

Enterprise Payment System

Account Creation



Eligible Products/Services

- Priority Mail
- First-Class Mail, Letters, Cards, Flats, and Package Service
- USPS Marketing Mail, Letters, Flats, and Parcels
- Parcel Select
- Media Mail & Library Mail
- Bound Printed Matter
- Every Door Direct Mail (EDDM) - BMEU
- Periodicals
- International Products
- Business Reply Mail (BRM/QBRM)
- Intelligent Mail barcode Accounting (IMbA)
- Share Mail
- Electronic Verification System (eVS) / CNS Business Pro
- USPS Returns*
- PC Postage/Endicia*
- DFAS/SAM*
- iCAPS*
- Third Party Billing (TPB)
- Commercial Postal Store
- Premium Forwarding Service Commercial (PFSC)
- PO Box, Caller & Reserve Services (EPOBOL)
- All Address Quality Products (including AEC, AECII and ACS)

Eligible Submission Methods

- Business Mail Entry Unit (BMEU) hard copy
- eDoc (Mail.dat/Mail.XML)
- Postal Wizard
- Intelligent Mail Small Business (IMsb) Tool

Eligible Permit Types

- Permit Imprint
- Metered
- Precanceled Stamps
- Periodicals (PE/PP)
- Postage Due (PD)
- Business Reply (BR)

Eligible Transactions

- Postage Statement Processing (Domestic & International)
- Adjustments
- Mail Entry Postage Assessments
- Reversals
- Refunds (including Value Added Refunds (VAR))
- Deposits & Transfers
- Fee Payments
- Postage Due
- FOIA Requests

The Enterprise Payment System (EPS) allows customers to pay for Postal products and services through a single account, called the Enterprise Payment Account (EPA). The benefits of EPS include:

- Pay and manage services online using a single account
- Automatically pay annual fees from EPA
- Enhanced security features, centralized balance and account management
- Fund as ACH Debit or Trust Account
- Self-service customer experience
- No manual application forms submitted to CAPS Service Center
- Intuitive and interactive mailing reports

Funding permits has become much more convenient with EPS:

- If funding a permit through cash, check, or money order at a RSS you no longer have to go to the assigned Post Office, you can go to any Post Office.
- Now you can electronically fund permits through:
 - ⇒ Electronic Funds Transfer
 - ⇒ Mobile Check Deposit
 - ⇒ ACH Debit

Non-Eligible Products/Services:

- **Parcel Return Service (PRS)**
- **Pending Periodicals**

* USPS Returns, PC Postage/Endicia, DFAS/SAM, and iCAPS will require USPS assistance to migrate to EPS.

Please reach out to the [MSSC](#) about the migration of these products immediately.

Express Mail Corporate Account (EMCA) is currently being transitioned to the National Customer Management System (NCMS)* for information go to: <https://postalpro.usps.com/sfs/emca-migration> or contact the MSSC.

Easy Enrollment

If not already enrolled, sign up for a Business Customer Gateway account at:

<https://gateway.usps.com>

1. Request to participate in EPS
 2. Create an EPA
 3. Manage user roles
 4. Select payment method and update banking information
 5. Activate a payment method
 6. Link permits/publications
- (NOTE: The following permit types are ineligible for migration - Ghost (GH), Return Services (MR), OMAS Business Reply (OB), OMAS Postage Due (OD), OMAS Imprint (OI), OMAS Metered (OM), OMAS Return Services (OR))

1. Request to Participate in EPS

1. On the **Additional Services** page of the Business Customer Gateway (BCG), locate Enterprise Payment System and select **Get Access**.



2. An access request has been sent once the "Get Access" button has changed to "Pending Help Desk".

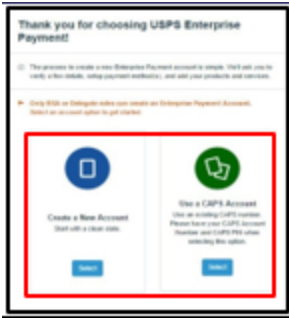


3. A USPS Representative will review the request, and approve or deny the request. Once approved, select **"Go to Service"**.



