How to Submit Mail.XML Jobs
to
PostalOne!

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This guide provides step-by-step instructions for submitting electronic mailing information into the USPS for Full-Service letter & flat mailings using Mail.XML.

New User Registration on the Business Customer Gateway

1. First time users must register prior to accessing the mailing information. (https://gateway.usps.com)
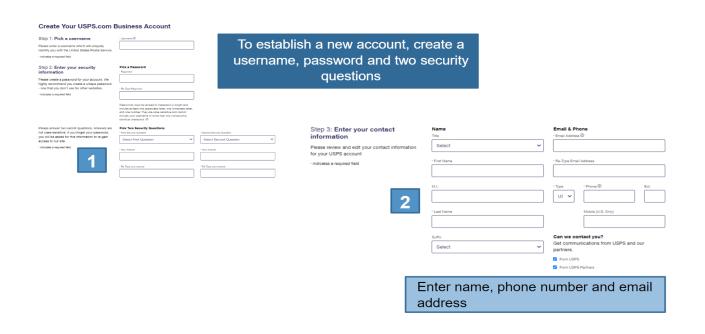2. New users must click "**Sign up for the BCG**" to begin the registration process.

Complete Registration Form to create a new account

1. Create a username and password.
2. Answer the two security question.
3. Enter all of your business information.
4. Review the Privacy Policy.
5. Confirm the email address provided.

Step 4: **Find address by...**

Please enter the address so USPS can find the best deliverable option for you.

Please choose how you would like to find your address

◉ Address ○ ZipCode™ ○ Company Identifier

1

Choose the method to look up the business address, by either Address, ZIP Code, or if you have an **existing** CRID, click "Company Identifier"

Step 5: **Find by address**

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

· indicates a required field

Please choose a valid mailing location
The address you provided corresponds to a number of more specific addresses, some of which may have different ZIP+4 Codes. Please choose a more specific address from the list provided below.

Original Address:
○ 475 L'Enfant PLZ SW
   Washington DC 20260

Possible Addresses:
◉ 475 LENFANT PLZ SW
   WASHINGTON DC 20260-0001

○ 475 LENFANT PLZ SW RM 1P010
   WASHINGTON DC 20260-0002

○ 475 LENFANT PLZ SW
   WASHINGTON DC 20260-0006

○ 475 LENFANT PLZ SW
   WASHINGTON DC 20260-0007

○ 475 LENFANT PLZ SW

Back   Continue

Choose from list of possible addresses or original entry if necessary

2

Step 5: **Find by address**

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

· indicates a required field

Existing Company?
The company information you submitted seems to be similar to one of our existing company records. Please review existing records and if you can find a matching record, please select the best option and then select the Continue Button.

Original Address:
○ USPS
   475 LENFANT PLZ SW
   WASHINGTON DC 20260-0001

Existing Records:
○ USPS
   475 LENFANT PLZ SW
   WASHINGTON DC 20260-0004
   CRID: 94821635
   Affiliated Users: 93
   CRID Creation Date: 8/31/2018

○ USPS
   475 LENFANT PLZ SW
   WASHINGTON DC 20260-0004
   CRID: 1353763
   Affiliated Users: 46

Back   Continue

3

Choose from list of existing companies or original entry if necessary

Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

Business Verification

Thank you for validating your mailing address. Now please help us verify your business.

○ VAUGHN CONSTRUCTION INC
  1901 ROYAL LN
  DALLAS TX 752293183

○ VISION ENCLOSURE
  412 W BETHEL RD
  COPPELL TX 750194401

○ VAUGHAN CONSTRUCTION, INC
  1901 Royal LN
  DALLAS TX 75229

○ None of the above

Making this selection will not impact your mailing address.

Continue

1

Choose from list of existing verified business location or original entry if necessary

2

Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

Congratulations!

The address you've provided has been verified as a valid delivery address.

◉ USPS
  475 LENFANT PLZ SW
  WASHINGTON DC 20260-0004

Change This Address

Please read our privacy policy.

