

United States Postal Service®

# INDUSTRY ALERT

September 22, 2022

## Business Customer Gateway eDoc Training Series – Intelligent Mail for Small Business Tool

The Postal Service will host bi-weekly webinars on utilizing the Business Customer Gateway (BCG) for electronic documentation (eDoc) and postage statement submission. The topics will alternate between using the Postal Wizard (PW) and Intelligent Mail for Small Business Tool (IMsb Tool) applications. Learn how to eliminate hard copy postage statements and submit Full-Service mail! **Join us for the next session – on the Intelligent Mail for Small Business Tool - held on Tuesday, September 27, 2022, at 1:00 PM EST.**

### Bi-Weekly BCG PW and IMsb Tool training sessions:

- **Meeting URL:**  
<https://usps.zoomgov.com/j/1615857192?pwd=dGVJTjIYNEFib2FGNmpJL2luZ2ZlZz09>
- **Meeting ID: 161 585 7192**
- **Password: 903345**
  - If requested, enter your name and email address.
  - Enter meeting password: 903345
- **Join Audio by the options below:**
  - Call using Internet Audio
  - Dial: 1-855-860-4313, 1-678-317-3330 or 1-952-229-5070 & follow prompts

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