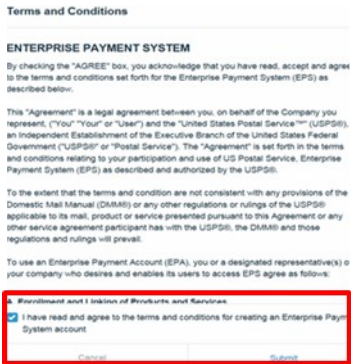


2. Create an EPA

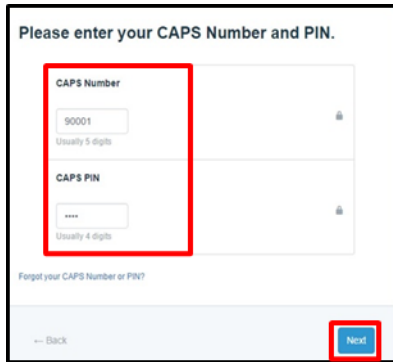


- From the EPS Accounts dropdown (or under Quick Links) select "Create a New EPS Account". You are presented with two options:
 - If you are a new Payment Account customer or an existing Local Trust Account customer (funds are deposited at the retail unit where your mailing permit is held) you must select "Create New Account"
 - If you are a CAPS customer you have two options, "Create a New Account" or use the last 5-digits of your existing CAPS Account Number to create your EPA Number*
 - "Create a New Account" to generate a new 10-digit account number that begins with a "1"
 - "Use a CAPS Account" to generate a new 10-digit account number that begins with a "9" and ends with the last 5-digits of your current CAPS account number

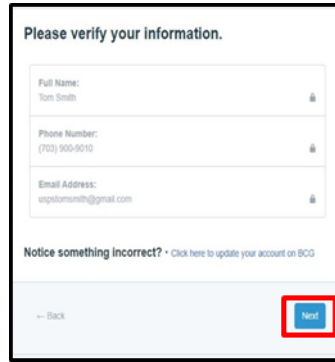
*Note: CAPS and EPS are two separate systems which will never be linked.



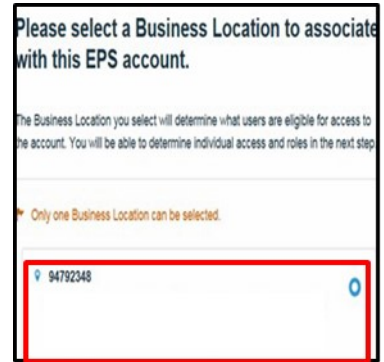
- Agree to the Terms & Conditions and click "Submit"



- Enter the 5-digit CAPS number + PIN and click "Next"
- *Skip this step if you chose a new account



- Verify the profile and account information and click "Next"



- Select the "Business Location/CRID" to associate with the EPA

Congratulations! Your EPS account is created!

- You are assigned a 10-digit EPA number

3. Manage User Roles

- The first person to request access is assigned the Administrator role. The Administrator will approve/deny additional users who request access. From the **Account Overview** page in EPS, select **Manage Account**. On the Account Management page select the **Users & Roles** tab to manage EPS user roles. These are the roles and descriptions within EPS:

Administrator:

- Grant access for additional EPS users
- Manage payment account (open/close accounts, approve products to be paid through account, perform transfers and withdrawals)
- View and download payment transaction reports

Payment Manager:

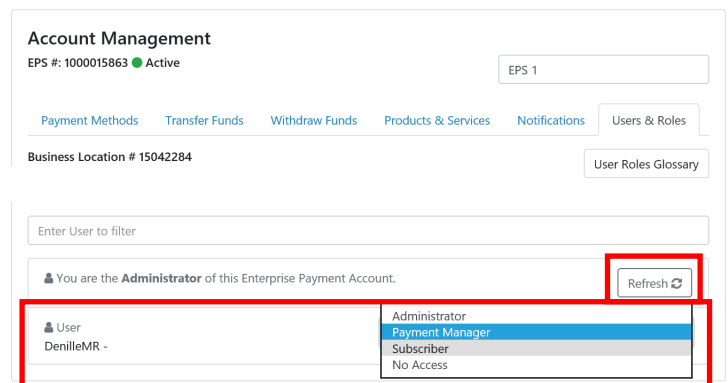
- Manage payment account (open accounts, approve products to be paid through account, perform transfers and withdrawals)
- View and download payment transaction reports

Subscriber:

- View and download payment transaction reports

- Select the appropriate access for each user and click "Refresh" to save the selections.

*This step can be skipped and completed at a later time. Access later through BCG > EPS > Account Management > Users & Roles.





