

2021 Earned Value Promotion Enrollment Process

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January 2021

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.



Sign In

Username

Password

[Forgot password?](#)

Sign in

Need an account?
Sign Up

New Business Customer Gateway (BCG) Users

Step 3: Enter your username, password, security questions, name and contact information.

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

Step 5: Next you will receive an email confirming your Business Account/CRID has been activated.

SECURITY



QUESTIONS



Existing Business Customer Gateway (BCG) Users

Business Account holders can go directly to the enrollment process.

Step 1: Go to the “**Business Customer Gateway**” (BCG) at:

<https://gateway.usps.com>

Step 2: Enter your Username and Password.

Step 3: Click “**Sign In**”.



Sign In

Username

Password

[Forgot password?](#)

Sign in

Need an account?

Sign Up

Existing Business Customer Gateway (BCG) Users

Step 4: Select “**Mailing Services**” from the left menu of the Welcome (Landing) Page.



Welcome, Alison

Welcome

Inbox

Mailing Services

Shipping Services

HCR Services

Other Services

Support

Manage Account

A redesign of the Business Customer Gateway is coming soon. [Click here](#) to see the new guide.

The Business Customer Gateway is your central hub for managing your USPS activity for your Business.

Within this site, you will find Business Service tools that you will need to monitor, track, and manage your mailing and shipping activities. You can access these Business Services using the tabs on the left. When you know which services are useful to your business, you can add them as your favorite services using the panel on your right.

Favorite Services

DASHBOARD

EDIT FAVORITES

CAPS letters and flats customers must migrate to EPS by 8/30/2020. Please click here for more information on how to set up an [EPS account](#).

Existing Business Customer Gateway (BCG) Users

Step 5: 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.

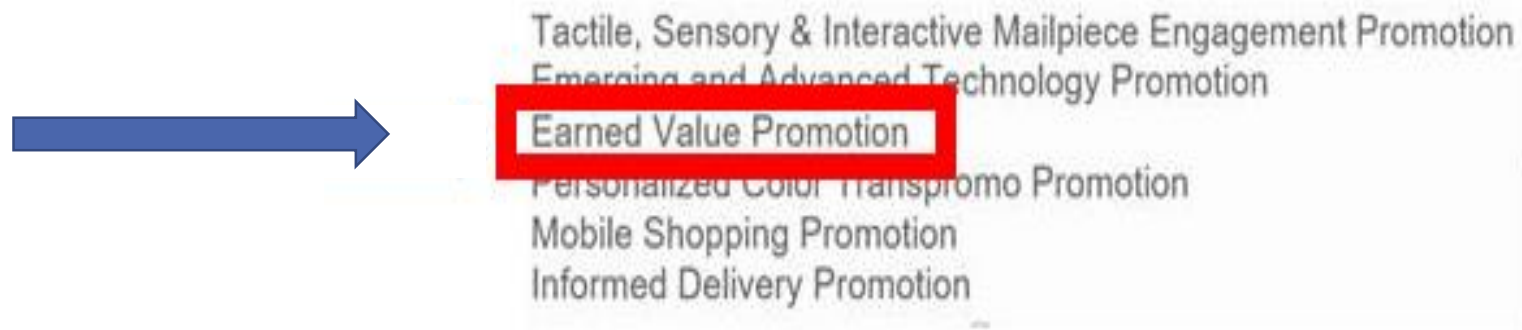
The screenshot shows the 'Mailing Services' page. On the left is a navigation menu with 'Welcome', 'Inbox', and 'Mailing Services'. The main content area has a heading 'Mailing Services' and a sub-heading 'Mailing services help you deliver letters and flat mail pieces.' Below this is a paragraph: 'Mailing 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.' To the right is an image of a hand holding a 'Direct Mail' envelope. Below the text is a list of services with buttons:

+	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

A blue arrow points from the 'Mailing Services' heading to the 'Incentive Programs' row. A red box highlights the 'GO TO SERVICE' button for 'Incentive Programs'.

Existing Business Customer Gateway (BCG) Users

Step 6: Click the “**Earned Value Promotion**”.



Step 7: Click “**Begin Enrollment**”.



Existing Business Customer Gateway (BCG) Users

There are **5 sections/tabs** in the Earned Value Enrollment Process that need to be completed.

