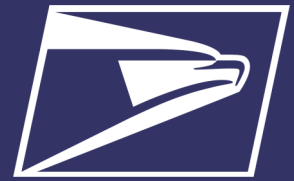


Pay Permit Fees Through Business Customer Gateway (BCG) Fact Sheet



BENEFITS

- Pay for permit fees online
- Paper forms eliminated

ELIGIBLE PERMIT TYPES

- Permit Imprint
- Metered
- Precanceled Stamps
- Business Reply
- Pending Periodicals
- Shipping Products

ELIGIBLE ONLINE FEE TYPES

- PERMIT IMPRINT APPLICATION
- FIRST-CLASS MAIL PRESORT
- USPS MARKETING MAIL PRESORT
- BPM FLATS DESTINATION ENTRY
- BRM ANNUAL PERMIT FEE
- BRM/QBRM ANNUAL ACCOUNT MAINTENANCE FEE
- QBRM QUARTERLY FEE
- PERIODICALS APPLICATION FEES
 - ORIGINAL ENTRY
 - REENTRY
 - NEWS AGENT REGISTRATION

RESOURCES

- Business Customer Gateway: <https://gateway.usps.com>
- PostalPro: <https://postalpro.usps.com/>

MAILING & SHIPPING SOLUTIONS CENTER:

- Call: 1-877-672-0007
- Email: MSSC@usps.gov

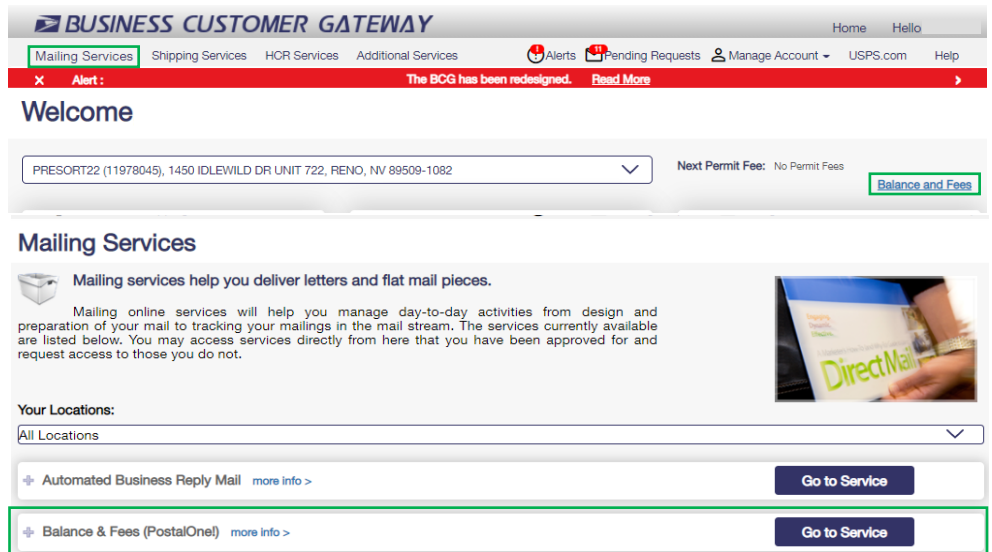
Through the Business Customer Gateway (BCG), mailers have 24/7 access to all their mailing accounts to monitor balances and fees for ease of mailing. With an Enterprise Payment System (EPS) account mailers now have the capability to pay application and annual fees with expanded electronic payment options.

Note: BCG user must be the Business Service Administrator (BSA) or BSA delegate for manage mailing activity and be the EPS administrator or payment manager to use this service.

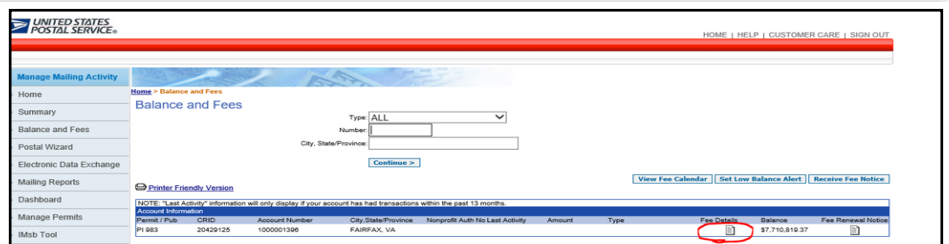
PAY PERMIT FEES THROUGH BCG

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

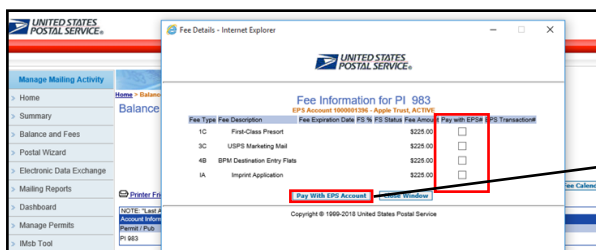
2. From the Welcome Screen either click on the **Balance and Fees** link or click on **Mailing Services** and click on the **Balance & Fees Go to Service** button.



3. To look at the fee information associated with the permit, click the **Fee Details** link.



4. Select the fees you would like to pay for and then click the "Pay with EPS Account" button.



Note: You will receive a confirmation that fees have been paid.

Now mailers can open a permit, link it to an Enterprise Payment Account, and pay their permit imprint application fee online through the Business Customer Gateway (BCG). Mailers can also pay most permit fees using their Enterprise Payment Account through the BCG. Follow the link below for the various fee types and their current prices:

https://pe.usps.com/text/dmm300/Notice123.htm#_c198

Presort fees may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

Note: The auto-fee payment feature in the BCG is not available at this time.