

# USPS Mailing Promotions Portal

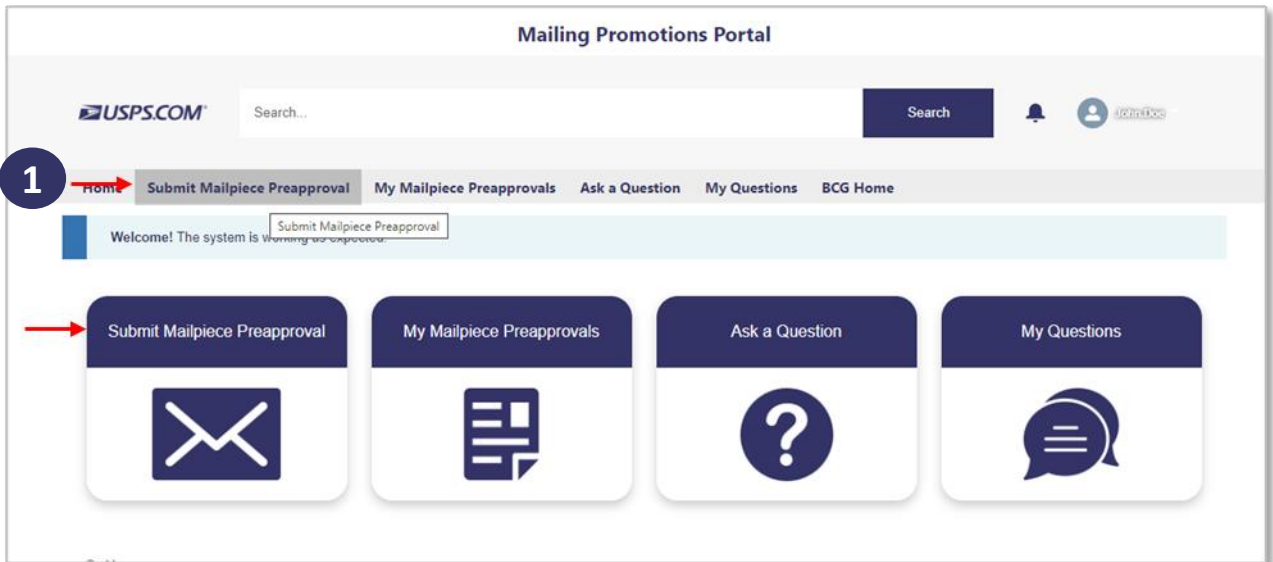
TSI Promotion Type

## TSI Promotion Type

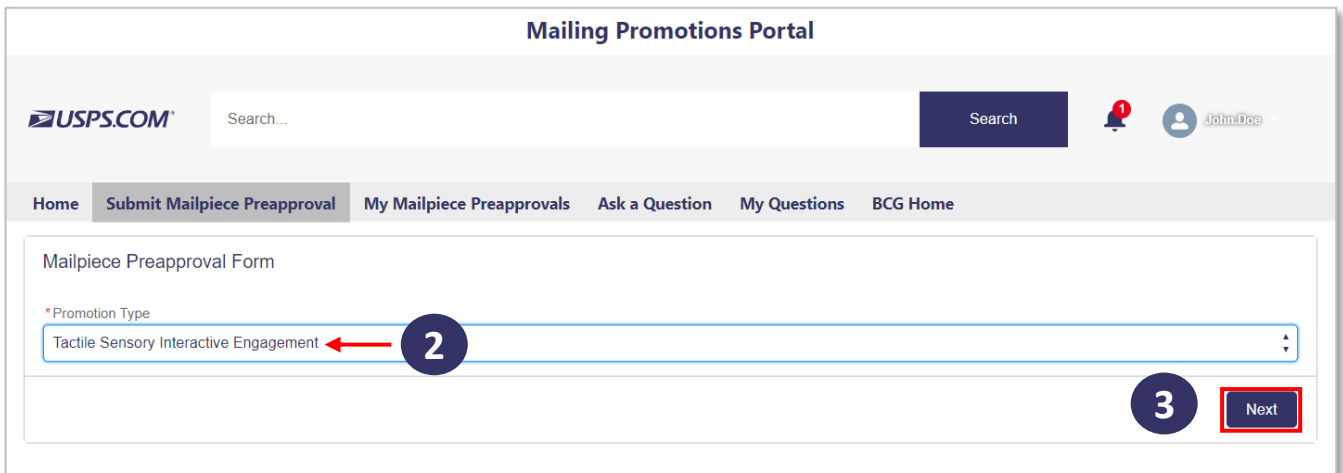
Experience Portal users have the ability to select “Tactile Sensory Interactive Engagement” when submitting a Mailpiece Preapproval or an Ask a Question form related to the TSI Promotion Type.

