

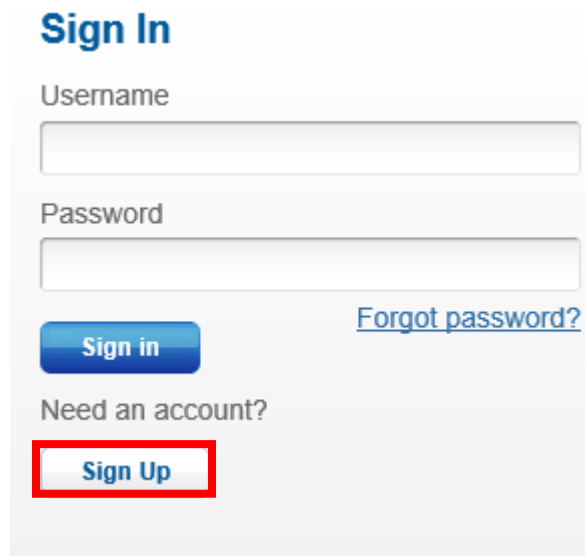
How to Enroll in the Earned Value Promotion

New Business Customer Gateway (BCG) Users:

If you do not have a business account with the United States Postal Service then you will need to create one.

Step 1: Go to the Business Customer Gateway (BCG) at: <https://gateway.usps.com>.

Step 2: Click “**Sign Up**” button to get started.

A screenshot of the USPS Business Customer Gateway (BCG) login and registration page. The page has a light gray background. At the top, the text "Sign In" is displayed in blue. Below it are two input fields: "Username" and "Password". To the right of the "Password" field is a blue link that says "Forgot password?". Below the input fields is a blue button with the text "Sign in". Below the "Sign in" button is the text "Need an account?". At the bottom, there is a button with the text "Sign Up" which is highlighted with a red rectangular border.

Step 3: Enter the required information: username, password, security questions, name and contact information. If you a Customer Registration ID (CRID) enter it here.

Step 4: Click “**Create Account**” if you do not have a Customer Registration ID (CRID) and you will automatically be assigned one.

Step 5: You will receive an automatic email confirming that your Business Account/CRID has been activated. Now you can log into the Business Customer Gateway (BCG) and enroll in the Earned Value Promotion by following the **Existing Business Customer Gateway (BCG) Users instructions**.

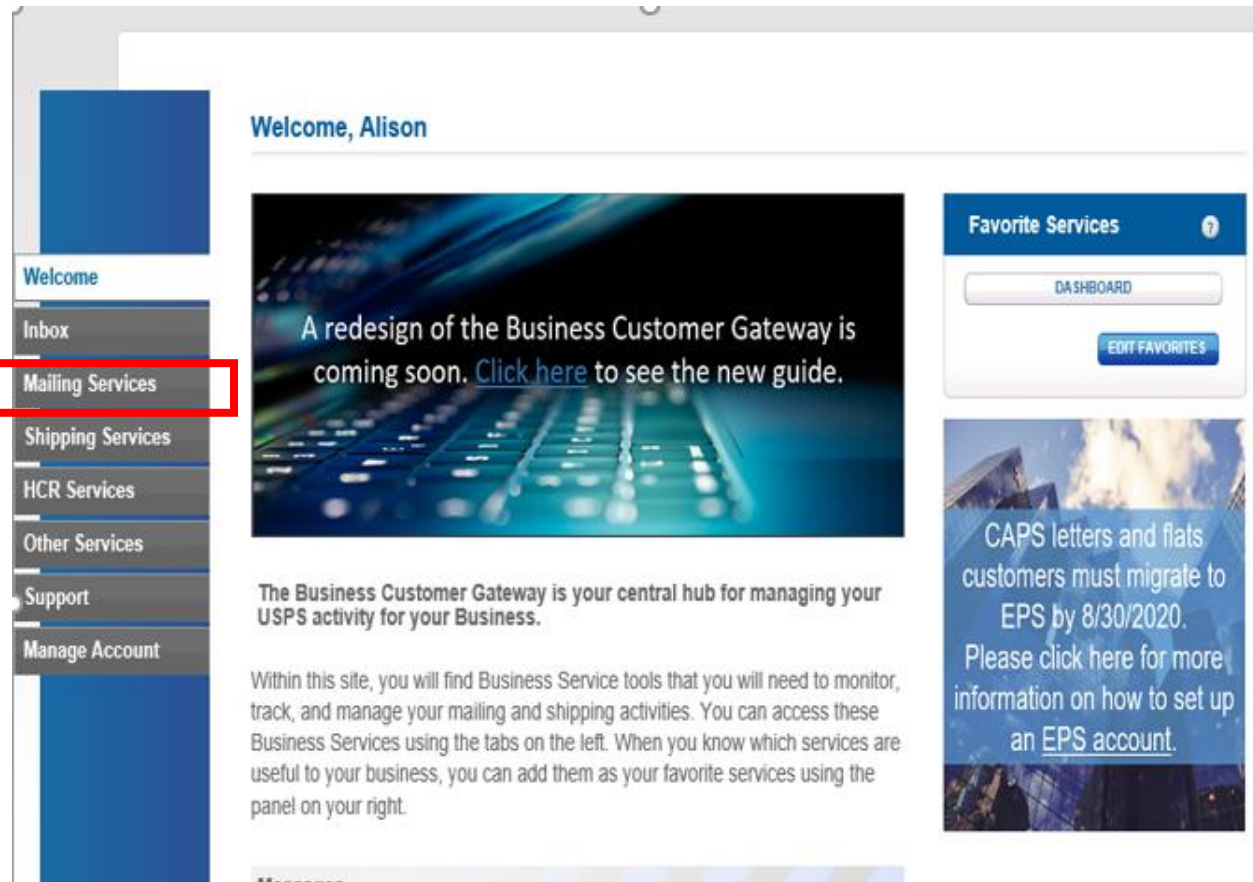
How to Enroll in the Earned Value Promotion