4. Select Payment Method and Update Banking Information

To ensure a successful migration, work with your financial institution to update bank account information prior to activating your payment method. Review the updates for each funding method below:

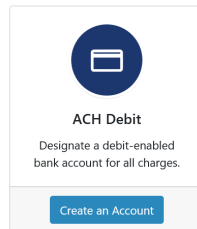
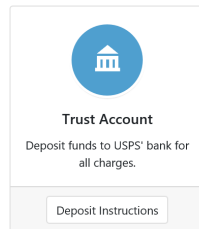
Trust (Retail Deposit)	Trust (Fedwire)	Trust (ACH Credit)	ACH Debit
<ul style="list-style-type: none"> Funds can be deposited at designated retail units https://postalpro.usps.com/EPS/RetailLocations Funds can be deposited via Mobile Check Deposit Options include check, cash, or money order Must provide the retail unit with your 10-digit EPA Number NOT your permit/publication number Checks can be deposited for any EPA regardless of CRID Retail deposits are available near real-time in your EPS account Mobile Check Deposits are available in your EPS account within 4-6 hours 	<ul style="list-style-type: none"> Work with your financial department to update the account information to initiate the wire transfer Validate USPS (receiver) financial information*: <ul style="list-style-type: none"> American Bankers Association (ABA) # (bank routing number): 121000248 Bank Account # (Beneficiary Field) must be updated to reflect current 10-digit EPA number: 7038000XXXXXXXXXX Note: XXXXXXXXXXXX is your EPS Account Number Fedwire deposits are available in your EPS account within 4-6 hours 	<ul style="list-style-type: none"> Work with your financial department to update the required electronic transfer information for your ACH Credit deposits Validate USPS (receiver) financial information*: <ul style="list-style-type: none"> ABA Number (bank routing number): 121000248 Account Name (Payee's Name): United States Postal Services Bank Account Number (DFI Account Number Field) must be updated to reflect current 10-digit EPA number: 7038000XXXXXXXXXX Note: XXXXXXXXXXXX is your EPS Account Number ACH Credit deposits are available in your EPS account the next business day 	<ul style="list-style-type: none"> Work with your financial department to determine if any internal application/policy updates are needed e.g., W-9, Electronic Fund Transfer (EFT) Enrollment Form, letter from USPS bank verifying account Identify <u>your</u> Bank Account Information: <ul style="list-style-type: none"> ABA Number (bank routing number) Bank account number Update debit block/fraud filter code, if applicable, to allow USPS to withdraw funds via ACH Debit <ul style="list-style-type: none"> Originator Company Name: USPS Payment USPS Originator ID: 4135641517 Transactions/Debits will show site as "Washington, D.C." Ensure that any maximum spending limits established by your financial institution are sufficient to cover all potential postage and fees

* Complete list of deposit instructions are available in EPS when a payment method is chosen on the Payment Method Setup Screen

5. Activate a Payment Method

The next step is to activate your preferred payment method: Trust Account or ACH Debit. A Trust has already been set up for you and only needs a deposit to be activated. You can also add ACH Debit as a payment method.

Note: After activating the account by funding it via deposit, Trust Account users must continue to step # 6 and link a permit (s) before the account can be used to pay for USPS Products & Services.



Note: After verifying the microtransactions, ACH Debit Account users must continue to step # 6 and link a permit (s) before the account can be used to pay for USPS Products & Services.

Option A: Trust Account

*A Trust Account is automatically created and is activated upon funding.

Trust Accounts can be funded by:

- Check, Cash or Money Order deposited at designated retail units (<https://postalpro.usps.com/EPS/RetailLocations>): Posted in near real-time
- Fedwire Transfer: 4-6 hours processing
- ACH Credit: Available the next business day

Note: Select the "Deposit Instructions" button to display the Electronic Fund Transfer Procedures. This is where to find Wells Fargo Banking information including ABA# (Routing Transit Number) for ACH Credit and ABA# (Receiver FI) for Fedwire Transfer.

Option B: ACH Debit Account

Daily transactions are aggregated and withdrawn directly from the customer's banking account. To use an ACH Debit a debit-enabled bank account must be provided.

- On BCG Mailing Services page select EPS > "Go to Service"
- Select "Create an Account"
- Enter bank account information:
 - ABA Number (bank routing number)
 - Bank account number
- Enterprise Payment posts two micro-transactions, each less than \$1, to your bank account within 48 hours

After the micro-transactions post to your bank account:

- On BCG Mailing Services page select EPS > "Go to Service"
- On EPS Dashboard select "Continue" under Pending EPS Accounts for the EPA #
- From the Account Management page select the "Payment Methods" tab
- Select the "Verify Micro-Transactions" link for the ACH Debit
- Enter the amount of each micro-transaction
- Click "Submit" to activate your account