To submit a Mailpiece Preapproval form related to TSI, the Portal user will:

1. Select the **Submit Mailpiece Preapproval** to submit a preapproval form.



2. Select **Tactile Sensory Interactive Engagement** as the **Promotion Type**.
3. Select the **next** button once selected.

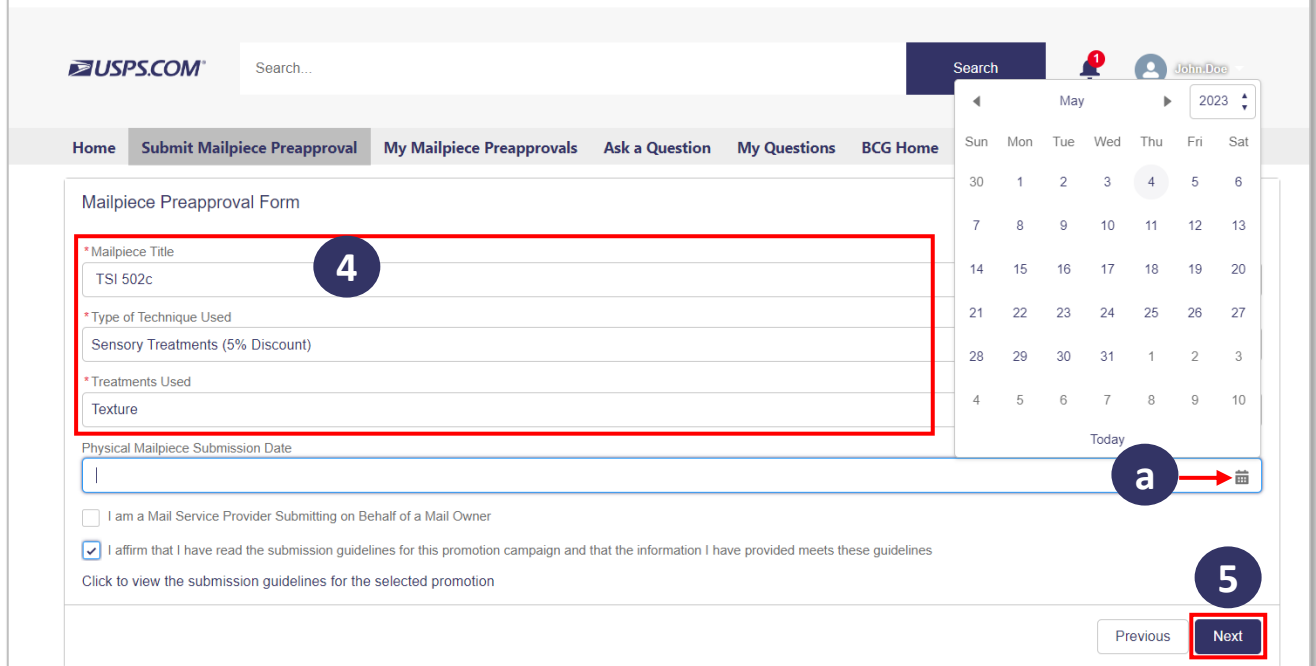


# USPS Mailing Promotions Portal

## TSI Promotion Type

4. Enter a **Mailpiece Title**, select the **Type of Technique Used**, then select the **Treatment Used**.
5. Select the **next** button once all information is **reviewed** and correct.
  - a. Selecting a **Physical Mailpiece Submission Date** is optional but advised to further assist in handling the SR.

