

EPS Onboarding Checklist



Enterprise Payment System Onboarding

Welcome to the Enterprise Payment System (EPS), the new payment processing platform for USPS products and services. The Centralized Account Processing System or CAPS is due to sunset in August 2020. Current CAPS customers who have all eligible EPS products and services must migrate to EPS by this August cutoff date. To determine whether the USPS products and services you use are supported by EPS, refer to the Eligible Products/Services table on page two of this checklist.

Notification Letters: Remaining CAPS permits used for mailing **Letters and Flats *only*** were notified by letter and e-mail on **2/1/2020** of the need to migrate or be closed. Steps to self-migrate can be found at <https://postalpro.usps.com/EPS/MigrationFactSheet>

Active Trust Permit w/CAPS Account

With a BCG account

- August 2020 deadline to migrate for active trust customers who have an BCG account
- After August 2020, USPS will
 - open EPS trust on BCG customers behalf
 - transfer any remaining funds to new EPS trust
 - inform customer of new account number(s) by letter or email
- Customers will need to begin funding this new EPS account to continue mailing once existing funds are depleted

Without a BCG account

- August 2020 deadline for customers to set up a BCG account
 - After August 2020, if the customer does not have a BCG account, their account will be cancelled, and the customer will be unable to mail within the USPS network unless they establish an EPS account

Active Debit Permits w/CAPS Account

- August 2020 deadline to migrate for active debit customers
- After August 2020, customers will lose ability to mail until they setup either new EPS trust or debit and perform micro-debit validations
- If the customer does not self-migrate, then they will lose the ability to mail within the USPS network
- If the customer decides to set up an EPS trust account, this account will need to be pre-funded prior to mailing

Inactive Permits for 1+ Years CAPS Account

- Permits that have been inactive for *at least* 1 year have been **cancelled**
- Customers must request refunds of any remaining balance by responding to the letter/email

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Once you have determined product/service eligibility, use this EPS Onboarding Checklist to successfully migrate your payment activities from CAPS to EPS.

Eligible Products/ Services		Non-Eligible Products
PO Box, Caller & Reserve Services (EPOBOL)	Parcel Select	Parcel Return Service (PRS)
Address Quality Products (AEC, AECII and ACS)	Media Mail	Premium Forwarding Service Commercial (PFSC)
Priority Mail	Library Mail	Commercial Postal Store
First- Class Mail, Letters, Cards, and Flats	Bound Printed Matter	Remaining Address Quality Products
First-Class Package Service	Periodicals	Express Mail Corporate Accounts
USPS Marketing Mail, Letters, Flats, and Parcels	International Products	
Business Reply Mail (BRM)	Every Door Direct Mail (EDDM) BMEU	
Share Mail	Electronic Verification System (eVS)	
Intelligent Mail barcode Accounting (IMbA)	iCAPS	
PC Postage	USPS Returns	



Planning for EPS - Prerequisites

Proper planning is essential to a successful onboarding experience. Prior to signing up for an EPS account, complete the following steps.

- Determine the best payment option for your organization and work with your financial institution to establish or update the required electronic transfer information.
 - Update any debit block/fraud filter codes, if applicable, to allow USPS to withdraw funds via ACH Debit
 - Originator Company Name: **USPS Payment**
 - USPS Originator ID: **4135641517**
 - *Transactions show site as "Washington, D.C." (Current CAPS Transactions are "San Mateo, CA")*
 - Validate USPS (receiver) financial information
 - USPS ABA Routing Number: **121000248**
 - Bank Account: 7038000XXXXXXXXXX
- Gather your active permits* and decide how to organize your future EPS account(s) You may choose to link all permits to a single Enterprise Payment Account or create several Enterprise Payment Accounts and organize permits based on your preference.

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* Inactive or unused CAPS permits should be canceled prior to migration.

Note: The USPS *PostalOne!* Helpdesk, postalone@email.usps.gov or your local BME can assist with confirming your permit information.