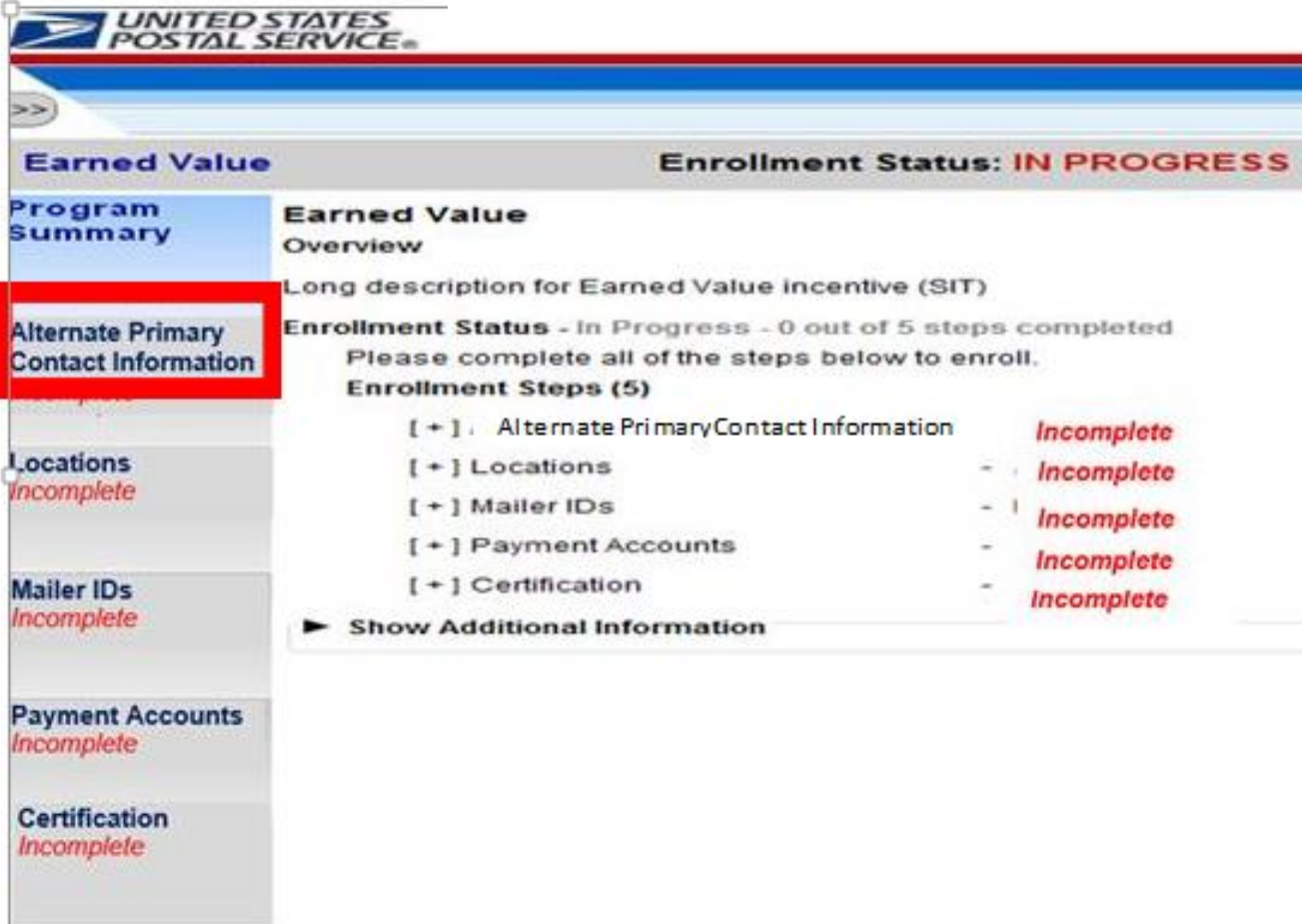
- Alternate Primary Contact Information
- Locations
- Mailer IDs
- Payment Accounts
- Certification

Each step needs to be completed by selecting the **“I Agree”** button. The status will 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.

Existing Business Customer Gateway (BCG) Users

Step 8: Select “**Alternate Primary Contact Information**”.



