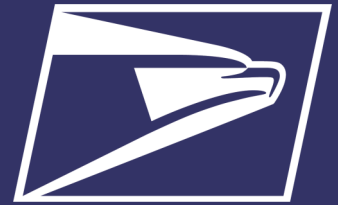


Postal Wizard

Fact Sheet

Submit Electronic Postage Statements to the PostalOne! Dashboard



POSTAL WIZARD BENEFITS

- Eliminates hard-copy postage statements
- Creates electronic postage statements from the convenience of a home/office computer
- Less time spent in BMEU for mail acceptance
- Allows mailers to utilize BMEU Self-Service Terminals to check-in their mailings (select locations only)
- Supports Full-Service mailings (fewer than 10K pieces)

RESOURCES

Business Customer

Gateway:

<https://gateway.usps.com/eAdmin/view/signin>

Business Customer

Gateway: Overview and Tour:

<https://postalpro.usps.com/bcg/guide>

Postal Wizard - Postage Statement Entry:

<https://postalpro.usps.gov/node/11055>

Postal Wizard is an online tool that gives small-volume mailers a secure, electronic means for submitting postage statements and simplifies calculating postage, checking balance and fees, and viewing mailing reports and mailing history. Using Postal Wizard eliminates the need for hard-copy postage statements. Users must have a USPS Business Customer Gateway (BCG) Account with an active mailing permit linked to their BCG account.

Postal Wizard

Allows you to complete, print, save, and submit common forms used in the business mailing process.

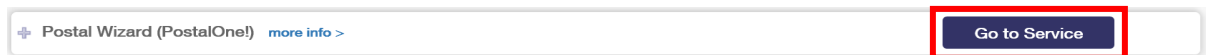
Complete a Mailing Form	
Online Form	Description
3541	Postage Statement — Periodicals
3541	Postage Statement — Periodicals - Combined
3600 FCM	Postage Statement — First-Class Mail
3600 PM	Postage Statement — Priority Mail
3602	Postage Statement — USPS Marketing Mail
3605	Postage Statement — Bound Printed Matter
3605	Postage Statement — Parcel Select
3605	Postage Statement — Media Mail or Library Mail
3700-A	Postage Statement — Part A - First Class Mail International
3700-B	Postage Statement — Part B - First Class Package International Service
3700-C	Postage Statement — Part C - International Surface Air Lift
3700-D	Postage Statement — Part D - International Priority Airmail
3700-E	Postage Statement — Part E - Priority Mail International - Transmits Customs Data
3700-F	Postage Statement — Part F - Priority Mail International - Regional Rate Box - Transmits Customs Data
3700-G	Postage Statement — Part G - Priority Mail Express International - Transmits Customs Data
3700-H	Postage Statement — Part H - Global Express Guaranteed - Transmits Customs Data
3700-P	Postage Statement — Part P - Commercial ePacket
3700-Q	Postage Statement — Part Q - Global Direct

ACCESSING POSTAL WIZARD

Postal Wizard is accessed through the USPS Business Customer Gateway (BCG) portal. Login and go to **Mailing Services** (upper left corner of BCG landing page).



Scroll through the list of services and locate Postal Wizard. Click on the **Go to Service** button.



HOW DOES POSTAL WIZARD WORK?

- Mailer manually enters postage statement information into online forms in Postal Wizard
- Postal Wizard creates the electronic postage statement and submits it to the *PostalOne!* Dashboard
- Separate software is required to generate Intelligent Mail barcodes (IMb)
- Limited to fewer than 10K pieces per mailing (Full-Service mailings only)
- Limited to mailings of either 100% Full-Service pieces or 0% Full-Service pieces (does NOT support mixed mailings with both Full-Service and Basic Service or nonautomation pieces)