Existing Business Customer Gateway (BCG) Users:

Business Account holders can go directly to the enrollment process.

Step 1: Log in to the Business Customer Gateway (BCG) at: <https://gateway.usps.com>.

Step 2: Select “**Mailing Services**” from the left menu of the Welcome (Landing) Page.



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Step 3: Go to the **Incentive Programs** in the list displayed and click “**Go to Service**”.

If you do not have access to the Incentive Programs already you will need to click “Get Access” to submit your access request.

Welcome

Inbox

Mailing Services

Shipping Services


HCR Services

Other Services


Support

Manage Account

Mailing Services

 Mailing services help you deliver letters and flat mail pieces.

Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.



+ Automated Business Reply Mail more info >	GO TO SERVICE
+ Balance & Fees (PostalOne!) more info >	GO TO SERVICE
+ Customer Label Distribution System (CLDS) more info >	GO TO SERVICE
+ Customer/Supplier Agreements (CSAs) more info >	GO TO SERVICE
+ Dashboard (PostalOne!) more info >	GO TO SERVICE
+ Electronic Data Exchange (PostalOne!) more info >	GO TO SERVICE
+ Every Door Direct Mail more info >	GO TO SERVICE
+ Incentive Programs more info >	GO TO SERVICE
+ Informed Visibility more info >	GET ACCESS
+ Intelligent Mail Small Business (IMsb) Tool more info >	GO TO SERVICE
+ Mailer ID more info >	GO TO SERVICE
+ Mailing Reports (PostalOne!) more info >	GO TO SERVICE
+ Manage Permits (PostalOne!) more info >	GO TO SERVICE
+ Picture Permit Indicia more info >	GET ACCESS
+ Postal Wizard (PostalOne!) more info >	GO TO SERVICE
+ Printer Directory more info >	GET ACCESS
+ Schedule a Mailing Appointment (FAST) more info >	GO TO SERVICE
+ Share Mail more info >	GO TO SERVICE

How to Enroll in the Earned Value Promotion

Step 4: Click the “**Earned Value Promotion**”.



Step 5: Click “**Begin Enrollment**”.



There are 5 steps in the Earned Value Enrollment Process that need to be completed.

