

# Enterprise Payment System

## Account Creation



### ELIGIBLE PRODUCTS/SERVICES

- PO Box, Caller & Reserve Services (EPOBOL)
- Address Quality Products (AEC, AECII and ACS)
- Priority Mail
- First-Class Mail, Letters, Cards, and Flats
- First-Class Package Service
- USPS Marketing Mail, Letters, Flats, and Parcels
- Parcel Select
- Media Mail
- Library Mail
- Bound Printed Matter
- Periodicals
- International Products
- Business Reply Mail (BRM)
- Every Door Direct Mail (EDDM) - BMEU

### ELIGIBLE SUBMISSION METHODS

- Business Mail Entry Unit (BMEU) hard copy
- eDoc (Mail.dat/Mail.XML)
- Postal Wizard
- Intelligent Mail small business (IMsb) Tool

### ELIGIBLE PERMIT TYPES

- Permit Imprint
- Metered
- Pre-cancelled Stamps
- Periodicals (CPP/PP)
- Postage Due
- Business Reply

### ELIGIBLE TRANSACTIONS

- Postage Statement Processing (Domestic & International)
- Adjustments
- Mail Entry Postage Assessment
- Reversals
- Refunds (including Value Added Refunds (VAR))
- Deposits
- Transfers
- Fee Payments
- Postage Due
- FOIA Requests

### \*PRODUCTS/SERVICES NOT CURRENTLY SUPPORTED

- Electronic Verification System (eVS)
- Parcel Return Service (PRS)
- PC Postage
- Scan Based Payment (SBP)
- Merchandise Return Service (MRS)
- Official Mail Accounting System (OMAS)
- Premium Forwarding Service Commercial (PFSC)
- Share Mail
- Intelligent Mail barcode Accounting (IMBA)

The Enterprise Payment System (EPS) allows customers to pay for Postal products and services through a single account, called the Enterprise Payment Account (EPA). EPS supports commercial, domestic and international products and services which includes First-Class Mail<sup>®</sup>, USPS Marketing Mail<sup>™</sup>, Periodicals, Electronic PO Boxes Online (EPOBOL) and Address Quality Products. *\*Review list, at left, for eligible products, submission methods, permit types, transactions, and products/services not currently supported.*

EPAs can be setup as a Trust Account or Automated Clearing House (ACH) Debit:

- **Trust Account:** Allows you to directly deposit funds to your USPS payment account for transactions.
  - Trust Accounts can be funded through:
    - Check, cash, or money order deposited at designated retail units (<https://postalpro.usps.com/EPS/RetailLocations>). You are no longer restricted to deposit at the Zip Code where your permit/publication is held. *Note: As an EPS customer, you must provide your 10-digit EPA number, not your permit/publication number, to make a deposit to your Trust Account.*
    - Fedwire Transfer - a service provided by the Federal Reserve bank to electronically deposit funds into your account
    - ACH Credit - electronic method to deposit funds into your account directly from your banking institution.
- **ACH Debit:** Allows USPS to withdraw payment transactions directly from your bank account

## EASY ENROLLMENT

1. Request invitation code to participate in EPS
2. Login to the Business Customer Gateway (BCG) and access the EPS
3. Create an EPA
4. Manage user roles
5. Select payment method and update banking information
6. Activate a payment method
7. Link permits/publications
8. Notify your Mail Service Provider (MSP), if applicable

## 1. REQUEST INVITATION CODE TO PARTICIPATE IN EPS

1. To request invitation code:
  - Send an email to [USPSPayment@usps.gov](mailto:USPSPayment@usps.gov)
    - Include the following information:
      - Subject Line: "EPS Request"
      - Name, Address, and Contact Information (email)
      - CRID (Customer Registration ID)
  - OR-
  - Contact your local [Business Mail Entry Unit](#)
2. Receive an email with an invitation code within two business days  
*Note: The invitation code is unique to the requestor and grants the Business Service Administrator (BSA) access to EPS.*

