be associated to; click **Next**
5. Assign user roles
6. A 10 digit EPA number is created. (Add an account nickname is optional)
7. Proceed to Select a Payment Method



For step by step instructions, please refer to

[Enterprise Payment System Account Creation Fact Sheet | PostalPro](#)

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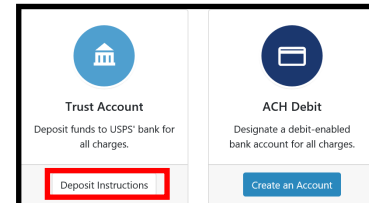


### EPS PAYMENT METHOD SET-UP

The next step is to activate your preferred payment method: ACH Debit or Trust Account. A Trust is created with each EPS and is activated upon funding. You can also add ACH Debit as a payment method.

**Trust:** Funds are deposited with USPS and transactions are deducted from the available balance.

- Trust funding options:
  - \* Check, cash or money order deposited at a Retail location (available near real time)
  - \* Wire Transfer (available 4-6 hours)
  - \* ACH Credit (available next business day)
  - \* Mobile Check Deposit (available 4-6 hours)**(select Deposit Instructions for EFT process)**



**ACH Debit:** Daily transactions are aggregated and withdrawn at 6 pm EST directly from the customer's linked bank account.

On BCG Additional Service tab select EPS Go to Service

- \* Click the Add Payment Method dropdown and select ACH Method only
- \* Enter bank account information
- \* ABA Number (Bank routing number)
- \* Bank Account Number
- \* Enterprise Payment will post two micro-transactions, each less than \$1, to your bank account within 48 hours

**After the micro-transactions post to your bank account:**

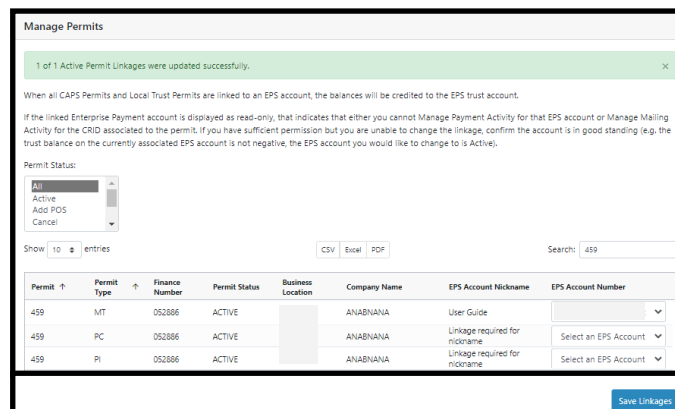
- \* On BCG **Additional Services** tab select **EPS—Go to Service**
- \* On EPS Dashboard select **Continue** under **Pending EPS Accounts** for the EPA#
- \* Scroll to the bottom of the **Account Management** page
- \* Select the **Verify Micro-Transactions** hyperlink for the ACH Debit
- \* Enter the amount for each micro-transaction (decimal not necessary)
- \* Click **Submit** to activate your account

Type	Nickname	Status	Prioritization
Trust Balance: \$25.00	Trust	Verified	Unassigned Deposit Instructions
ACH Debit ****0122	Optional	Pending	Verify Micro-Transactions

### LINKING PERMITS TO EPS

Existing permits can be linked to an EPA. The **Manage Permits** screen shows your available permits/publication numbers. If a permit/publication number has a negative balance it will not show on this screen until the negative balance is resolved.

- \* Navigate to the EPS service in BCG
- \* Below **Quick Links** on the left, click **Manage Permits**
- \* Locate the permit to be linked, select the EPA number from the **EPS Account Number** dropdown list on the right
- \* Select **Save Linkages** to complete the process
- \* At the top of the **Manage Permits** page you will see a green banner indicating the permit has been updated successfully.



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### ENABLING EPS FOR ACS PAYMENT—ACS INVITATION EMAIL AND INSTRUCTIONS

Once your EPS account has been created, send an email to [ACS@usps.gov](mailto:ACS@usps.gov).

Include the following information in your email:

- \* EPS account number
- \* CRID associated with the above EPS account
- \* ACS Customer Number or ACS Account Number
- \* Company name
- \* BCG user name

After the ACS department receives the email and processes the request, they will send you an “**Invitation email**”. This email will include your EPS account number and associated CRID, your ACS Account Number (Customer Number), an invitation code, and a **unique hyperlink** with instructions to complete the EPS linking process.

The day after you receive the Invitation email, you **must** use the *unique hyperlink* within the email to enable your EPS to link to the ACS service for payment. The *unique hyperlink* takes you to an ACS BCG that you will log into using your BCG credentials.

**NOTE:** You must use the hyperlink provided in the invitation email to complete the linking process. If you do not use the provided link, you will not be able to pay your ACS account via EPS.

Do not copy/paste the hyperlink. Simply click on the hyperlink from the invitation email.