Privacy Act Statement: Your information will be used to provide online registration capability for Internet-based services. Collection is authorized by 39 U.S.C. 401, 403, & 404. Providing the information is voluntary, but if not provided, we may not

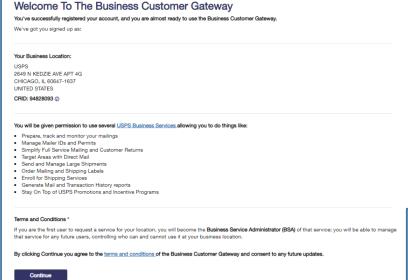Create Account

Read privacy policy and click Create Account

Terms and Conditions for new users

1. The first user to register will become the Business Service Administrator (BSA) in charge of managing who can and cannot use a service at the business location.
2. Users must agree to the terms and conditions.
3. Users can click **Continue** to move to the confirmation page.

New User: Complete Registration Form

The first user at a business location will become the Business Service Administrator (BSA) for a USPS business application or "service," in charge of managing who can and cannot use a service at a business location.

This can be changed later, if someone else needs to be made BSA.

The terms and conditions can be viewed (and printed, if desired) from the link shown here

Clicking Continue takes the new user to a confirmation page

Welcome To The Business Customer Gateway

You've successfully registered your account, and you are almost ready to use the Business Customer Gateway.

We've got you signed up as:

Your Business Location:
USPS
2649 N KEDZIE AVE APT 4G
CHICAGO, IL 60647-1637
UNITED STATES
CRID: 94828093

You will be given permission to use several USPS Business Services allowing you to do things like:

- Prepare, track and monitor your mailings
- Manage Mailer IDs and Permits
- Simplify Full Service Mailing and Customer Returns
- Target Areas with Direct Mail
- Send and Manage Large Shipments
- Order Mailing and Shipping Labels
- Enroll for Shipping Services
- Generate Mail and Transaction History reports
- Stay On Top of USPS Promotions and Incentive Programs

Terms and Conditions *

If you are the first user to request a service for your location, you will become the **Business Service Administrator (BSA)** of that service; you will be able to manage that service for any future users, controlling who can and cannot use it at your business location.

By clicking Continue you agree to the terms and conditions of the Business Customer Gateway and consent to any future updates.

[Continue]

Confirmation Page

1. Users will automatically be registered to use the popular business applications and services.
2. To begin using the BCG the user must click **Continue**.

New User: Confirmation Page

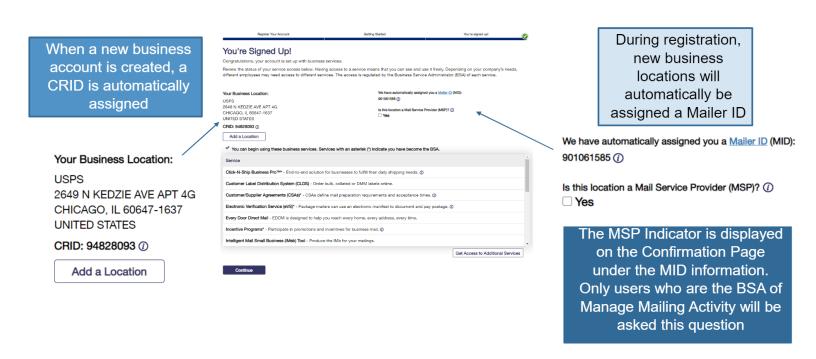New business users will be enrolled to use popular business applications or "services"

You're Signed Up!

Congratulations, your account is set up with business services.

Review the status of your service access below. Having access to a service means that you can see and use it freely. Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA) of each service.

Your Business Location:
USPS
2649 N KEDZIE AVE APT 4G
CHICAGO, IL 60647-1637
UNITED STATES
CRID: 94828093

[Add a Location]

We have automatically assigned you a Mailer ID (MID):
901061585

Is this location a Mail Service Provider (MSP)?
☐ Yes

✓ You can begin using these business services. Services with an asterisk (*) indicate you have become the BSA.