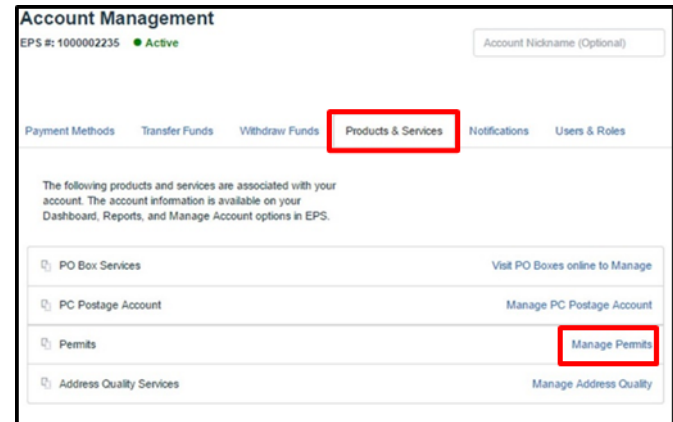
6. Link Permits/Publications

Note: The following permit types are ineligible for migration — Ghost (GH), Return Services (MR), OMAS Business Reply (OB), OMAS Postage Due (OD), OMAS Imprint (OI), OMAS Metered (OM), OMAS Return Services (OR)

1. Connect to the EPS service in BCG
2. Navigate to “Manage Account” screen
3. Select “Product & Services”
4. Select “Manage Permits”
5. From the “Manage Permits” screen, select an EPA Number from the drop-down
6. Select “Link” to link the account
7. Select “Save Linkages” to complete the process
8. Select “Change Linkage” to update the linkage of any permit/publication currently linked to an EPA

Note: Be careful when linking permits, once a permit is linked to the EPA it cannot be delinked.

The “Manage Permits” screen shows your available permits/publication numbers. If a permit/publication number has a negative balance it will not show on this screen until the negative balance is resolved.

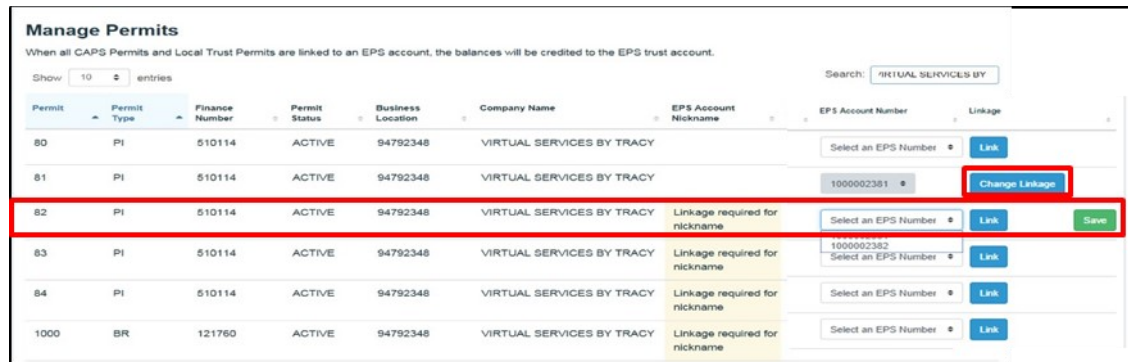


Note: All permits that you have MMA access to will appear as available to link. This may include permits that you do not manage payment for today. Prior to saving any permit linkages in EPS, please ensure you only link permits to your EPS account if you intend to pay for those mailings done using your EPS account.

Note: Payment method must be activated, funded and verified prior to account linkage.

Note: You must have access to Manage Mailing Activity Service for the CRID to view

Note: All permits that you have MMA access to appear as available to link.



Balance Transfers

- Trust Account balances will migrate to EPS upon final permit/publication linkage
- CAPS Accounts balances will migrate upon final permit/publication linkage or service linkage, for example:
 - If the same CAPS Account is used to pay for ACS and mailing transactions your balance will not transfer until both products have been linked to EPS
 - If you have multiple permits linked to your CAPS Account, you must link all permits/publications to EPS before the remaining funds are migrated

7. Notify Your Mail Service Provider (MSP), If Applicable

If you are a Mail Owner, using a MSP or vendor, notify them of your new EPA number and work with them to make necessary changes. The MSP must have MMA access to the CRID to create a permit online and an Account Administrator or Payment Manager role to link the permit to an EPA. MSPs can open a permit for you at the BMEU with a check and completed [PS Form 3615](#).

Resources

Mailing & Shipping Solutions Center (MSSC)

Assistance with the EPS set-up process
Assist with password reset, system logon, and site administrator roles.
Phone: 1-877-672-0007
Email: MSSC@usps.gov

USPS Websites

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

PostalPro – EPS Page
<https://postalpro.usps.com/node/4024>
Access for in-depth information about EPS

Retail Locations

Find Enterprise Payment System Retail Locations here:
<https://postalpro.usps.com/EPS/RetailLocations>

W-9 Form

If the W-9 Form is needed contact your local BME