

Postal Customer Council (PCC)

Enterprise Payment System



Agenda

- Enterprise Payment System (EPS)
- Commercial Mailings on EPS
 - Account Set-up
 - Transactions
 - Reports
- Electronic PO Boxes (ePOBOL) on EPS
 - Account Set-up
- Address Quality Service (AQS) on EPS
 - Account Set-up
- Enterprise Payment Resources





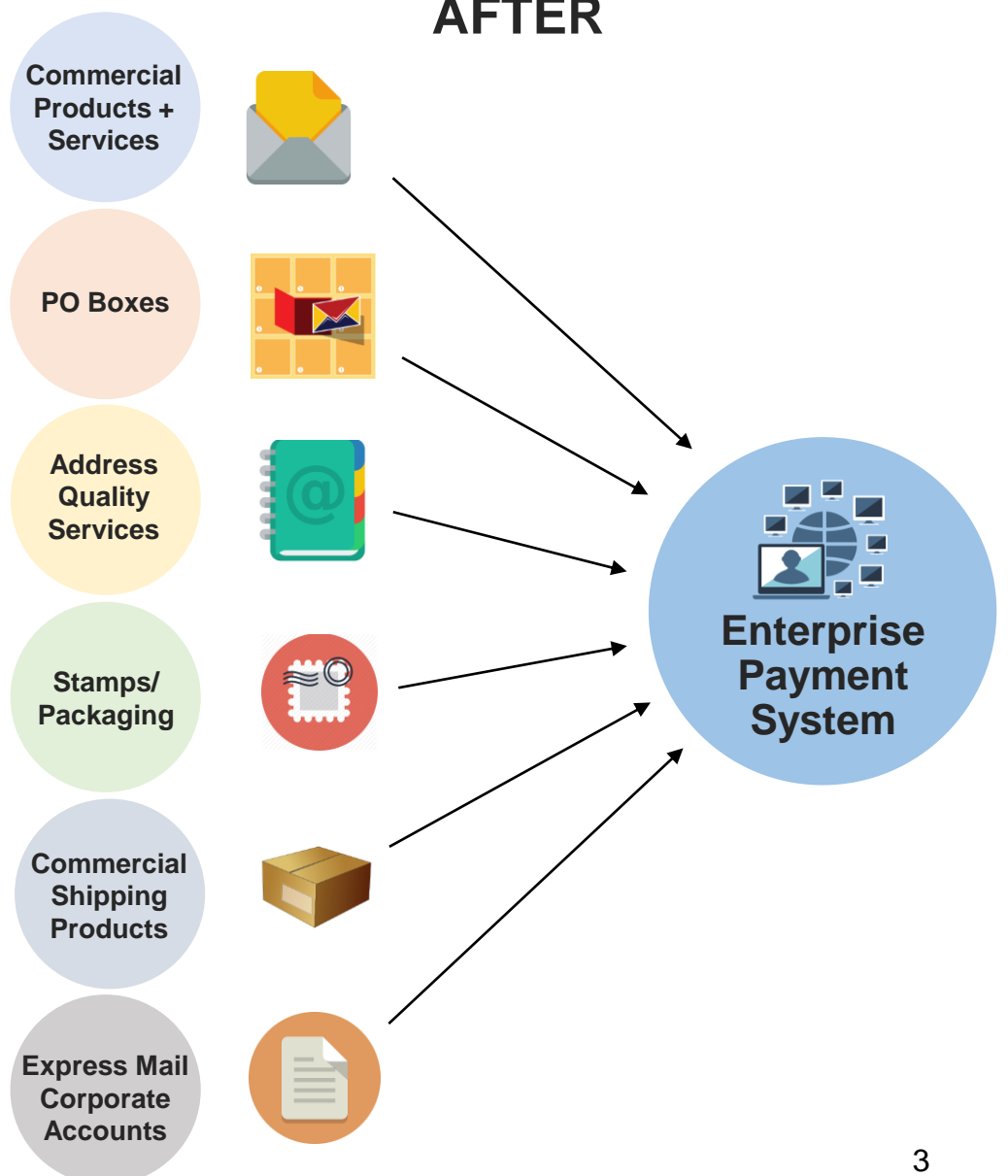
Enterprise Payment System (EPS)