Service
Click-N-Ship Business Pro™* - End-to-end solution for businesses to fulfill their daily shipping needs.
Customer Label Distribution System (CLDS) - Order bulk, collated or DMM labels online.
Customer/Supplier Agreements (CSAs)* - CSAs define mail preparation requirements and acceptance times.
Electronic Verification Service (eVS)* - Package mailers can use an electronic manifest to document and pay postage.
Every Door Direct Mail - EDDM is designed to help you reach every home, every address, every time.
Incentive Programs* - Participate in promotions and incentives for business mail.
Intelligent Mail Small Business (IMsb) Tool - Produce the IMb for your mailings.

[Get Access to Additional Services]

[Continue]

Access to additional services may be requested by clicking here

Customer Registration IDs (CRID) and Mailer IDs (MID)

1. New Users registering will create a new business account and by doing so will be given a CRID automatically.
2. Through the same process the system will automatically assign a MID.

When a new business account is created, a CRID is automatically assigned

Your Business Location:

USPS
2649 N KEDZIE AVE APT 4G
CHICAGO, IL 60647-1637
UNITED STATES

CRID: 94828093

Add a Location

During registration, new business locations will automatically be assigned a Mailer ID

We have automatically assigned you a Mailer ID (MID): 901061585

Is this location a Mail Service Provider (MSP)?
☐ Yes

The MSP Indicator is displayed on the Confirmation Page under the MID information. Only users who are the BSA of Manage Mailing Activity will be asked this question
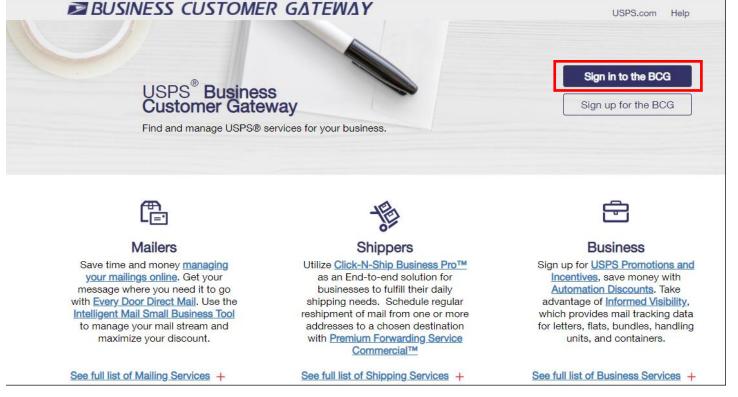
Existing Users that have an account can Log on the Business Customer Gateway

1. Access BCG by going to: https://gateway.usps.com
2. Enter Username and Password on BCG Main Page
3. Click **Sign In**

The New BCG Homepage

1. Business Services are now located under the Mailing Services, Shipping Services, and Other Services links.
2. Users will now receive alerts on any pending services through the BCG Messages.
3. Users can now bookmark their most commonly used services in their Favorite Services.

Accessing the Mail.XML WSDL files

1. Select **Mailing Services** located on the BCG Home page to get to the Electronic Data Exchange (EDE) **Go to Service** link. This **Go to Service** link will allow the user to gain access to the EDE where the Mail.XML WSDL link is located.

2. The user can download the **Mail.xml WSDL Files** by selecting the link located under Mail.dat Support for Production:

Using Mail.XML

Mailers who are interested in testing Mail.XML Pull and Push methods must complete some preparatory work prior to entering Production, such as developing or purchasing Mail.XML software, acquiring a signed certificate from a Certification Authority (if doing the Push method), obtaining the USPS-provided schemata i.e., Web Services Description Language (WSDL) and XML schema document and templates (XSD) used to ensure conformity and standardization of data exchange between the *PostalOne!* system and customers.