Hello customer name,  
Congratulations! Your access request for the Enterprise Payment System (EPS) is enabled. Your Invitation Code is xxxxxxxx  
Please use this link to complete the enrollment:  
<https://redes.promo001.usps.com/promos/acces/campaignSuccess?inv.do?invitationId=EPS>  
Sign in with your Business Customer Gateway (BCG) account and password.  
Enter the Invitation Code to complete the authorization.  
This invitation code provides access to the Enterprise Payment System for use with commercial mailing permits and PostalOne! transactions. Please note the registration website also references the EPOBOL pilot, but participation in that program is optional for PostalOne! pilot participants.  
After your Enterprise Payment Account is enabled, please follow the steps in the attached quick reference to link permits for payment processing through EPS.  
If you have questions or concerns regarding the EPS process, you may reply to this email or contact the PostalOne! Help Desk at 1-800-522-9085.  
Additional information regarding EPS can be found at <https://postalpro.usps.com/EPS>.  
Thank you for using the United States Postal Service.

## 2. LOGIN TO BCG AND ACCESS THE EPS

Follow the steps below to login to the BCG and access EPS.

1. Sign into the BCG with existing username and password
2. Enter the "Invitation Code" located in the email
3. Select "Yes" to agree to the Terms & Conditions
4. Select "Submit"

The image shows the USPS.COM Sign In page. At the top is the USPS logo and the text "USPS.COM". Below that is "Sign In" and "Sign in to your account". There are fields for Username and Password, both with asterisks indicating required fields. A note says "\* indicates a required field".

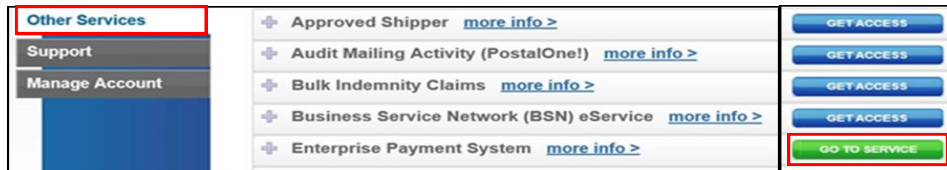
The image shows the BCG Invitation Code entry page. It has an "Email Address" field with "lisa.a.elliott@usps.gov" entered. Below that is a "Please enter your Invitation Code below" section with a "1. Invitation Code" field and a red arrow pointing to it from the text "Enter Invitation Code from email". Below that is a "BSA Terms and Conditions" section with a "Select Yes to Accept BSA Terms and Conditions" checkbox and a "No" radio button. At the bottom are "Reset" and "Submit" buttons.

# Enterprise Payment System

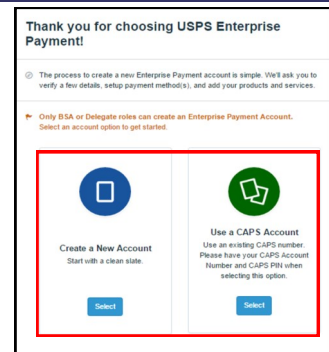
## Account Creation



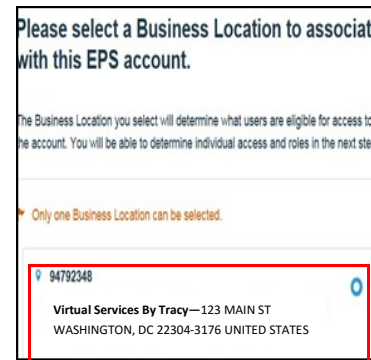
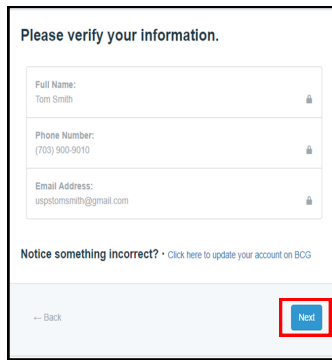
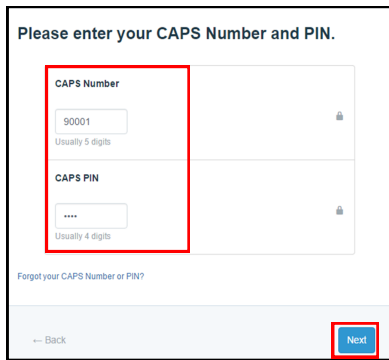
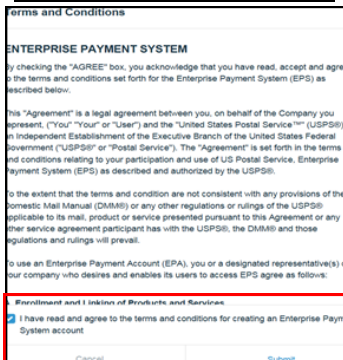
5. Click "Other Services"
6. Click "Go to Service," in green, next to Enterprise Payment System