- **Alternate Primary Contact Information**
- **Locations**
- **Mailer IDs**
- **Payment Accounts**
- **Certification**

You will need to complete each of the 5 steps listed above by selecting the “I Agree” button to complete each task. Then you will see the status change from “Incomplete” to “Complete”. If you do not select the “I Agree” button then your enrollment status will be “In Progress” and you will NOT be registered for the Earned Value Promotion.

How to Enroll in the Earned Value Promotion

Step 6: Select **Alternate Primary Contact Information**.

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Earned Value **Enrollment Status: IN PROGRESS**

Program Summary

Earned Value Overview

Long description for Earned Value Incentive (SIT)

Enrollment Status - In Progress - 0 out of 5 steps completed

Please complete all of the steps below to enroll.

Enrollment Steps (5)

- [+] Alternate Primary Contact Information **Incomplete**
- [+] Locations **Incomplete**
- [+] Mailer IDs **Incomplete**
- [+] Payment Accounts **Incomplete**
- [+] Certification **Incomplete**

► Show Additional Information

Locations
Incomplete

Mailer IDs
Incomplete

Payment Accounts
Incomplete

Certification
Incomplete

Step 7: Complete the information for another contact person at the **Alternate Primary Contact**.

How to Enroll in the Earned Value Promotion

Customer Primary Contact Information

Name
Company Info
Address
City
State/Province

ZIP/Postal Code:
Country:
Email:
Telephone:
FAX:

Select Program:
02000 - Earned Value 2019

Alternate Primary Contact Information

Name:
Address:
City:
State:
ZIP/Postal Code:
Country:
Email:
Telephone:
Extension:

Technical Contact Information

Name:
Address:
City:
State:
ZIP/Postal Code:
Country:
Email:
Telephone:
Extension:

Step 8: Select the “**I Agree**” button to complete the task.

I Agree I Disagree

Once you agree your status will change in this section will change from “**Incomplete**” to “**Complete**”.

How to Enroll in the Earned Value Promotion

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Earned Value **Enrollment Status: IN PROGRESS**

Program Summary

Earned Value Overview

Long description for Earned Value incentive (SIT)

Enrollment Status - In Progress - 0 out of 5 steps completed

Please complete all of the steps below to enroll.

Enrollment Steps (5)

[+] Alternate Primary Contact Information	- Complete
[+] Locations	- Incomplete
[+] Mailer IDs	- Incomplete
[+] Payment Accounts	- Incomplete
[+] Certification	- Incomplete

► Show Additional Information

Step 9: Select “**Locations**”.

How to Enroll in the Earned Value Promotion

UNITED STATES POSTAL SERVICE®

Earned Value **Enrollment Status: IN PROGRESS**

Program Summary

Earned Value Overview

Long description for Earned Value Incentive (SIT)

Enrollment Status - In Progress - 0 out of 5 steps completed

Please complete all of the steps below to enroll.

Enrollment Steps (5)

- [+] Additional Contact Information - Complete
- [+] Locations - Incomplete
- [+] Mailer IDs - Incomplete
- [+] Payment Accounts - Incomplete
- [+] Certification - Incomplete

► **Show Additional Information**

Alternate Primary Contact Information
Complete

Locations
Incomplete

Mailer IDs
Incomplete

Payment Accounts
Incomplete

Certification
Incomplete

Now you will need to review your participating mailing locations which are your CRIDs and verify the accuracy of them.

Locations

	MID User CRID Company Name	MID User CRID ?	Enrollment Method	MID Owner CRID ?	MID Owner CRID Company Name	Enrollment Date	Multi User	Multi User Names	Status	MSP Designation
<input type="radio"/>	POSTAL ONE HELPDESK	5502060	Online			02/15/2019	No		Linked	YES

If CRIDs are missing, the MIDs associated to those CRIDs will not be enrolled in the Earned Value Promotion and you will not receive any piece counts for your BRM, CRM, and Share Mail pieces associated to them.

Step 10: Select the “**I Agree**” button to complete the task.

I Agree **I Disagree**

How to Enroll in the Earned Value Promotion

Once you agree your status will change in this section will change from “**Incomplete**” to “**Complete**”.