When programming to create Mail.XML software, developers must use USPS-provided Web Services Description Language (WSDL) and XML schema document and templates (XSD). This ensures conformity and standardization of data exchange between the *PostalOne!* system and customers. As Mail.XML technical specifications develop, WSDLs and XSDs will be revised, replaced, or made obsolete. Take care to use the correct WSDLs.

There are technical guides available to assist in creating/using Mail.XML.

Mail.XML Technical Specifications document: https://postalpro.usps.com/mailing/techspecs/xml53.0

Go to *PostalOne!* & Review Mailing Job

1. To view the job's postage statement, sign-in to the Business Customer Gateway.

2. Select the **Dashboard** link located under Favorite Services (Favorites will have a default list of services). Users may edit their Favorite Services to their desired choices by selecting the Edit link.

3. Select the **Dashboard** link:

4. Locate the job's postage statement by entering the Job ID and appropriate date criteria. Make sure Statement Status is set to "ALL" and the *Include Closed Jobs* box is checked before clicking the Search button:

5. Open the job's postage statement by selecting the job's **Postage Statement ID**:

UNITED STATES POSTAL SERVICE®

Manage Mailing Activity

> Home
> Summary
> Balance and Fees
> Postal Wizard
> Electronic Data Exchange
> Mailing Reports
> Dashboard
> Manage Permits

Home > Dashboard Management System

Search Results

My Search Criteria Selections   show / hide

Legend: [*] for spoilage adjustment.   [**] for USPS adjusted entry.   [F] for Full-Service statements   [M] for Mixed-Service statements   [CB] for Copal Bundle mailings   [CT] for Copal Tray mailings

60 jobs found, displaying 1 to 20.[First/Prev] 1, 2, 3 [Next/Last]