### Mailing Promotions Portal



USPS.COM Search... Search JohnDoo

Home Submit Mailpiece Preapproval My Mailpiece Preapprovals Ask a Question My Questions BCG Home

Mailpiece Preapproval Form

\* Mailpiece Title  
TSI 502c **4**

\* Type of Technique Used  
Sensory Treatments (5% Discount)

\* Treatments Used  
Texture

Physical Mailpiece Submission Date  
| **a**

I am a Mail Service Provider Submitting on Behalf of a Mail Owner  
 I affirm that I have read the submission guidelines for this promotion campaign and that the information I have provided meets these guidelines

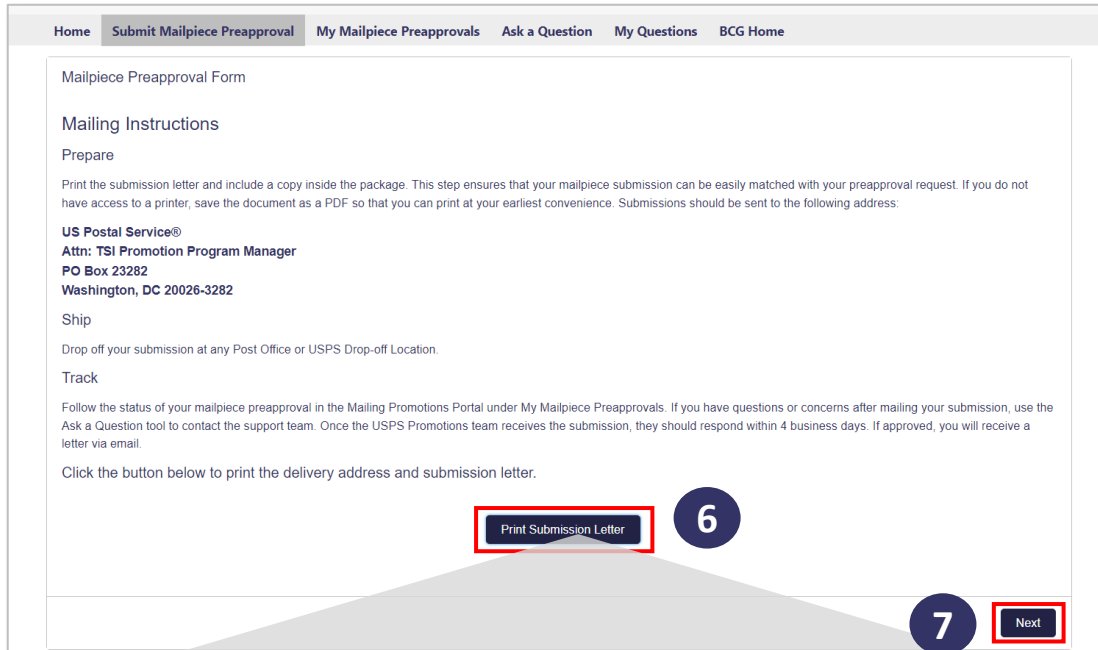
Click to view the submission guidelines for the selected promotion

Previous **Next** **5**

# USPS Mailing Promotions Portal

## TSI Promotion Type

6. After **reviewing the Mailing Instructions** print the delivery address and submission letter by **selecting the Print Submission Letter** button.
7. Once **printed**, select the **next** button



Home Submit Mailpiece Preapproval My Mailpiece Preapprovals Ask a Question My Questions BCG Home

Mailpiece Preapproval Form

### Mailing Instructions

Prepare

Print the submission letter and include a copy inside the package. This step ensures that your mailpiece submission can be easily matched with your preapproval request. If you do not have access to a printer, save the document as a PDF so that you can print at your earliest convenience. Submissions should be sent to the following address:

**US Postal Service®**  
**Attn: TSI Promotion Program Manager**  
**PO Box 23282**  
**Washington, DC 20026-3282**

Ship

Drop off your submission at any Post Office or USPS Drop-off Location.

