The U.S. Postal Service is upgrading its payment architecture for enterprise and business customers. The new Enterprise Payment System (EPS) will replace the current product-centric payment with a centralized account management system enabling customers to pay and manage their services online using a single account.

With the first implementation of EPS a selected group of business customers will be able to open, close, and pay for their PO Boxes, Caller Services and Reserves online using the new Enterprise PO Boxes Online (EPOBOL) service.

Key Features

- ☐ Open, close, and pay PO Boxes, Caller Services and Reserves online
- ☐ View account payments, balances, and transaction history

- ☐ Account notifications and alerts
- ☐ Customized payment reporting and dashboard capabilities

Customers Participation

| **1** BCG Registration | Verify if you are a registered user of Business Customer Gateway (BCG) at https://gateway.usps.com and have a Company Registration ID (CRID) |

| **2** Data Collection and Validation | Collect and validate PO Boxes, Caller Services, and Reserves using provided migration sheet |

| **3** Open an Enterprise Payment Account | Open an Enterprise Payment Account (EPA) with the option to reuse existing Centralized Account Processing System (CAPS) account number |

| **4** Add Payment Account | Add the new EPA to the corresponding PO Boxes, Caller Services, and Reserves in the migration sheet |

| **5** Manage Boxes | Access EPOBOL and manage your PO Boxes, Callers, and Reserves we have loaded for you using the migration sheet |

System Requirements

The following hardware/software is required to use EPS and EPOBOL:

- ☐ **Processor** - Personal computers and iOS devices
- ☐ **Operating System** - Windows, Mac OS X, iOS
- ☐ **Desktop Browser** – Chrome, Firefox, Internet Explorer, Safari

For Additional Assistance:
Help Desk: 1-800 – 522-9085 or send an email to USPSPayment@usps.gov

EPS-EPOBOL Data Migration and Account Setup

STEP 1: BCG Registration

Before enrolling in EPS and EPOBOL

a. Verify BCG current access at https://gateway.usps.com. If you are not a registered user, click "Register for Free" to set up an account. A CRID will be automatically generated for you.
b. To get your CRID information select "Manage Account" from BCG main page menu and then "Manage Profile" Tab
c. If you don't remember your username and/or password please call the Helpdesk at 1-(800) 522-9085 for assistance or contact the migration team at USPSPayment@usps.gov.

STEP 2: Data Collection & Validation

Before enrolling in EPS and EPOBOL

a. Fill out the "Completed by Customer – Step 1" section of the migration sheet and include the following information for PO Boxes, Callers, and Reserves to be migrated:
   □ Company Name
   □ ZIP Code
   □ Box Number
   □ Box Size: 1, 2, 3, 4, 5, C – Caller, and R - Reserve
   □ Company Registration ID: List preferred CRIDs generated automatically when you first opened and registered your BCG account. This is required to associate company users and boxes location with your new Enterprise Payment Account (EPA.)
   □ CAPS or Enterprise Payment Account #: Fill out your existing CAPS account # (5 digits) if you opt to reuse it. Otherwise, leave it blank.

| Migration Sheet | | | | | | | Completed by USPS Migration Team | |
| Completed by Customer | | | | | | | | |
Company Name	PO Box Zip Code	PO Box Number	Box Size	Business Location / Customer Registration ID (CRID)	Existing CAPS Account or Enterprise Payment Account #	Customer Validated? (Y/N)	USPS Validated? (Y/N)	Error Reason/ Comments
COMPANY NAME	10101	10136	C	100001	56789	Y	Y	EXAMPLE
COMPANY NAME	10101A	10137	C	100001	56789	Y	Y	EXAMPLE

b. Send this spreadsheet to the migration team at USPSPayment@usps.gov
c. The migration team will validate boxes and CRID information and will send a finalized spreadsheet to you. You may need to work with the migration team if they find any errors that need to be corrected.
d. Your approved data will be loaded by the migration team after EPS-EPOBOL implementation

STEP 3: Open Enterprise Payment Account	***Enrolling in EPS and EPOBOL: You will receive an invitation email to enroll in EPS and EPOBOL***

a. Select the link from the email, which will redirect you to a login page
   - ☐ Login using existing BCG username and password
   - ☐ Enter your invitation code when prompted
   - ☐ Select "Validate"
   - ☐ Agree to the Terms & Conditions and select "Submit"
b. Select "Use a CAPS Account Number" to create an account if you want to reuse your CAPS account number. Enter your 5 digits CAPS number + CAPS PIN in the designated text fields. You have the option of resetting your CAPS account PIN before starting STEP 3
c. Click "Next" to verify profile and account information
d. Select the Business Location/CRID used in STEP 2 to associate with your Enterprise Payment account, click "Next"
e. Review the users that have access to the Business Location/CRID and update their role. Roles: Administrator, Payment Manager, Subscriber, and No-Access are the available values. Click "Next"
f. Your 10 digits payment account number will display e.g. "9000056789" where 56789 is your 5 digits CAPS account number. Add a nickname if desired.
g. Select a Payment Method:
   - ☐ Trust – Follow the on screen instructions to initiate a wire transfer through your bank
   - ☐ ACH Debit – Follow the on screen instructions to add an ACH Debit account

Note: It could take 24-36 hours to see the micro payments in the designated ACH Debit account

h. Click "Next" for customers to be redirected to the Manage Payment page

If you decided to open a new account then follow STEP 3 and select "Create a New Account" on step i.

STEP 4: Add Payment Account	***After you have created an Enterprise Payment Account:***

a. Fill out the "Enterprise Payment Account #" column for each box using the new Enterprise Payment account created in Step 3. The sheet is located at
https://postalpro.usps.com/conversionsheet

b. Send the updated migration sheet to the migration team using the USPSPayment@usps.gov email address. The migration team will validate the Enterprise Payment account and upload your boxes in EPOBOL.

Migration Sheet							Completed by USPS Migration Team	
Completed by Customer								
Company Name	PO Box Zip Code	PO Box Number	Box Size	Business Location / Customer Registration ID (CRID)	Existing CAPS Account or Enterprise Payment Account #	Customer Validated? (Y/N)	USPS Validated? (Y/N)	Error Reason/ Comments
COMPANY NAME	10101	10136	C	100001	9000056789	Y	Y	EXAMPLE
COMPANY NAME	10101A	10137	C	100001	9000056789	Y	Y	EXAMPLE

STEP 5: Manage Boxes	*After you have enrolled in EPS/EPOBOL and created an EPA:* a. Log into BCG: https://gateway.usps.com using existing username and password b. Click "Other Services" c. Click "Go To Service" beside Enterprise PO Boxes Online (EPOBOL) d. Click "Reports" to view the list of linked/loaded boxes e. Send an email to the migration team using the USPSPayment@usps.gov if you experience any issues or errors. f. Start managing (open, close, pay) PO Boxes, Callers and Reserves online