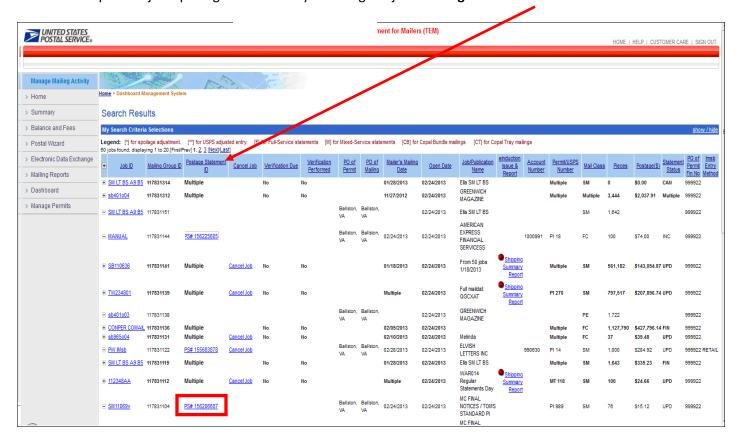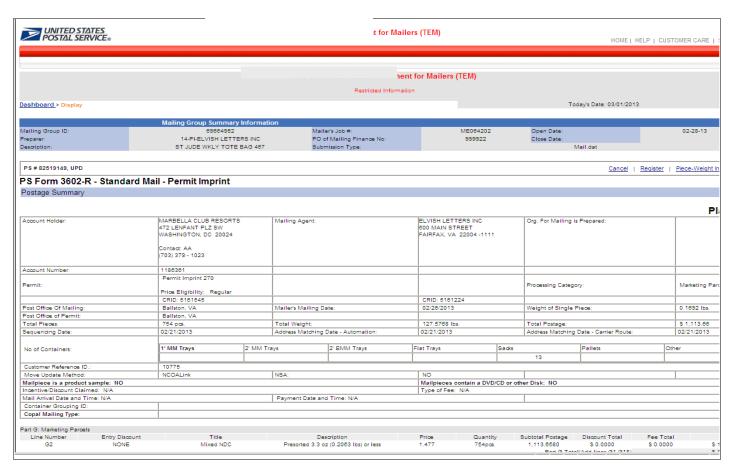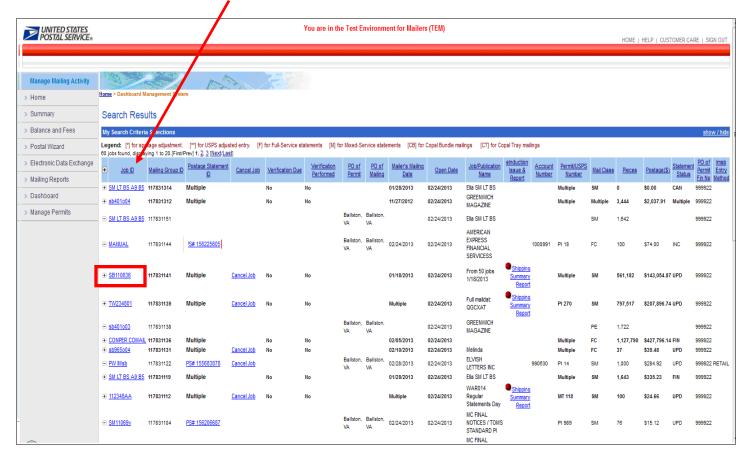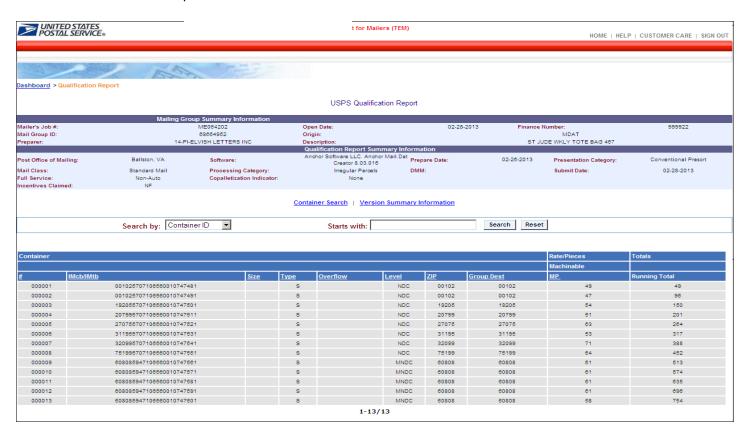| Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Permit	PO of Mailing	Mailer's Mailing Date	Open Date	Job/Publication Name	eInduction Issue & Report	Account Number	Permit/USPS Number	Mail Class	Pieces	Postage($)	Statement Status	PO of Permit Fin No	Imsb Entry Method
SM LT BS A9 B5	117831314	Multiple		No	No				01/28/2013	02/24/2013	Ella SM LT BS			Multiple	SM	0	$0.00	CAN	999922	
sb401p04	117831312	Multiple		No	No				11/27/2012	02/24/2013	GREENWICH MAGAZINE			Multiple	Multiple	3,444	$2,037.91	Multiple	999922	
SM LT BS A9 B5	117831151							Ballston, VA	Ballston, VA	02/24/2013	Ella SM LT BS				SM	1,642			999922	
MANUAL	117831144	PS# 156225605						Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	AMERICAN EXPRESS FINANCIAL SERVICESS		1000991	PI 18	FC	100	$74.00	INC	999922	
SB110636	117831141	Multiple	Cancel Job	No	No				01/18/2013	02/24/2013	From 50 jobs 1/18/2013	Shipping Summary Report			Multiple	SM	561,182	$143,054.87	UPD	999922	
TW234801	117831139	Multiple	Cancel Job	No	No				Multiple	02/24/2013	Full maildat: QGCXAT	Shipping Summary Report		PI 270	SM	797,517	$207,896.74	UPD	999922	
sb401p03	117831138							Ballston, VA	Ballston, VA	02/24/2013	GREENWICH MAGAZINE				PE	1,722			999922	
CONPER COMAIL	117831136	Multiple		No	No				02/05/2013	02/24/2013				Multiple	FC	1,127,790	$427,796.14	FIN	999922	
sb965p04	117831131	Multiple	Cancel Job	No	No				02/10/2013	02/24/2013	Melinda			Multiple	FC	37	$39.48	UPD	999922	
PW IMsb	117831122	PS# 155683878	Cancel Job					Ballston, VA	Ballston, VA	02/28/2013	02/24/2013	ELVISH LETTERS INC		990630	PI 14	SM	1,000	$284.92	UPD	999922	RETAIL
SM LT BS A9 B5	117831119	Multiple		No	No				01/28/2013	02/24/2013	Ella SM LT BS			Multiple	SM	1,643	$335.23	FIN	999922	
112348AA	117831112	Multiple	Cancel Job	No	No				Multiple	02/24/2013	WAR014 Regular Statements Day	Shipping Summary Report		MT 118	SM	100	$24.66	UPD	999922	
SM11069v	117831104	PS# 156206687						Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	MC FINAL NOTICES / TOMS STANDARD PI MC FINAL			PI 989	SM	76	$15.12	UPD	999922	