- Customers using **Express Mail Corporate Accounts (EMCA), Endicia PC Postage and Address Change Service (ACS)/Address Element Correction (AEC)** products must contact the CAPS Service Center to de-link these products from their CAPS account(s).
 - Customers must also ensure all non-*PostalOne!* permits and services are de-linked prior to beginning the migration process.
 - Cancelled *PostalOne!* permits still linked to CAPS account(s) to be migrated should also be de-linked prior to migration.

For assistance de-linking products/services from CAPS accounts, contact the **CAPS Service Center** via email at ssmctas@email.usps.gov, or telephone at **(650) 377-1334, 7AM – 4PM PST, Monday through Friday.**

Note: CAPS Trust balances **will not** automatically transfer to EPS until **all** permits, including active, cancelled, EMCA, Endicia PC Postage, and ACS/AEC associated with the CAPS Trust account to be migrated have been de-linked. In cases where the permits have not been de-linked and the CAPS Trust balance has not transferred to EPS, the customer must complete and submit a signed refund request to the CAPS Service Center.

- Identify who within your organization will have the Enterprise Payment Administrator/ Delegate, Payment Manager, and Subscriber roles.

Note: The Enterprise Payment Account Administrator must also be the Business Service Administrator (BSA) or BSA Delegate for the EPS service on the parent CRID.



Create a BCG Account

- If you do not have a Business Customer Gateway (BCG) Account, you must register for a BCG account and ensure the CRID(s) you want to use for your EPS account have been added to your profile.
- If you already have a BCG account, you can skip this step. There is no need to create an additional BCG account.

Note: The first BCG User for a CRID is granted BSA Access to all Core Services. The BSA will establish all subsequent user roles and access permissions. For planning purposes, users who will be linking permits once the Enterprise Payment account has been established must be granted access to the Manage Mailing Activity function.

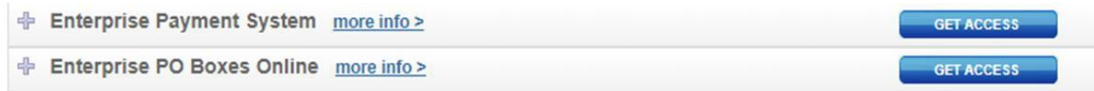
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Request Access

To request EPS:

1. Select “Get Access” next to EPS in the “Other Services” Tab of BCG

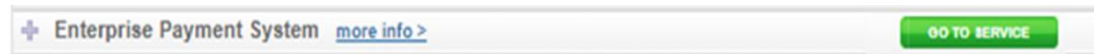


2. Your request has been sent once the “Get Access” button has changed to “Pending Help Desk”



3. A USPS representative will review the request, and approve or deny the request

Note: Once the *request has been approved*, navigate to “**Other Services**” in the Business Customer Gateway menu. You will see “**Go to Service**” next to the Enterprise Payment System. Remember, the first user automatically becomes the BSA for the Enterprise Payment System account.



Create an EPS Account

Users may select to either Create a New Account or use an existing CAPS Account to retain their original payment account number, however, using a CAPS Account will only allow you to retain your 5-digit number. Remember, permits do not automatically migrate to EPS, and will need to be linked to the newly created EPS account.

- Establish your EPS account, by creating a new account or using a CAPS account.
- Assign EPS user roles. Your EPS BSA will identify users for the BSA Delegate, Payment Manager and Subscriber roles and make assignments as needed. For a complete description of EPS User Roles, refer to **Section 2.3 User Roles** at <https://postalpro.usps.com/EPS/FAQs>.
- Establish your payment method using a Trust account or ACH Debit account.
- Download the Wells Fargo Mobile application, if using Mobile Check Deposit.



Link Permits to the EPS Account

Link your mailing Permits to your EPS account. Remember, permits do not automatically migrate to EPS, and will need to be linked to the newly created EPS account. CAPS funds will transfer automatically upon final permit or service linkage, and the CAPS account will be closed. All migrated permits will be displayed on the “**Manage Permits**” page in EPS.

Note: You do not have to zero out your permit balances prior to migrating to EPS, however, the CAPS balance will not migrate to EPS until the last permit associated with that account is linked to an EPS account.