BEFORE



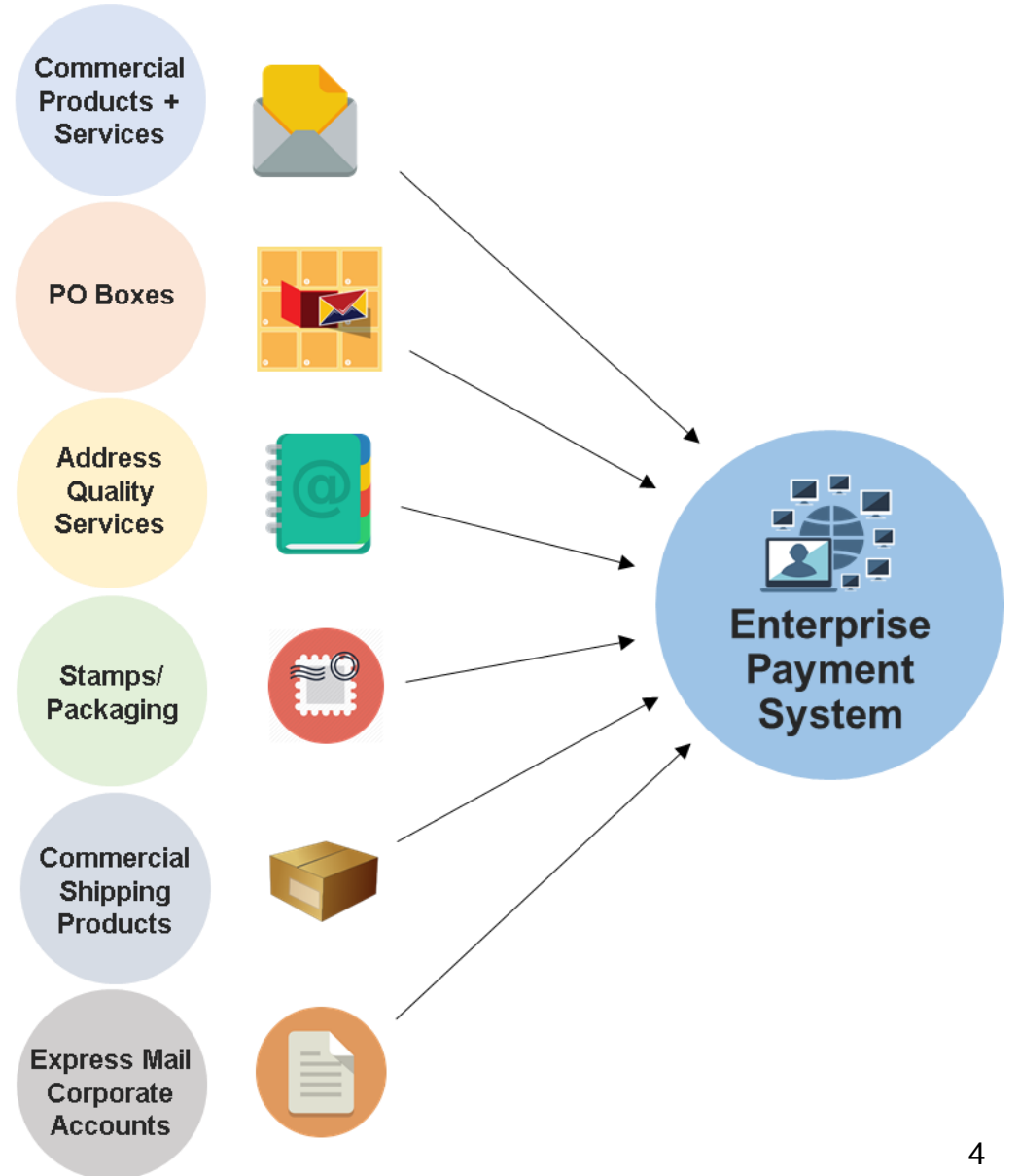
AFTER





Why EPS?