6. The job's postage statement will appear:

UNITED STATES POSTAL SERVICE®

nent for Mailers (TEM)

Restricted Information

Dashboard > Display   Today's Date: 03/01/2013

Mailing Group Summary Information					
Mailing Group ID:	69664952	Mailer's Job #:	ME064202	Open Date:	02-28-13
Preparer:	14-PI-ELVISH LETTERS INC	PO of Mailing Finance No:	999922	Close Date:	
Description:	ST JUDE WKLY TOTE BAG 467	Submission Type:		Mail.dat	

PS # 82519149, UPD   Cancel | Register | Piece-Weight In

PS Form 3602-R - Standard Mail - Permit Imprint

Postage Summary

PI

Account Holder:	MARBELLA CLUB RESORTS 472 LENFANT PLZ SW WASHINGTON, DC 20024 Contact: AA (703) 379 - 1023	Mailing Agent:		ELVISH LETTERS INC 600 MAIN STREET FAIRFAX, VA 22004 -1111	Org. For Mailing is Prepared:	
Account Number:	1186361					
Permit:	Permit Imprint 270 Price Eligibility: Regular				Processing Category:	Marketing Parc
	CRID: 5161545			CRID: 5161224		
Post Office Of Mailing:	Ballston, VA	Mailer's Mailing Date:		02/26/2013	Weight of Single Piece:	0.1692 lbs.
Post Office of Permit:	Ballston, VA					
Total Pieces:	754 pcs.	Total Weight:		127.5768 lbs.	Total Postage:	$ 1,113.66
Sequencing Date:	02/21/2013	Address Matching Date - Automation:		02/21/2013	Address Matching Date - Carrier Route:	02/21/2013

No of Containers:	1" MM Trays		2' MM Trays		2' EMM Trays		Flat Trays		Sacks		Pallets		Other	
										13				

Customer Reference ID.:	10775				
Move Update Method:	NCOALink	NSA:		NO	
Mailpiece is a product sample: NO				Mailpieces contain a DVD/CD or other Disk: NO	
Incentive/Discount Claimed: N/A				Type of Fee: N/A	
Mail Arrival Date and Time: N/A			Payment Date and Time: N/A		
Container Grouping ID:					
Copal Mailing Type:					

Part G: Marketing Parcels

Line Number	Entry Discount	Title	Description	Price	Quantity	Subtotal Postage	Discount Total	Fee Total	
G2	NONE	Mixed NDC	Presorted 3.3 oz (0.2063 lbs) or less	1.477	754pcs.	1,113.6580	$ 0.0000	$ 0.0000	$ 1
						Part G Total/Add lines G1-G18)			$

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7. Click on the mailing **Job ID** to view the Qualification Report.

8. Qualification Report view

Review & Compare

Compare the electronic postage statement and qualification report displayed on the dashboard with the Mail.XML file submitted.

Ensure the accuracy of the information.

Resolve Issues

If you encounter issues with your test, please contact the Mailing & Shipping Solutions Center at 877-672-0007. Be prepared to supply the job ID that you submitted.