The screenshot displays the United States Postal Service BCG user interface. At the top, the United States Postal Service logo is visible. Below it, the page is titled "Earned Value" and "Enrollment Status: IN PROGRESS". The main content area is divided into two columns. The left column contains a navigation menu with the following items: "Program Summary", "Alternate Primary Contact Information" (highlighted with a red box and a blue arrow pointing to it), "Locations" (Incomplete), "Mailer IDs" (Incomplete), "Payment Accounts" (Incomplete), and "Certification" (Incomplete). The right column contains the main content area, which includes the text "Earned Value Overview", "Long description for Earned Value incentive (SIT)", "Enrollment Status - In Progress - 0 out of 5 steps completed", and "Please complete all of the steps below to enroll." Below this, there is a section titled "Enrollment Steps (5)" with a list of steps: "Alternate Primary Contact Information" (Incomplete), "Locations" (Incomplete), "Mailer IDs" (Incomplete), "Payment Accounts" (Incomplete), and "Certification" (Incomplete). At the bottom of the right column, there is a "Show Additional Information" button.

Existing Business Customer Gateway (BCG) Users

Step 9: Complete the information for another contact person at the **Alternate Primary Contact** section.

The screenshot displays a web form with several sections. At the top is the 'Customer Primary Contact Information' section, which includes fields for Name, Company Info, Address, City, State/Province, ZIP/Postal Code, Country, Email, Telephone, and FAX. Below this is a 'Select Program:' dropdown menu with '02000 - Earned Value 2015' selected. A red rectangular box highlights the 'Alternate Primary Contact Information' section, which contains fields for Name, Address, City, State, ZIP/Postal Code, Country, Email, Telephone, and Extension. A blue arrow points from the left towards this red box. To the right of the 'Alternate Primary Contact Information' section is the 'Technical Contact Information' section, which includes fields for Name, Address, City, State, ZIP/Postal Code, Country, Email, Telephone, and Extension.

Existing Business Customer Gateway (BCG) Users

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



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



Existing Business Customer Gateway (BCG) Users

Step 11: Select “Locations”.

The screenshot displays the United States Postal Service BCG user interface. At the top, the USPS logo and 'UNITED STATES POSTAL SERVICE' are visible. Below the header, the page title is 'Earned Value' and the enrollment status is 'IN PROGRESS'. The main content area is divided into a left sidebar and a main panel. The sidebar contains several menu items: 'Program Summary', 'Alternate Primary Contact Information' (marked 'Complete'), 'Locations' (marked 'Incomplete' and highlighted with a red box and a blue arrow), 'Mailer IDs' (marked 'Incomplete'), 'Payment Accounts' (marked 'Incomplete'), and 'Certification' (marked 'Incomplete'). The main panel shows the 'Earned Value Overview' and 'Enrollment Status - In Progress - 0 out of 5 steps completed'. It lists the 'Enrollment Steps (5)' with their completion status: 'Additional Contact Information' (Complete), 'Locations' (Incomplete), 'Mailer IDs' (Incomplete), 'Payment Accounts' (Incomplete), and 'Certification' (Incomplete). A 'Show Additional Information' button is located at the bottom of the main panel.

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

Existing Business Customer Gateway (BCG) Users

Step 12: Review your participating mailing locations (CRIDs) and verify their accuracy.

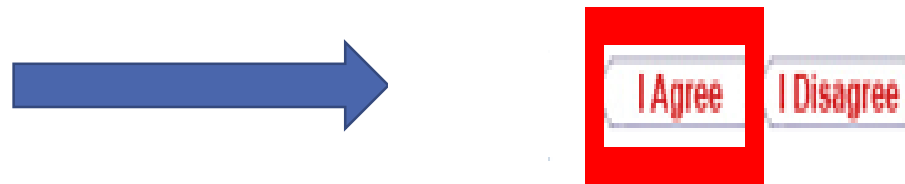
Locations

	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.

Existing Business Customer Gateway (BCG) Users

Step 13: Select the “**I Agree**” button to complete the task.