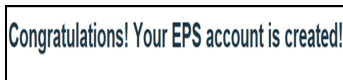
### 3. CREATE AN EPA



1. You are presented with two options:
  - If you are a new Payment Account customer or an existing Local Trust Account customer (funds are deposited at the retail unit where your mailing permit is held) you must select "Create New Account"
  - If you are a CAPS customer you have two options, "Create a New Account" or "Use a CAPS Account"
    - "Create a New Account" to generate a new 10-digit account number that begins with a "1"
    - "Use a CAPS Account" to generate a new 10-digit account number that begins with a "9" and ends with the last 5-digits of your current CAPS account number



2. Agree to the Terms & Conditions and click "Submit"
3. Enter the 5-digit CAPS number + PIN and click "Next"  
*\*Skip this step if you chose a new account*
4. Verify the profile and account information and click "Next"
5. Select the "Business Location/CRID" to associate with the EPA



6. You are assigned a 10-digit EPA number

### 4. MANAGE USER ROLES

1. The first person to request access is assigned the Administrator role. The Administrator will approve/deny additional users who request access.

These are the roles and descriptions within EPS:

#### Administrator:

- Grant access for additional EPS users
- Manage payment account (open/close accounts, approve products to be paid through account, perform transfers and withdrawals)
- View and download payment transaction reports

#### Payment Manager:

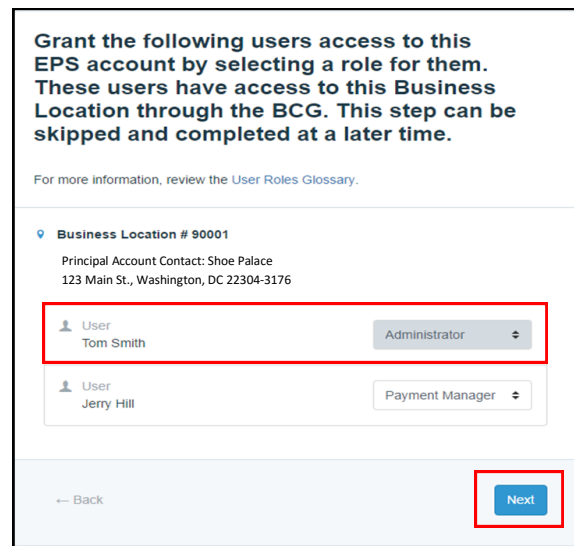
- Manage payment account (open accounts, approve products to be paid through account, perform transfers and withdrawals)
- View and download payment transaction reports

#### Subscriber:

- View and download payment transaction reports

2. Select the "Next" button to assign and save the roles.

*\*This step can be skipped and completed at a later time. Access at a later time through Account Management Users & Roles.*





### 5. SELECT PAYMENT METHOD AND UPDATE BANKING INFORMATION

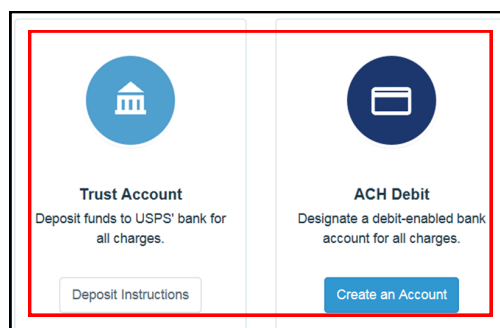
To ensure a successful migration, work with your financial institution to update bank account information prior to activating your payment method. Review the updates for each funding method below:

Trust (Retail Deposit)	Trust (Fedwire)	Trust (ACH Credit)	ACH Debit
<ul style="list-style-type: none"> <li>Funds can be deposited at designated retail units (<a href="https://postalpro.usps.com/EPS/RetailLocations">https://postalpro.usps.com/EPS/RetailLocations</a>)</li> <li>Options include check, cash, or money order</li> <li>Must provide the retail unit with your 10-digit EPA Number <b>NOT</b> your permit/publication number</li> <li>Retail deposits are available near real-time in your EPS account</li> </ul>	<ul style="list-style-type: none"> <li>Work with your financial department to update the account information to initiate the wire transfer</li> <li>Validate USPS (receiver) financial information*:                             <ul style="list-style-type: none"> <li>American Bankers Association (ABA) Number (bank routing number)</li> <li>Bank Account Number (Beneficiary Field) must be updated to reflect current 10-digit EPA number</li> </ul> </li> <li>Fedwire deposits are available in your EPS account within 4-6 hours</li> </ul>	<ul style="list-style-type: none"> <li>Work with your financial department to update the required electronic transfer information for your ACH Credit deposits</li> <li>Validate USPS (receiver) financial information*:                             <ul style="list-style-type: none"> <li>ABA Number (bank routing number)</li> <li>Account Name (Payee's Name)</li> <li>Bank Account Number (DFI Account Number Field) must be updated to reflect current 10-digit EPA number</li> </ul> </li> <li>ACH Credit deposits are available in your EPS account the next business day</li> </ul>	<ul style="list-style-type: none"> <li>Work with your financial department to determine if any internal application/policy updates are needed e.g., W-9, Electronic Fund Transfer (EFT) Enrollment Form, letter from USPS bank verifying account</li> <li>Identify <u>your</u> Bank Account Information:                             <ul style="list-style-type: none"> <li>ABA Number (bank routing number)</li> <li>Bank account number</li> </ul> </li> <li>Update debit block/fraud filter code, if applicable, to allow USPS to withdraw funds via ACH Debit                             <ul style="list-style-type: none"> <li>Originator Company Name: USPS Payment</li> <li>USPS Originator ID: 4135641517</li> </ul> </li> </ul>

\* Complete list of deposit instructions are available in EPS when a payment method is chosen on the Payment Method Setup Screen.

### 6. ACTIVATE A PAYMENT METHOD

The next step is to activate your preferred payment method: Trust Account or ACH Debit.



#### OPTION A: TRUST ACCOUNT

\*A Trust Account is automatically created and is activated upon funding.

Trust Accounts can be funded by:

- Check, Cash or Money Order deposited at designated retail units (<https://postalpro.usps.com/EPS/RetailLocations>): Posted in near real-time
- Fedwire Transfer: 4-6 hours processing
- ACH Credit: Available the next business day

**Note:** Click the “Deposit Instructions” button to display the Electronic Fund Transfer Procedures. This is where to find Wells Fargo Banking information including ABA# (Routing Transit Number) for ACH Credit and ABA# (Receiver FI) for Fedwire Transfer.

#### OPTION B: ACH DEBIT

Daily transactions are aggregated and withdrawn directly from the customer’s banking account. To use an ACH Debit a debit enabled bank account must be provided.

- Select “Create an Account”
- Enter bank account information:
  - ABA Number (bank routing number)
  - Bank account number
- Enterprise Payment posts two micro-transactions less than \$1 each to your bank account within 48 hours

After micro-transactions post to your bank account:

- Select “Payment Methods” tab
- Select “Verify Micro-Transaction” link
- Enter the amount of each micro-transaction