- Pay for all Products and Services with one account
- Manage accounts online
- Establish permits online
- Manage postage spent
- Convenient payment options





Commercial
Products +
Services

PO Boxes

Address
Quality
Services

Stamps/
Packaging

Commercial
Shipping
Products

Express Mail
Corporate
Accounts

Commercial Mailings Legacy

- **Deposit funds in person at assigned Post Office**
 - Checks, Cash, or Money Orders to fund permit mailings
 - Mail at multiple sites, maintain permit balances at each assigned Post Office

Commercial Mailing Today

- **Electronic Funds Transfer:** Pre-fund mailings via an electronic funds transfer (Fedwire or ACH Credit)
- **Retail Deposit:** Deposit checks, cash or money orders at **any** Post Office
- **Mobile Deposit:** Deposit a check remotely using Mobile Check Capture
- **ACH Debit:** Establish an ACH Debit account to have funds withdrawn directly from bank account
- Use a single payment account for all permits; if mail at multiple sites



Commercial Mailings on EPS



Eligible Products/Services	Eligible Submission Methods	Eligible Permit Types	Eligible Transactions	Products & Services Coming Soon!
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Business Mail Entry Unit (BMEU) hard copy • eDoc (Mail.dat/Mail.XML) • Postal Wizard • Intelligent Mail small business (IMsb) Tool 	<ul style="list-style-type: none"> • Permit Imprint • Metered • Pre-cancelled Stamps • Periodicals (CPP/PP) • Postage Due • Business Reply 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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)



Commercial Mailings on EPS – Account Setup



Get Ready!



Create BCG Account



Request EPS



Create EPS Account



Set-up Payment



Link Permits/ Publications



1. Choose the best payment option for your organization

2. Get a list of all your active permits

3. Register for a Business Customer Gateway (BCG) Account

Customers already registered skip to the next step

4. Contact the *PostalOne!* Helpdesk or your local Business Mail Entry Unit to request participation

5. Access EPS using the hyperlink and invitation code

6. Create an Enterprise Payment Account

7. Set up the selected payment option: **ACH Debit or Trust** via EFT, Retail Deposit or Mobile Deposit

8. Link your mailing Permits to your EPA



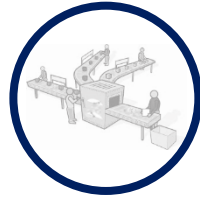
Commercial Mailings on EPS – Transactions



Submit Postage Statement



Present Mailing



Process Mailing



Finalize Mailing



Withdraw Payment



View Mailing Reports



1. Submit postage statement* electronically using mail.dat, mail.xml or postal wizard, or via hardcopy at BMEU

2. Present mailing at USPS facility

3. Action recorded in *PostalOne!*

4. Payment transaction sent to EPA

5. Payment withdrawn from EPA

6. Mailing reports viewable in BCG and EPS

- **Permit/publication number field:**
- **Account number field:**
- **Mail Anywhere:**

Enter permit/publication number in eDoc
Optional, but must match the account number linked to the permit number
EPA number will replace National account number



