Business Customer Gateway (BCG) NEW 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 for the BCG” button to get started.

Step 3: Enter the required information: username, password, security questions, name and contact information. If you a Customer Registration ID (CRID) enter it here
- Click “Create Account” if you do not have a Customer Registration ID (CRID) and you will automatically be assigned one.
- You will receive an automatic email confirming that your Business Account/CRID has been activated. Now you can log into the Business Customer Gateway (BCG) and enroll in the Mailing Promotion you are interested in by following the Existing Business Customer Gateway (BCG) Users instructions on the next page.

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: Click “Sign in to the BCG” button to get started.

Steps: continued below
Step 3: Select “Mailing Services” from the left menu of the Welcome (Landing) Page.

Step 4: 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.

How to Enroll in the Mailing Promotions

Step 5: Click on the “Welcome tab” scroll down to 2023 promotions you are looking for.
STEP 6.
There are 3 tasks in the Enrollment Process that need to be completed. You will need to complete each of the tasks listed above by selecting the “I Agree” button. Then you will see the status change from “Incomplete” to “Complete”.

Task 1.)
Task 2.)
Click Incomplete Task 3.)
You will need to complete each of the tasks listed above by selecting the “I Agree” button. Then you will see the status change from “Incomplete” to “Complete”.

Step 7: You must review the “Certification Agreement” which is a legal agreement.

Step 8: Select the “I Agree” button to complete the task.
Once you have completed the enrollment you will receive an email stating that you are enrolled in the Promotion that you selected and your Enrollment Status will no longer state “IN PROGRESS”.

Step 9: Now your Enrollment Status changes to “ENROLLED”.