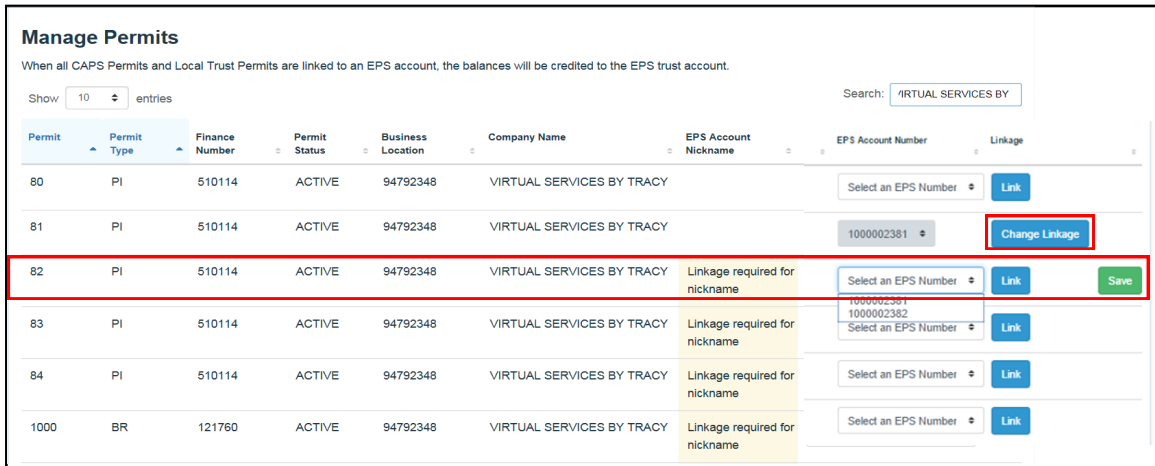
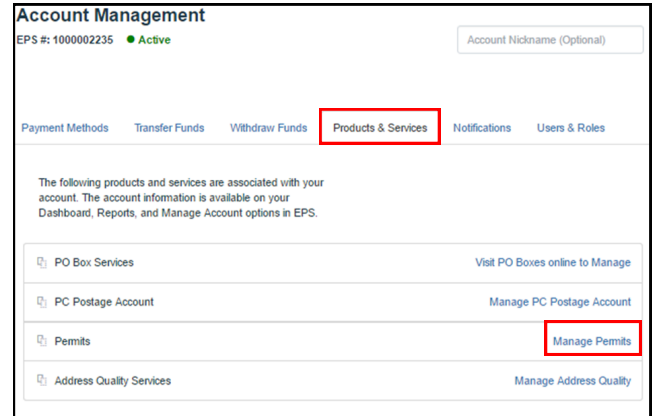


### 7. LINK PERMITS/PUBLICATIONS

1. Navigate to “Account Management” screen
2. Select “Product & Services”
3. Select “Manage Permits”
4. From the “Manage Permits” screen, select an EPA Number from the drop-down
5. Select “Link” to link the account
6. Select “Save” to complete the process
7. Select “Change Linkage” to update the linkage of any permit/publication currently 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.

*Note: You must have access to Manage Mailing Activity Service for the CRID to view available permits/publications.*



### BALANCE TRANSFERS

- Trust Account balances will migrate to EPS upon final permit/publication linkage
- CAPS Accounts balances will migrate upon final permit/publication linkage or service linkage, for example:
  - If the same CAPS Account is used to pay for ACS and mailing transactions your balance will not transfer until both products have been linked to EPS
  - If you have multiple permits linked to your CAPS Account, you must link all permits/publications to EPS before the remaining funds are migrated

### 8. NOTIFY YOUR MAIL SERVICE PROVIDER (MSP), IF APPLICABLE

If you are a Mail Owner, using a MSP or vendor, notify them of your new EPA number and work with them to make any necessary changes.

### RESOURCES



#### POSTALONE! CUSTOMER CARE

- Assistance with the EPS set-up process
- Assist with password reset, system logon, and site administrator roles

Call: 1-800-522-9085

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



#### USPS WEBSITES

**Business Customer Gateway**  
<https://gateway.usps.com>

**PostalPro**  
<https://postalpro.usps.com/>  
Access the *Payment Modernization Overview* document for in-depth information about EPS



#### RETAIL LOCATIONS

Find Enterprise Payment System Retail Locations here:  
<https://postalpro.usps.com/EPS/RetailLocations>