Customer Dashboard

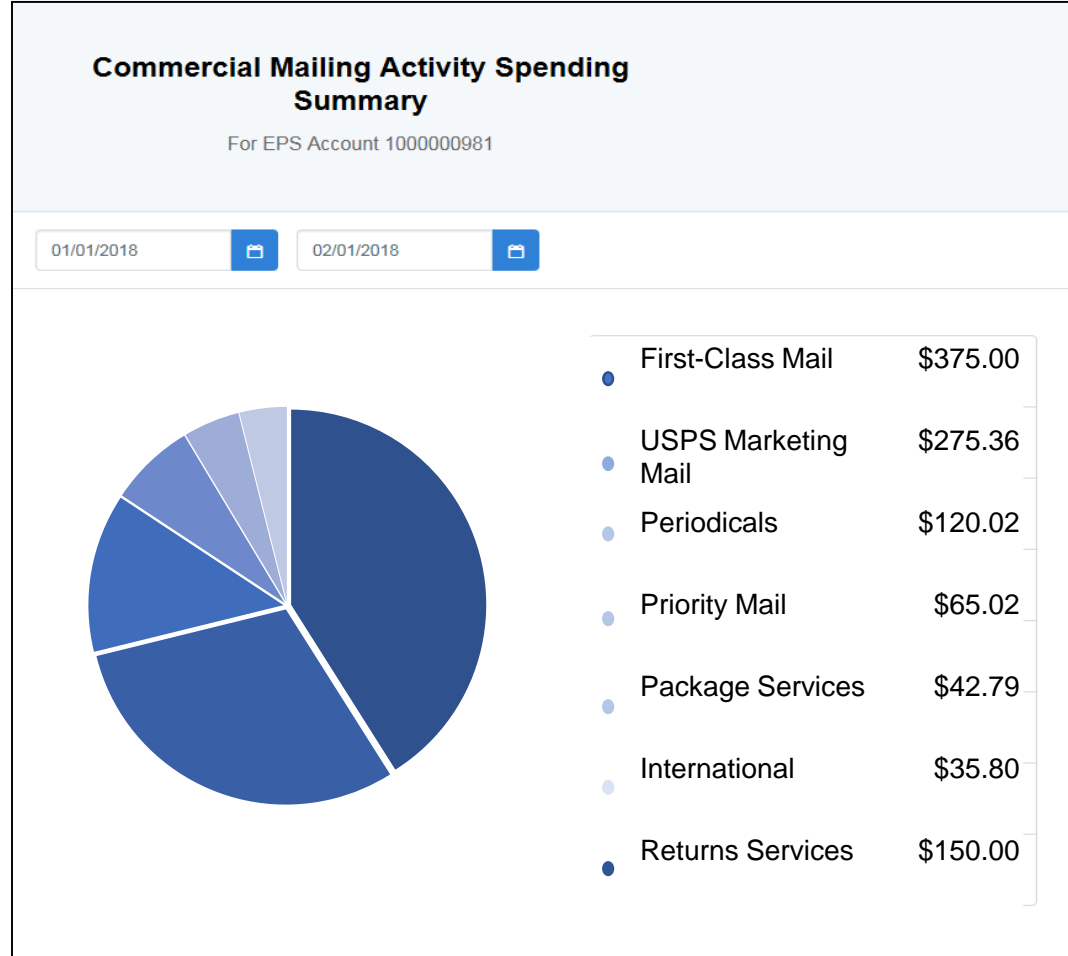
- **Customer Dashboard** provides a quick glance of all EPS accounts
- View the real-time total of pending ACH debit transactions sent to the bank at the end of the day, as well as the Trust Balance
- Pending Accounts where the account setup process needs to be completed are viewable as well

The screenshot shows the USPS Customer Dashboard for EPS Accounts. The user is John Smith, and the dashboard displays the following information:

- Account Options:** Create a New EPS Account
- Customer Care:** Check our FAQs, Call us: 1-800-522-9085, For TDD/TTY Relay: 1-800-877-8339, Send an email to Customer Service
- Active EPS Accounts:** Last Updated: Thu, May 25, 2017
 - EPS #: 1000002678** - Business Location # 30001 - Primary Trust
 - Pending ACH Debit Transactions: \$0.00
 - Current Trust Balance: \$3,837.87
 - EPS #: 1000002680** - Business Location # 30001
 - Pending ACH Debit Transactions: \$0.00
 - Current Trust Balance: \$940.00
 - EPS #: 1000002693** - Business Location # 30001
 - Pending ACH Debit Transactions: \$0.00
 - Current Trust Balance: -\$625.01
- Pending EPS Accounts:**
 - 1000002707** - Edited by arya2016 on 2017-05-24 at 21:31 - Continue
- Inactive EPS Accounts:**
 - 1000002695** - Edited by arya2016 on 2017-05-18 at 18:52 - View
 - 1000002697** - Edited by arya2016 on 2017-05-24 at 18:50 - View
 - 1000002698** - Edited by arya2016 on 2017-05-24 at 18:50 - View
- Suspended EPS Accounts:**