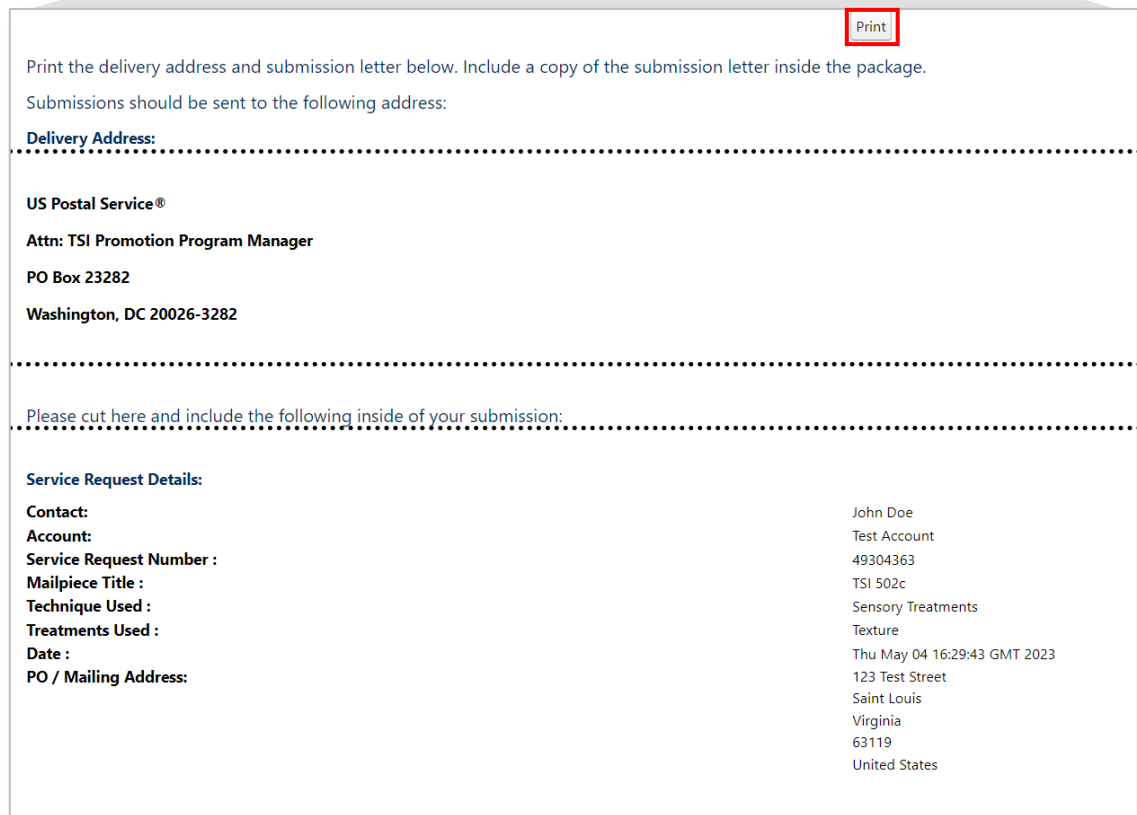
Track

Follow the status of your mailpiece preapproval in the Mailing Promotions Portal under My Mailpiece Preapprovals. If you have questions or concerns after mailing your submission, use the Ask a Question tool to contact the support team. Once the USPS Promotions team receives the submission, they should respond within 4 business days. If approved, you will receive a letter via email.

Click the button below to print the delivery address and submission letter.

**Print Submission Letter** 6

7 **Next**



**Print**

Print the delivery address and submission letter below. Include a copy of the submission letter inside the package.

Submissions should be sent to the following address:

**Delivery Address:**

---

**US Postal Service®**  
**Attn: TSI Promotion Program Manager**  
**PO Box 23282**  
**Washington, DC 20026-3282**

---

Please cut here and include the following inside of your submission:

**Service Request Details:**

<b>Contact:</b>	John Doe
<b>Account:</b>	Test Account
<b>Service Request Number :</b>	49304363
<b>Mailpiece Title :</b>	TSI 502c
<b>Technique Used :</b>	Sensory Treatments
<b>Treatments Used :</b>	Texture
<b>Date :</b>	Thu May 04 16:29:43 GMT 2023
<b>PO / Mailing Address:</b>	123 Test Street Saint Louis Virginia 63119 United States

# USPS Mailing Promotions Portal

TSI Promotion Type

8. A **confirmation** page will appear with the SR number for reference, along with an email **confirming** the **Mailpiece Preapproval** submission.

### Mailing Promotions Portal

USPS.COM<sup>®</sup> Search... Search John.Doe

Home Submit Mailpiece Preapproval My Mailpiece Preapprovals Ask a Question My Questions BCG Home

#### Mailpiece Preapproval Form

Your Pre-Approval Request, SR# 49304363, has been submitted. Upon receipt of your hardcopy mailpiece, you will receive a notification from the Promotion Manager. Please allow up to 4 business days for a response.  
(\*\*NOTE\*\* Should additional information be needed, the Promotions Manager will notify via email)

8

Previous Finish



John Doe,

Thank you for submitting a Service Request 49304363 to the USPS Mailing Promotions program.

