

The U.S. Postal Service has upgraded its payment architecture for enterprise and business customers. The Enterprise Payment System (EPS) replaces 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 implementation of EPS, 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 the ePOBOL 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:
MSSC Help Desk: 1-877-672-0007 or Email MSSC@usps.gov

EPS-EPOBOL Data Migration and Account Setup

STEP 1: BCG Registration

Before enrolling in EPS and EPOBOL

- 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.
- To get your CRID information select “Manage Account” from BCG main page menu and then select the “Manage Profile” Tab.
- If you don’t remember your username and/or password please call the Mailing and Shipping Solutions Center (MSSC) Helpdesk at 1-877-672-0007 or email MSSC@usps.gov for assistance.

STEP 2: Data Collection & Validation

Before enrolling in EPS and EPOBOL

- Fill out the “Completed by Customer – Step 1” section of the [ePOBOL 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							USPS Validated? (Y/N)	Error Reason/Comments
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)		
COMPANY NAME	10101	10136	C	100001	56789	Y	Y	EXAMPLE
COMPANY NAME	10101A	10137	C	100001	56789	Y	Y	EXAMPLE

- Send this spreadsheet to the migration team at MSSC@usps.gov
- 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.
- Your approved data will be loaded by the migration team after EPS-EPOBOL implementation

STEP 5: Manage Boxes

After you have enrolled in EPS/EPOBOL and created an EPA:

- Log into BCG: <https://gateway.usps.com> using existing username and password
- Click "Other Services"
- Click "Go To Service" beside Enterprise PO Boxes Online (EPOBOL)
- Click "Reports" to view the list of linked/loaded boxes
- Send an email to the migration team using the MSSC@usps.gov if you experience any issues or errors.
- Start managing (open, close, pay) PO Boxes, Callers and Reserves online

Hello, BSA Gateway USPS.com Help Logout Tuesday, April 19, 2017

Enterprise PO Boxes Online

Home

Link/Add Boxes

Edit Recurring Payment

Payment History

Reserve New Box

Refund and Close Boxes

Pay Now

True-up

Reports

Linked PO Boxes Report

The Linked Boxes Report contains all the active PO Boxes, Caller Services and Reserved Caller Services that have been linked to the CRID's or location that are accessible to the user.

Click on Download Report link for a printable copy.

[Download Report](#)

LINKED PO BOXES REPORT

FILTER BY: ZIP CODE: BOX NUMBER: CRID: EPA NUMBER: PAYMENT DUE DATE: [Search](#)

ZIP CODE	BOX NUMBER	CRID	EPA NUMBER	PAYMENT DUE DATE	LINKED BY DATE
00605	3001	20478647	6874562	04/30/2017	04/04/2016
00605	3928	20478653	874567	04/30/2017	04/04/2016
00605	3945	20478647	6874562	04/30/2017	04/05/2016
10536	397	20478647	6874562	04/30/2017	03/31/2016
11225	250818	20478647	6874562	04/30/2017	04/04/2016
12095	217	20478647	6874562	04/30/2017	04/04/2016
12561	339	20478647	6874562	04/30/2017	03/22/2016
15544	1432	20478647	6874562	04/30/2017	04/04/2016
15544	1452	20478647	6874562	04/30/2017	04/04/2016
16210	72	20478647	6874562	04/30/2016	04/04/2016
19046	262	20478647	6874562	04/30/2017	04/04/2016
19486	291	20478647	6874562	09/30/2017	04/04/2016
25706	1	20478653	874567	01/31/2007	04/08/2016