Hello ACS Customer,

\*\*\*\*\*You will need to wait until **(The Next Day)** before attempting the linking process below. \*\*\*\*\*

Your EPS Account number **XXXXXXXXXX** associated with CRID \_\_\_\_\_ has been added to ACS Account Number: **XXXXXX** - (Account Name) Please be sure to use the ACS Account Number: **XXXXXX** when completing the linking process.

**IF YOU HAVE MULTIPLE ACCOUNTS, DO ONE ACCOUNT AT A TIME using the instructions below:**

Your Invitation Code is: **XXXXXXXXXX**

Please use this link <https://prodpx-promotool.usps.com/promoreg/secure/campaignSecureView.do?campaignId=PaymentACS> to complete the EPS Linking process.

Business Customer Gateway (BCG) EPS Linking Process

1. Select the **LINK** provided in the ACS EPS INVITATION REQUEST email
2. Enter your **BCG User Name** and **Password**
3. Enter the **Invitation Code** from the email
4. Select **YES** to accept BSA Terms and Conditions
5. Select the **SUBMIT** tab
6. Select “**Additional Services**” at the top
7. Select “**Go To Service**” on the right of **Enterprise Payment**
8. Select the **LINK “Active”** located below your name on the Enterprise Payment System’s dashboard
9. Select the “**View**” tab on the drop down
10. From the **Account Management** Page select the **Product and Service** tab
11. Select **Manage Address Quality**
12. Select **EPS Account Number**
13. Enter **ACS account number** in the Customer Number field from the ACS EPS INVITATION REQUEST email
14. Enter **Product Type ACS** for the account number entered
15. Select **Link**
16. You may log out of the BCG once you have finished Linking your ACS account(s)
17. Reply all to the EPS INVITATION REQUEST email indicating that you have linked your ACS account in EPS

**If you do not utilize the LINK above to complete the process, then you will not be able to pay your ACS account via EPS.**

Once you have completed the **LINKING PROCESS** on EPS, an electronic transaction will be sent to the ACS department. Once the electronic transaction is received and processed your ACS account will be enabled to pay via EPS.

Please reply to this email once you have completed the EPS linking process so we can track and verify the electronic transaction was finalized.

After you have completed the linking process on EPS from the invitation email, an electronic transaction will be sent to the ACS department. Once the electronic transaction is received and processed, your ACS account will be enabled to pay via EPS.

**After you complete the process using the invitation email, you must log out of the ACS system then log into your**

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### LOG INTO BCG—MANAGE ADDRESS QUALITY

To link **Address Quality Products and Services** to an Enterprise Payment account, or to edit a product or service currently linked to an Enterprise Payment account, select the **Products and Services** tab on the **Account Management** page.

Click **Manage Address Quality** to manage your NCSC Account linkages.

The screenshot shows the 'Account Management' interface for an EPS account. The 'Products & Services' tab is selected and highlighted with a red box. Below the tabs, a list of services is displayed: PO Box Services, PC Postage Account, Permits, and Address Quality Services. The 'Manage Address Quality' button for the Address Quality Services is highlighted with a red box.

The **Address Quality Account Management** screen shows all available product types for which you are authorized. Address Quality Services currently available for payment through Enterprise Payment accounts:

- Address Element Correction (AEC),
- Address Element Correction II (AECII)
- SingleSource ACS (SSACS).

To link **Address Quality Service accounts** to an Enterprise Payment account, select the **EPS Account Number**, enter your **ACS/AEC Customer Number**, select the **Product Type** then select **Link**.

If you need assistance obtaining your ACS/AEC Customer Number, please email the appropriate department [acs@usps.gov](mailto:acs@usps.gov) or [aec@usps.gov](mailto:aec@usps.gov) for assistance.

An Enterprise Payment account linked to Address Quality will display under **Status** as **Linked**.

EPS sends the linked account information to the National Customer Support Center (NCSC) to begin invoicing the EPS account for payment.

Selecting the **Delink** option removes the linkage between an Enterprise Payment Account and Address Quality Accounts and the update is sent to NCSC.

The screenshot shows the 'Address Quality Account Management' table. The table has columns for EPS Account Number, EPS Account Nickname, Status, Customer Number, Product Type, and Action. The 'Status' column shows 'Linked' for all entries, and the 'Action' column shows 'Delink' buttons. The first row is highlighted, and the 'Delink' button is highlighted with a red box.

EPS Account Number	EPS Account Nickname	Status	Customer Number	Product Type	Action
1000000819	Bessie Test Acct	Linked	1030000	AEC	Delink
1000000819	Bessie Test Acct	Linked	1000013	AEC	Delink
1000000819	Bessie Test Acct	Linked	100596	ACS	Delink
1000000783	Bessie Test Acct	Linked	1000216	AEC	Delink

### RESOURCES

- [USPS | PostalPro](#)
- [Enterprise Payment System | PostalPro](#)
- [Enterprise Payment System Account Creation Fact Sheet | PostalPro](#)
- [ACS™ | PostalPro](#)