We're reviewing your submission and will get back to you shortly.

To check the status of your Service Request, please log back in to the Mailing Promotions Portal through [BCG](#).

For further information about Postal Mailing Promotions, please visit the Postal Pro [homepage](#).

Thank you for your business!

The Promotions Program Office

# USPS Mailing Promotions Portal

## TSI Promotion Type

9. Once the SR is **accepted**, Portal users will **receive** a submission reminder email of how many days there are left to mail in a physical mailpiece for the **TSI Mailpiece Preapproval** to fulfill the request.
- 30 business days reminder email
  - 20 business days reminder email
  - 10 business days reminder email
  - SR Auto-closure email

**9** Hello USPS Customer,

This message is in regard to **Service Request Number: 49303973**  
**Service Request Summary: 5/1/2023- TSI 10 day C**

Thank you for participating in the 2023 Tactile, Sensory, and Interactive Promotion. Please submit your hardcopy mailpiece to the address below within **30 business days** with a copy of this letter. **a**

Delivery Address:

---

US Postal Service®  
Attn: TSI Promotion Program Manager  
PO Box 23282  
Washington DC 20026-3282

Please cut here and include the following inside your submission:

---

Hello USPS Customer,

This message is a reminder in regard to **Service Request Number: 49303973**  
**Service Request Summary: 5/1/2023-TSI 10 day C**

Thank you for participating in the 2023 Tactile, Sensory, and Interactive Promotion. Please submit your hardcopy mailpiece to the address below within **20 business days** with a copy of this letter. **b**

Delivery Address:

---

US Postal Service®  
Attn: TSI Promotion Program Manager  
PO Box 23282  
Washington DC 20026-3282

Please cut here and include the following inside your submission:

---

Hello USPS Customer

This message is a reminder in regard to **Service Request Number: 49303973**  
**Service Request Summary: 5/1/2023-TSI 20 day C**

Thank you for participating in the 2023 Tactile, Sensory, and Interactive Promotion. Please submit your hardcopy mailpiece to the address below within **10 business days** with a copy of this letter. If we do not receive your physical mailpiece, this Service Request will close. **c**

Delivery Address:

---

US Postal Service®  
Attn: TSI Promotion Program Manager  
PO Box 23282  
Washington DC 20026-3282

Please cut here and include the following inside your submission:

---

**Service Request Details**  
Contact: USPS Customer  
Service Request Number: 49303973  
Mailpiece Title: TSI 20 day C  
Technique Used: Sensory Treatments (5% Discount)  
Treatments Used: Visual Effects  
Date: 5/1/2023

**Service Request Details**  
Contact: USPS Customer  
Service Request Number: 49303973  
Date: 5/1/2023  
Account Name: USPS Customer  
Account Name: Test Account  
Service Request Number: **49303976**  
Summary: 5/1/2023-TSI 30 day C  
Promotion Type: Tactile Sensory Interactive Engagement

Hello USPS Customer,

Thank you for participating in the 2023 Tactile Sensory Interactive Engagement

**At this time this Service Request has been closed.** **d**

Your SR is now Closed and is no longer eligible for an appeal. Please submit a new Service Request by navigating to the Mailing Promotions Portal.