EPS Drill-Down Reporting





Commercial Mailing Activity Mail Class Report

- **Commercial Mailing Activity Mail Class Report** summarizes transaction information for the selected Mail Class

Commercial Mailing Activity Mail Class Report

• **First-Class Mail**

\$189.00

01/02/2018 02/01/2018

CSV Excel PDF

Showing 1 to 2 of 2 entries

Search:

EPS Transaction Number	Transaction Date/Time	Transaction Amount	Transaction Type	Permit Number	City/State of Permit	Number of Pieces	eDo
120041	01/23/2018 11:28:05 am	\$189.00	PURCHASE	724	ALEXANDRIA , VA	500	01/2
120079	01/24/2018 10:26:31 am	\$0.00	PURCHASE	14	ALEXANDRIA , VA	2000	01/2

Show entries

Previous **1** Next



Postage Statement Report

- **Postage Statement Report** summarizes the total cost by section of a specific Postage Statement drilled by clicking on the Postage Statement ID from the Customer Mailing Details Report

Select a Section to drilldown for more detail.

Section	Cost	Pieces
A - Automation Prices	\$120.00	1 Pieces
B - Nonautomation Prices	\$0.00	0 Pieces
C - Parcels	\$0.00	0 Pieces
D - Round Trip Mailings	\$0.00	0 Pieces
S - Extra Services	\$0.00	0 Pieces



Postage Statement Line Detail Report

- **Postage Statement Line Detail** summarizes the total cost by line of the Postage Statement section selected on the previous page

The screenshot shows the USPS web interface for the 'Postage Statement Line Detail' report. The top navigation bar includes the USPS logo, 'Dashboard', 'Reports', and 'EPS Accounts'. The main heading is 'Postage Statement Line Detail'. Below this, a section titled 'A - Automation Prices' is visible. Underneath, there is a sub-section for 'Postcards' with a 'Show 10 entries' dropdown and a search box. A table displays the following data:

Processing Category	Statement Line Number	Line Level Entry	Number of Pieces	Line Price	Line Subtotal Postage	Line
POSTCARDS	1		1	\$120.00	\$120.00	\$0.0

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons. At the bottom, there is a 'Letters' section and a page number '13'.



Standard Reports

- Access to various data providing information on:
 - Overall spend
 - Type product/service
 - System activity

The screenshot shows the USPS EPS Accounts dashboard. The top navigation bar includes 'Dashboard', 'Reports', and 'EPS Accounts'. The main content area is divided into three columns. The left column features a user profile for Kelly Chilvers with 'Active' accounts at 31 and 'Pending' at 2, and a 'Create a New EPS Account' button. The middle column, titled 'Standard Reports', is highlighted with a red box and lists five report options: 'ACH Debit Returns Report', 'Activity Log Report', 'Mailing Details Report', 'PO Boxes Details Report', and 'Transaction History Report'. The right column contains customer care information, including a phone number (1-800-522-9085) and an email link. The footer contains various links for legal, USPS, and other services.



Standard Report – Mailing Details Report

- **Mailing Details Report** provides detailed information of *PostalOne!* mailings

Report Data Fields

EPS Transaction Number	Class Spoilage
Transaction Date/Time	Number of Pieces
Transaction Type	Number of Copies
Permit Holder CRID	eDoc Mailing Date
Permit Number	EPS Account Number
City/State of Permit	EPS Account Nickname
ZIP of Verification	Transaction Amount
Publication Number	Postage Statement
Customer Reference ID	Number
Job ID	
User License Code	

Mailing Details Report

All Account Activity

Mailing Date Filter:

Search:

Download Options:

- CSV
- Excel
- PDF

Showing 1 to 10 of 10 entries

EPS Transaction Number	Permit Holder CRID	Permit Number	City/State of Permit	ZIP of Verification	Publication
133203	20479665	25	Washington, DC	10300	
133200	20479665	25	Washington, DC	10300	
133196	20479665	25	Washington, DC	10300	
133191	20479665	46	Washington, DC	10300	
133178	20479665	25	Washington, DC	10300	
133177	20479665	25	Washington, DC	10300	
133176	20479665	25	Washington, DC	10300	
133171	20479665	25	Washington, DC	10300	
133169	20479665	25	Washington, DC	20910	
133204		25	Washington, DC	10300	