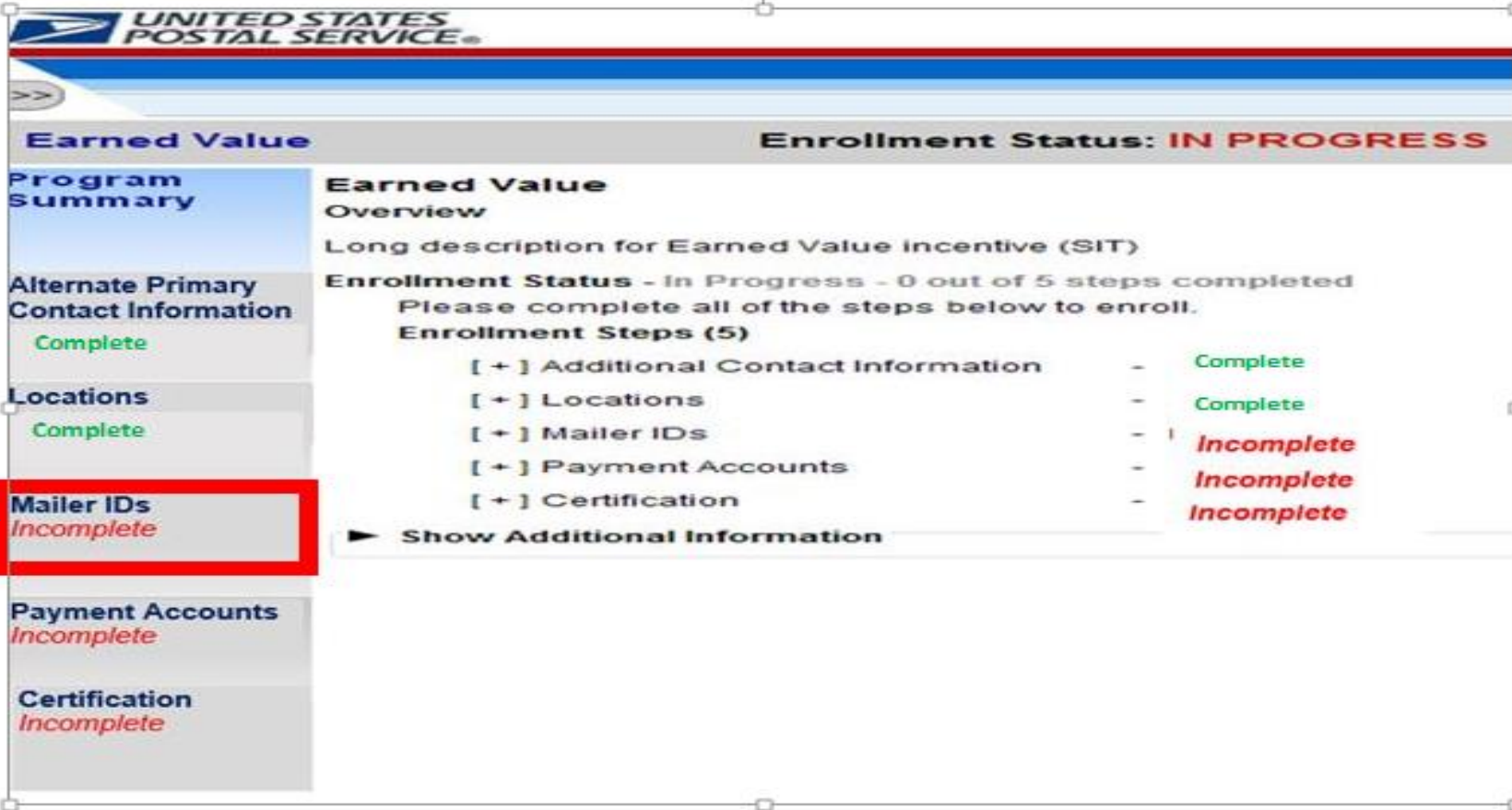


Once you agree your status in this section will change from “**Incomplete**” to “**Complete**”.



Existing Business Customer Gateway (BCG) Users

Step 14: Select “Mailer IDs”.



The screenshot displays the United States Postal Service BCG user interface. The top header includes the USPS logo and the text "UNITED STATES POSTAL SERVICE®". Below the header, the page is titled "Earned Value" and "Enrollment Status: IN PROGRESS".

The left sidebar contains a navigation menu with the following items:

- Program Summary
- Alternate Primary Contact Information (Complete)
- Locations (Complete)
- Mailer IDs (Incomplete)** - This item is highlighted with a red box and a blue arrow points to it from the left.
- Payment Accounts (Incomplete)
- Certification (Incomplete)

The main content area, titled "Earned Value Overview", provides a long description for the Earned Value incentive (SIT) and indicates the enrollment status: "Enrollment Status - In Progress - 0 out of 5 steps completed". It instructs the user to "Please complete all of the steps below to enroll." and lists the "Enrollment Steps (5)":

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

At the bottom of the main content area, there is a link to "Show Additional Information".