Thank you,

USPS Mailing Promotions Team

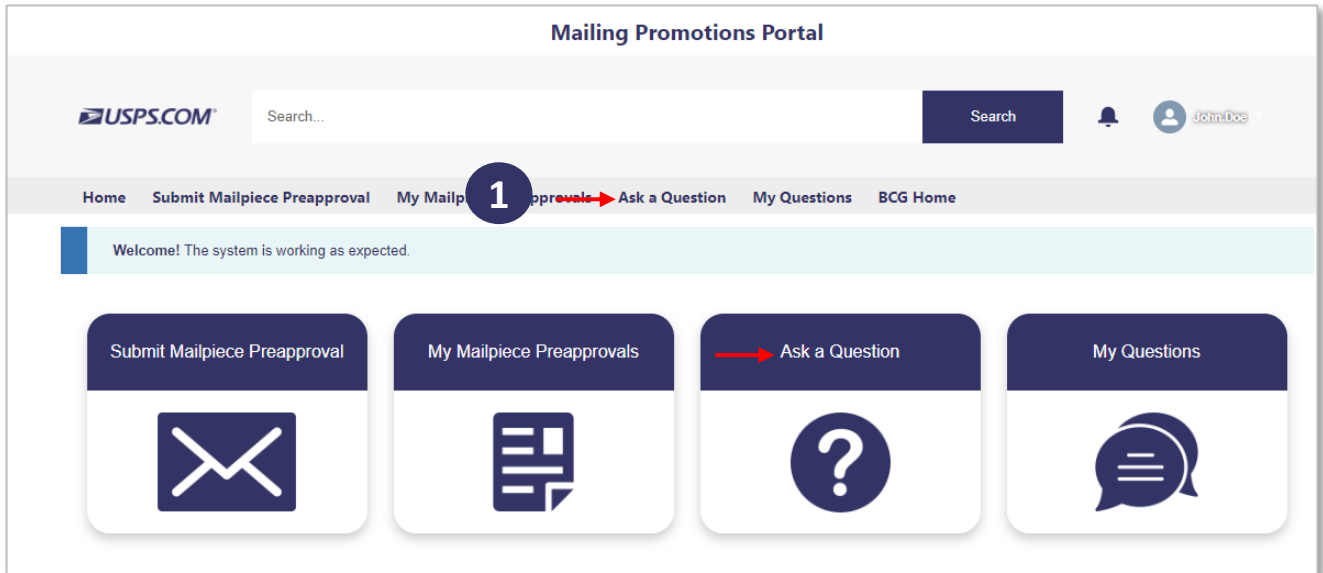
Access the Mailing Promotions Portal via the [USPS Business Customer Gateway](#)

# USPS Mailing Promotions Portal

## TSI Promotion Type

To Ask a Question related to the submitted TSI Promotion Type, the Portal user will:

1. Select **Ask a Question** tab to submit an ask a question form.



Mailing Promotions Portal

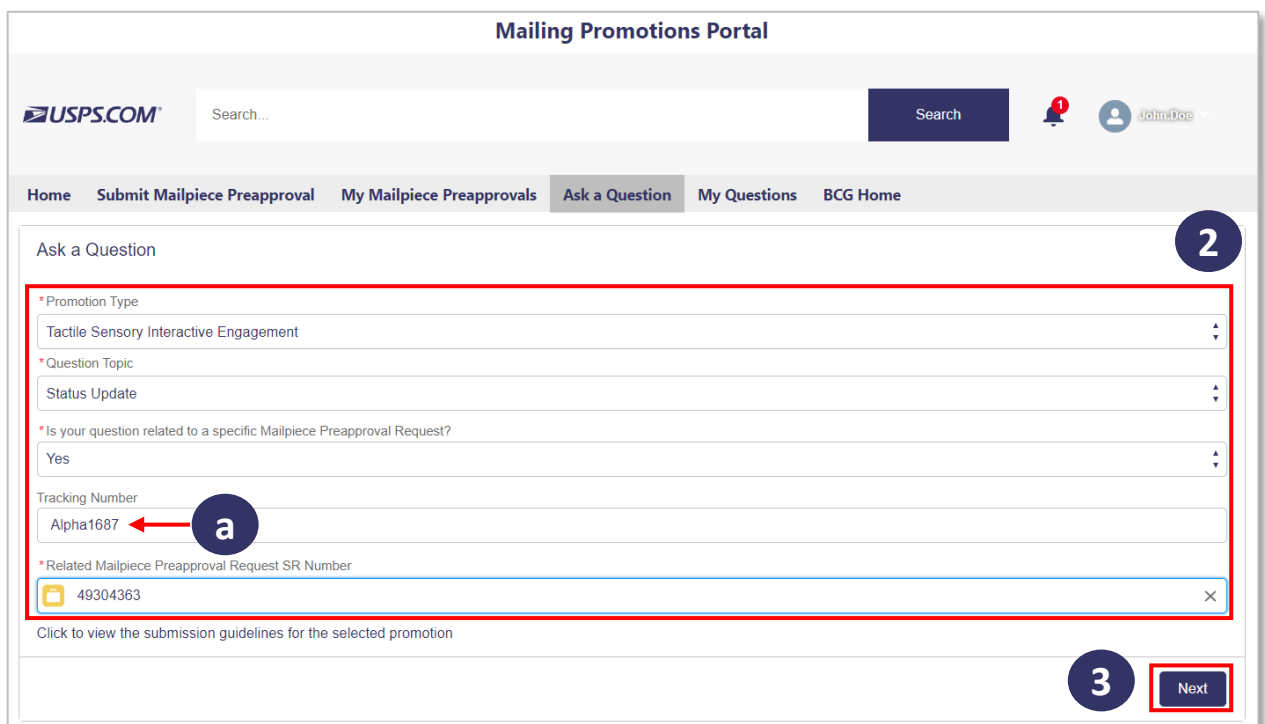
USPS.COM Search... Search John.Doe

Home Submit Mailpiece Preapproval My Mailpiece Preapprovals **1** Ask a Question My Questions BCG Home

Welcome! The system is working as expected.

Submit Mailpiece Preapproval My Mailpiece Preapprovals **Ask a Question** My Questions

2. Select **Tactile Sensory Interactive Engagement** as the Promotion Type then **complete** the proceeding fields to ensure the **Tactile Sensory Interactive Service Request** captures all the required information for the review process.
3. Select the **next** button once all fields are correct.
  - a. The **Tracking Field** is an **optional** field that **accepts** alphanumeric characters.



Mailing Promotions Portal

USPS.COM Search... Search John.Doe

Home Submit Mailpiece Preapproval My Mailpiece Preapprovals **Ask a Question** My Questions BCG Home

Ask a Question **2**

\* Promotion Type  
Tactile Sensory Interactive Engagement

\* Question Topic  
Status Update

\* Is your question related to a specific Mailpiece Preapproval Request?  
Yes

Tracking Number  
Alpha1687 **a**

\* Related Mailpiece Preapproval Request SR Number  
49304363

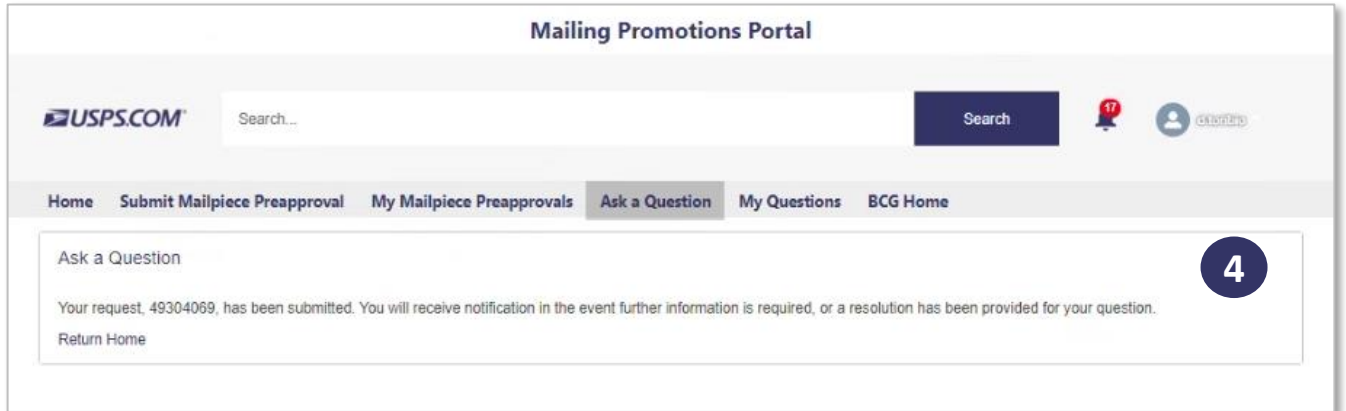
Click to view the submission guidelines for the selected promotion

**3** Next

# USPS Mailing Promotions Portal

TSI Promotion Type

4. Once **next** is selected a **Service Request** number will appear.



The screenshot displays the USPS Mailing Promotions Portal interface. At the top, the title "Mailing Promotions Portal" is centered. Below the title is a navigation bar with the USPS.COM logo on the left, a search bar with a "Search" button, and user account icons for notifications and login. A secondary navigation bar contains links for "Home", "Submit Mailpiece Preapproval", "My Mailpiece Preapprovals", "Ask a Question" (which is highlighted), "My Questions", and "BCG Home". The main content area shows a confirmation message under the "Ask a Question" heading, stating that request 49304069 has been submitted. A "Return Home" link is provided at the bottom of the message. A blue circular callout with the number "4" is positioned in the top right corner of the message box.