Show entries

Previous **1** Next



Standard Report – Transaction History Report

- **Transaction History Report** summarizes the transactions that were made within a selected timeframe

Transaction History Report

Transaction Date Filter:

01/02/2018

02/01/2018

CSV
Excel
PDF

Showing 1 to 10 of 115 entries

Search:

Tran Id	Date	Tran Type	Description	Product Id	Business Location	EPS Account Number	EPS Account Nickname	Payment
3169	01/31/2018 04:03:27 pm	ACH DEBIT			94792348	1000001421		ACH_DI
3167	01/31/2018 04:03:27 pm	ACH DEBIT			94792348	1000001446		ACH_DI
120115	01/31/2018 03:29:37 pm	PURCHASE	M0		94792348	1000001421		DEBIT
120114	01/31/2018 03:24:52 pm	PURCHASE	PO Box	NA	94792348	1000001446		DEBIT
120113	01/31/2018 03:00:34 pm	PURCHASE	PO Box	NA	94792348	1000001421		DEBIT
120099	01/26/2018 11:05:57 am	ACH DEBIT RETURN FEE			94792348	1000001125		TRUST
120009	01/26/2018 11:05:53 am	RETURN	PO Box	NA	94792348	1000001125		DEBIT



Commercial Products + Services

PO Boxes

Address Quality Services

Stamps/ Packaging

Commercial Shipping Products

Express Mail Corporate Accounts

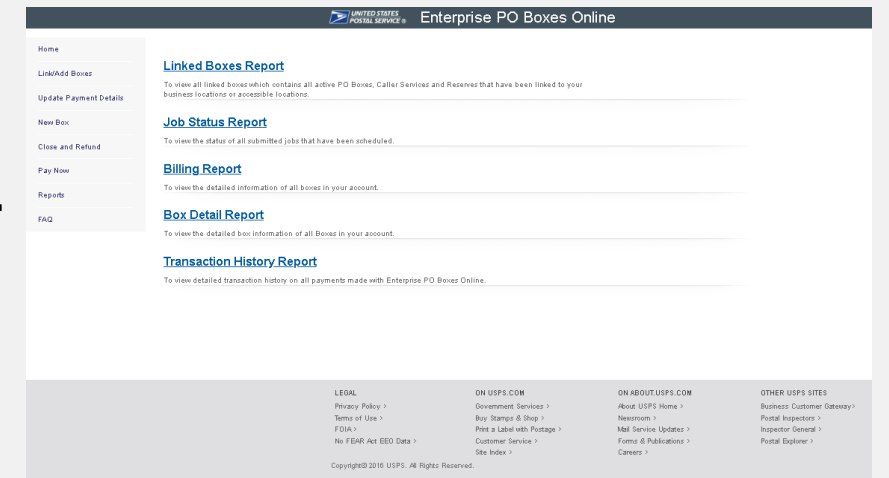
ePOBOL Legacy

- PO Boxes Online limited to 5 PO boxes/services
- ACH Debit is not supported as a payment method
- Individual renewals and account management at local offices

ePOBOL Today

- Enterprise PO Boxes Online allows mailers to manage (open, close, view, pay fees and renew) all PO Boxes, Caller and Reserve Services
- Commercial customers manage multiple local accounts from a single application
- Renewal/expiration notifications sent electronically

Enterprise PO Boxes Online





Get Ready!