Existing Business Customer Gateway (BCG) Users

Step 15: Review your participating MIDs and verify their accuracy.

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

Existing Business Customer Gateway (BCG) Users

Step 16: Select the “**I Agree**” button to complete the task.



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



Existing Business Customer Gateway (BCG) Users

Step 17: Select “Payment Accounts”.

The screenshot displays the United States Postal Service BCG user interface. At the top, the logo and "UNITED STATES POSTAL SERVICE" are visible. Below the header, the page title is "Earned Value" and the enrollment status is "IN PROGRESS". The main content area is divided into two columns. The left column contains a list of enrollment steps: "Program Summary", "Alternate Primary Contact Information", "Locations", "Mailer IDs", "Payment Accounts", and "Certification". Each step has a status indicator: "Complete" (green) for the first four and "Incomplete" (red) for the last two. The "Payment Accounts" step is highlighted with a red border and a blue arrow pointing to it from the left. The right column provides details for the "Earned Value" program, including an overview and a list of enrollment steps with their completion status:

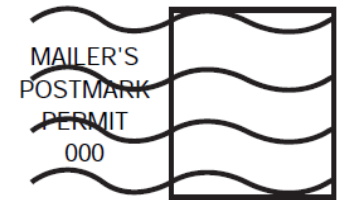
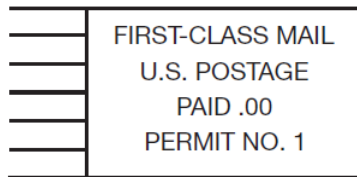
Enrollment Step	Status
[+] Additional Contact Information	Complete
[+] Locations	Complete
[+] Mailer IDs	Complete
[+] Payment Accounts	Incomplete
[+] Certification	Incomplete

Existing Business Customer Gateway (BCG) Users

Step 18: If you want to use your **OWN** Permit Account(s) 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)



Existing Business Customer Gateway (BCG) Users

Step 19: Select one or more of your **OWN** Permit Account(s) that you want to place your credits in.

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 and **PI 3279** was selected to place the credits in.*

Existing Business Customer Gateway (BCG) Users

Step 20: You will also need to make sure that the **TOTAL** of your **OWN** Permit Accounts equal **100%**.

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	

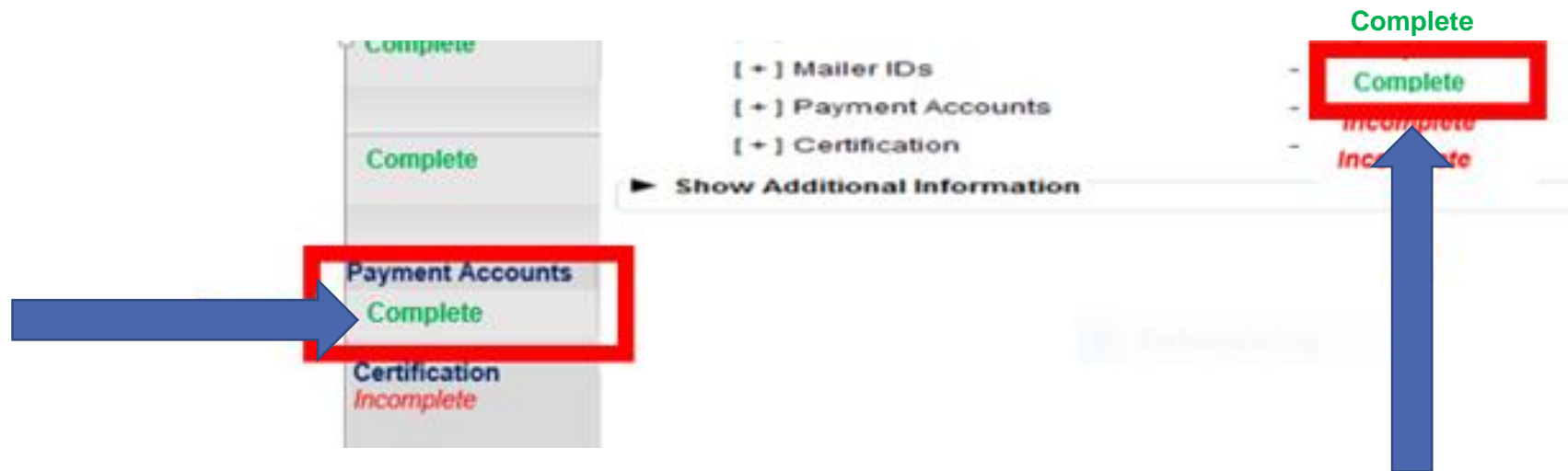
Notice that **PI 285** was selected at **80%** and **PI 3279** was selected at **20%**. When you add up the **2 Permit Accounts' Percentages** they equal **100%**.

