## ACS™

## **Enterprise Payment System (EPS) Sign Up Instructions**

Follow the instructions below to set up ACS payments via EPS:

- A valid Customer Registration ID (CRID) is required to set up an EPS account. If you do not have a CRID you can create a USPS<sup>®</sup> business account via the Business Customer Gateway (BCG) at https://gateway.usps.com/eAdmin/view/signin.
- Follow the EPS account creation steps found at <u>https://postalpro.usps.com/EPS/MigrationFactSheet</u>
- Once your EPS account has been created, reply to <u>ACS@usps.gov</u> and include your EPS account number, CRID, company name, associated BCG user name and your ACS account number.
- When the ACS department receives the email and processes the request, an invitation email to pay for your ACS services via EPS will be sent. The email will include an invitation code and provide instructions to link your EPS account to ACS.
- Follow the instructions provided in the invitation email to link an EPS account to an ACS account.

Information regarding EPS can be found at <u>https://postalpro.usps.com/EPS</u>.

Information regarding creating an EPS account can be found at <a href="https://postalpro.usps.com/EPS/MigrationFactSheet">https://postalpro.usps.com/EPS/MigrationFactSheet</a>

If you have questions or concerns regarding the EPS process, you may send email to acs@usps.gov or contact the *PostalOne!*® Help Desk at 1-800-522-9085.