Create BCG Account



Request EPS Access



Create EPA & Set-up Payment



Manage PO Boxes



1. Choose the best payment option for your organization
2. Get a list of all your active PO Boxes

3. Register for a Business Customer Gateway (BCG) Account

Customers already registered skip to the next step

4. Contact the *PostalOne!* Helpdesk or your local Business Mail Entry Unit to request participation

5. Access EPS using the hyperlink and invitation code

6. Create an Enterprise Payment Account
7. Set up the selected payment option: **ACH Debit or Trust** via EFT, Retail Deposit or Mobile Deposit

via Enterprise PO Boxes Online

8. Open, close, view PO Boxes, Caller Services, and Reserve Boxes online
9. Link PO Boxes to EPA
10. Schedule when payment is withdrawn from EPA



Commercial Products + Services

PO Boxes

Address Quality Services

Stamps/ Packaging

Commercial Shipping Products

Express Mail Corporate Accounts

AQS Legacy

- Customer submits paper application forms for ACS or AEC
- NCSC generates daily or monthly invoices & manually processes payment

AQS Today

- EPS accepts & processes invoice transactions electronically
- Consolidated transaction reporting available from EPS

Address Quality Account Management

Address Quality Account Management

EPS Account Number:

Customer Number:

Product Type:

[Link](#)

Show entries Search:

EPS Account Number	EPS Account Nickname	Status	Customer Number	Product Type	Action
100000911	EPS E2E ACH Debit for R2.1	● Linked	1000066	AEC	Delink
100000911	EPS E2E ACH Debit for R2.1	● Linked	100234	ACS	Delink
100000911	EPS E2E ACH Debit for R2.1	● Linked	100151	ACS	Delink
100000910	End To End R2.1 Trust	● Linked	500639	ACS	Delink
100000910	End To End R2.1 Trust	● Linked	500627	ACS	Delink
100000910	End To End R2.1 Trust	● Linked	500626	ACS	Delink

Showing 1 to 6 of 6 entries Previous **1** Next



Address Quality Service on EPS – Account Setup



Get Ready!



Create BCG Account



Request EPS *via NCSC



Create EPS Account



Set-up Payment



Link Services



1. Choose the best payment option for your organization
2. Get a list of all your active AEC, AECII, SSACS

3. Register for a Business Customer Gateway (BCG) Account

Customers already registered skip to the next step

4. Contact NCSC to request participation
5. Access the Enterprise Payment System using the hyperlink and invitation code

6. Create an Enterprise Payment Account

7. Set up the selected payment option: **ACH Debit or Trust** via EFT, Retail Deposit or Mobile Deposit

8. Link services to EPA



PostalOne! Help Desk

Support customers with EPS setup & use

- *Postalone@usps.gov*
- 800.522.9085

PostalPro

Provide online reference materials

- <https://postalpro.usps.com/eps>
- *BMEU locator*

Ready?

Submit “EPS Request” via email:
Postalone@usps.gov

**Include BCG username for BSA, email address & CRID(s)*



Questions





Q: As a commingler, we cannot have mailings reversed when errors are found after the payment is made. Being in Seamless, that is immediately after mail.dat upload. This applies to both errors found to be in favor of the USPS and errors found to be in favor of the mailer. This is because we are submitting mixed payment types and getting a VAR refund. Will EPS allow for a reversal of this type of mailing?

A: Yes, if your mailing is processed using your EPA the postage statement with a VAR can be reversed. For VAR's you no longer receive a paper check and the VAR is credited to your EPA.

Q: As a commingler, when a reversal is possible, the entire mailing is reversed (all statements whether they were affected or not). This makes it visible to all CAPS mail owners in the mailing via their dashboard. If we have to do a reversal because a client fails to communicate their payment needs properly, we as the commingler are not at fault but it appears to our other CAPS clients that we are. Will EPS be able to reverse a single postage statement as opposed to all statements in a mailing?

A: Single postage statements cannot be reversed, if it is a master statement the entire statement would need to be reversed.



Q: Will the new system be able to accept an ACH sent to the site for deposit into the CAPS account. Current ACH is process used by USPS is not allowed by our company and wire transfer is not allowed? Will we be able to deposit locally into our CAPS account through the retail counter, rather than sending checks to California?

A: Enterprise Payment System enables customers to deposit checks at ANY retail facility using their 10 digit EPA number.

Q: Is there any chance of getting the annual rentals for Caller Service boxes included in the payments that can be made with this upgraded system?

A: You can pay for your Caller Services through Enterprise PO Box system using your Enterprise Payment Account.