Existing Business Customer Gateway (BCG) Users

Step 21: Select the “**I Agree**” button to complete the task.



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



Existing Business Customer Gateway (BCG) Users

Step 22: If you want to use your **Mail Service Provider's Permit Account(s)** then you will need to do a **"Custom MSP Permit Search"**.

<input type="radio"/>	811	PE	20488611	2024	12000
<input type="radio"/>	1122	PE	20488611	2024	12000
<input type="radio"/>	298	PP	20488611	2024	12000
<input type="radio"/>	10083	PE	20488611	2024	12000
<input type="radio"/>	1610	PI	20488611	2024	12000
<input type="radio"/>	213	PI	20488611	2024	12000
<input type="radio"/>	33333333	PE	20488611	2024	12000
<input type="radio"/>	22222222	PE	20488611	2024	12000
<input type="radio"/>	90013	OM	20488611	2024	12000

Export options: CSV | Excel | XML | PDF



Custom MSP Permit Search

Please check with your MSP on what permit information should be entered.

* Permit Number: * Permit Type:

City: * State Code:

Existing Business Customer Gateway (BCG) Users

Step 23: Enter your MSP's Permit Number, select your MSP's Permit Type, and enter your MSP's City and State.

Step 24: Select the **“Search”** button.



Custom MSP Permit Search

Please check with your MSP on what permit information should be entered.

* Permit Number: * Permit Type:

City: * State Code:

Search

The screenshot shows a web form titled "Custom MSP Permit Search". It contains four input fields: "Permit Number", "Permit Type" (a dropdown menu with "--Select Category--"), "City", and "State Code". A "Search" button is located to the right of the "Permit Type" field. The "Search" button is circled in red, and a blue arrow points to it from below. The entire form area is enclosed in a red rectangular border.

Existing Business Customer Gateway (BCG) Users

Step 25: Select the “**Permit(s)**” that you want to use.

Step 26: Select the “**Save**” button.

Select MSP Permit

Select	Permit Number	Permit Type	Finance Number	City	State	CRID	Business Name	Address
<input checked="" type="radio"/>	1234	PI	357485	Guangzhou		20102025	ChinaAcct	122 Liu Hua Lu
<input type="radio"/>	1234	PI	661204	WASHINGTON	DC	20165122	PROGREG CAT 5	5 CAT St
<input type="radio"/>	1234	PI	999999	MEMPHIS	TN	20165248	NCSC 2	6060 PRIMACY PKWY STE 251



Existing Business Customer Gateway (BCG) Users

Step 27: Select the “**I Agree**” button to complete the task.



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



Existing Business Customer Gateway (BCG) Users

Step 28: **“The Certification”** will automatically 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.

Existing Business Customer Gateway (BCG) Users

Step 29: Select the “**I Agree**” button to complete the task.

Once you agree your status in this section will change from “**Incomplete**” to “**Complete**” and you will be **ENROLLED** in the **Earned Value Promotion**.

The screenshot shows the USPS Gateway interface for the Earned Value promotion. At the top, the USPS logo and navigation links are visible. The main heading is "Earned Value". Below this, the "Enrollment Status" is displayed as "ENROLLED", which is circled in red. To the right of the status are buttons for "Unenroll" and "Back to Incentives Home". The "Program Summary" section contains a legal statement and a "Certification Agreement" section. The "Certification" status is shown as "Complete". A blue arrow points from the "Certification Complete" status to the "I Agree" button, which is highlighted with a red box. A red text box at the bottom right states: "Important that mailer selects 'I Agree' to complete registration process!".

Questions



Any questions concerning the 2021 Earned Value Promotion Enrollment Process can be directed to the Program Office at: EarnedValue@usps.gov