UNITED STATES POSTAL SERVICE®

Earned Value Enrollment Status: **IN PROGRESS**

Program Summary

Alternate Primary Contact Information
Complete

Locations
Complete

Mailer IDs
Incomplete

Payment Accounts
Incomplete

Certification
Incomplete

Earned Value Overview

Long description for Earned Value incentive (SIT)

Enrollment Status - In Progress - 0 out of 5 steps completed
Please complete all of the steps below to enroll.

Enrollment Steps (5)

- [+] Additional Contact Information - Complete
- [+] Locations - Complete
- [+] Mailer IDs - Incomplete
- [+] Payment Accounts - Incomplete
- [+] Certification - Incomplete

► Show Additional Information

How to Enroll in the Earned Value Promotion

Step 11: Select “Mailer IDs”.

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Earned Value **Enrollment Status: IN PROGRESS**

Program Summary

Earned Value Overview

Long description for Earned Value Incentive (SIT)

Enrollment Status - In Progress - 0 out of 5 steps completed

Please complete all of the steps below to enroll.

Enrollment Steps (5)

- [+] Additional Contact Information - Complete
- [+] Locations - Complete
- [+] Mailer IDs - Incomplete
- [+] Payment Accounts - Incomplete
- [+] Certification - Incomplete

► Show Additional Information

Alternate Primary Contact Information Complete

Locations Complete

Mailer IDs Incomplete

Payment Accounts Incomplete

Certification Incomplete

Now you will need to review your participating MIDs and verify the accuracy of them.

MIDs

Showing 1 - 4 of 4

MID	CRID	Address	City	State	ZIP Code	Link Status	Multi User	Multi User Names	Tracking Request Date	Product Type	Piece Record
902124820	5502060	4605 HICKORY HILL RD STE 101	MEMPHIS	TN	38141-6971	Linked	No				Create
901324935	5502060	4605 HICKORY HILL RD STE 101	MEMPHIS	TN	38141-6971	Linked	No				Create
901010498	5502060	4605 HICKORY HILL RD STE 101	MEMPHIS	TN	38141-6971	Linked	No				Create
902248063	5502060	4605 HICKORY HILL RD STE 101	MEMPHIS	TN	38141-6971	Linked	No				Create

How to Enroll in the Earned Value Promotion

Step 12: Select the “I Agree” button to complete the task.

A screenshot of the United States Postal Service "Earned Value" enrollment page. The page title is "Earned Value" and the status is "Enrollment Status: IN PROGRESS". The left sidebar contains a "Program Summary" section with a list of steps: "Alternate Primary Contact Information" (Complete), "Locations" (Complete), "Mailer IDs" (Complete), "Payment Accounts" (Incomplete), and "Certification" (Incomplete). The "Mailer IDs" step is highlighted with a red box, and a blue arrow points to it. The main content area shows the "Enrollment Status - In Progress - 0 out of 5 steps completed" and a list of "Enrollment Steps (5)": "Additional Contact Information" (Complete), "Locations" (Complete), "Mailer IDs" (Complete), "Payment Accounts" (Incomplete), and "Certification" (Incomplete). The "Mailer IDs" step is highlighted with a red box, and a blue arrow points to it. A "Show Additional Information" link is visible at the bottom of the list.

How to Enroll in the Earned Value Promotion

Step 13: Select “**Payment Accounts**”.

UNITED STATES POSTAL SERVICE®

Earned Value Enrollment Status: **IN PROGRESS**

Program Summary

Earned Value Overview
Long description for Earned Value incentive (SIT)

Enrollment Status - In Progress - 0 out of 5 steps completed
Please complete all of the steps below to enroll.

Enrollment Steps (5)

[+] Additional Contact Information	-	Incomplete
[+] Locations	-	Incomplete
[+] Mailer IDs	-	Complete
[+] Payment Accounts	-	Incomplete
[+] Certification	-	Incomplete

► Show Additional Information

Payment Accounts
Incomplete

Certification
Incomplete

If you want to use your **OWN** Permit Accounts then you will need to select 1 or more Permit Accounts to place your credits in.

The Eligible Permits Are:

- Permit Imprint (PI)
- Meter Permit Account (M)
- Precancel Permit Account (PC)
- OMAS Imprint (OI)
- OMAS Meter (OM)

You will also need to make sure that the **TOTAL** of your **OWN** Permit Accounts equals **100%**.

How to Enroll in the Earned Value Promotion

Payment Accounts

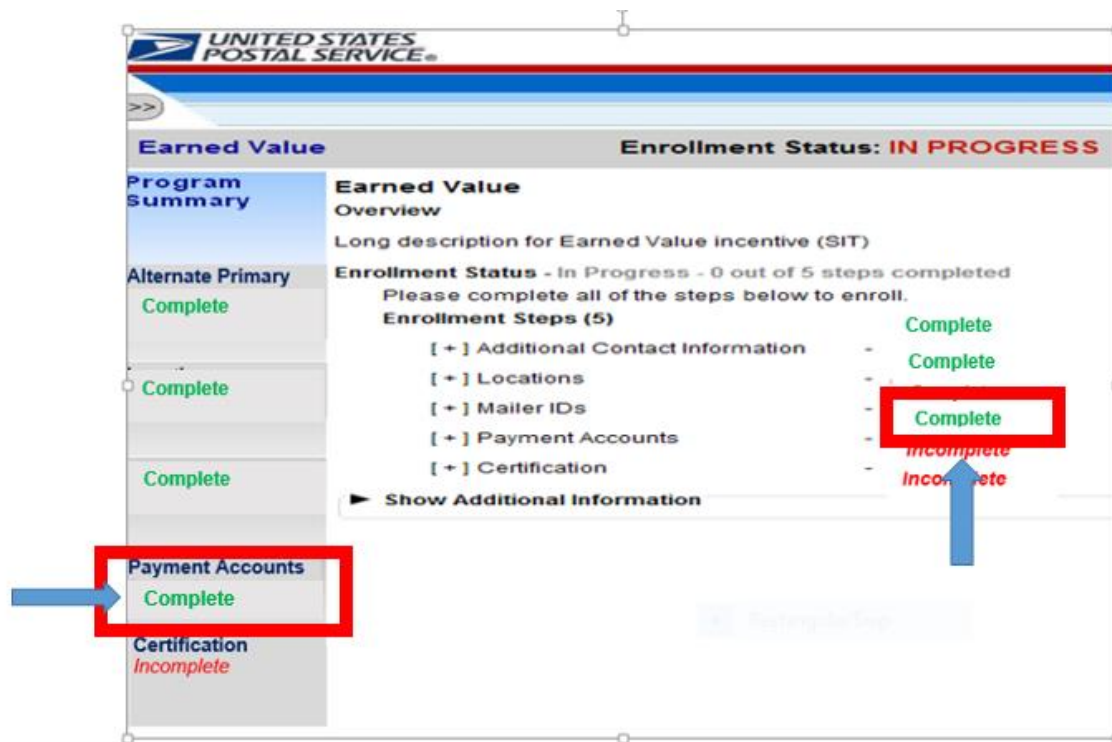
	CRID ?	Permit Account Number	Permit Type	Permit Number	Shipping Products Permit ?	Permit ZIP	Finance Number	Status	Percentage	Multi User Names
<input type="radio"/>	5502060	2576475	PI	285	No	202600846	661204	Not Linked	80	
<input type="radio"/>	5502060	2599453	PI	3279	No	202600846	661204	Not Linked	20	

Notice that PI 285 was selected at 80% and PI 3279 was selected at 20%. When you add up the 2 Permit Accounts' Percentages the total is 100%.

Step 14: Select the "I Agree" button to complete the task.



Once you agree your status will change in this section will change from "Incomplete" to "Complete".



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Step 15: “**The Certification**” will become available once the preceding steps have been completed. You must review and **agree** to the **Certification Agreement** which is a legal agreement.

If you do not select the “I Agree” button then your enrollment status will be In Progress and you will *NOT* be registered for the Earned Value Promotion.

Step 15: Select the “**I Agree**” button to complete the task.



Once you have completed the enrollment you will receive an email stating that you are enrolled in the Earned Value Promotion and your Enrollment Status will no longer state “IN PROGRESS”.

Step 16: Now your Enrollment Status changes to “**ENROLLED**”.

Earned Value

Enrollment Status: ENROLLED