



# How to Submit Mail.dat Jobs to *PostalOne!*

Version 4  
October 25, 2021

USPS Headquarters  
Product Acceptance & Support

# Table of Contents

New User Registration on the Business Customer Gateway .....	3
Log on the Business Customer Gateway.....	6
Accessing the Mail.dat Client.....	8
Download the Mail.dat Client .....	8
Upload Mailing Job.....	11
Go to <i>PostalOne!</i> & Review Mailing Job .....	19
Review & Compare .....	23
Resolve Issues .....	23

This guide provides step-by-step instructions for submitting electronic mailing information into the USPS for Full-Service letter & flat mailings using Mail.dat.

## New User Registration on the Business Customer Gateway

1. First time users must register prior to accessing the mailing information. (<https://gateway.usps.com>)
2. New users must click "Sign up for the BCG" to begin the registration process.

## Complete Registration Form to create a new account

1. Create a username and password.
2. Answer the two security questions.
3. Enter all of your business information.
4. Review the Privacy Policy.
5. Confirm the email address provided.

## New User: Complete Registration Form

### Create Your USPS.com Business Account

#### Step 1: Pick a username

Please enter a username which will uniquely identify you with the United States Postal Service.

Indicates a required field.

#### Step 2: Enter your security information

Please create a password for your account; we highly recommend you create a unique password - one that you don't use for other websites.

Indicates a required field.





Passwords must be at least 8 characters in length and should include the following: one uppercase letter, one lowercase letter, one number, one special character, and one symbol. This one character and symbol should not be adjacent or have their last consecutive identical characters.

Please answer two secret questions. Answers are not case sensitive. If you forget your password, you will be asked for this information to re-gain access to our site.

Indicates a required field.

#### Pick Two Security Questions

First Security Question

Select First Question

Your Answer

Type your answer

To establish a new account, create a username, password and two security questions

1

#### Step 3: Enter your contact information

Please review and edit your contact information for your USPS account

Indicates a required field.

#### Name

Title

First Name

M.I.

Last Name

Suffix

#### Email & Phone

Email Address

Re-Type Email Address

Type

Phone

Ext.

Mobile (U.S. Only)

Can we contact you?

Get communications from USPS and our partners.

From USPS

From USPS Partners

2

Enter name, phone number and email address

### Step 4: Find address by...

Please choose how you would like to find your address

Please enter the address so USPS can find the best deliverable option for you.

Address  ZipCode™  Company Identifier

1

Choose the method to look up the business address, by either Address, ZIP Code, or if you have an existing CRID, click "Company Identifier"

Choose from list of possible addresses or original entry if necessary

### Step 5: Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

### Please choose a valid mailing location

The address you provided corresponds to a number of more specific addresses, some of which may have different ZIP+4 Codes. Please choose a more specific address from the list provided below.

#### Original Address:

475 L ENFANT PLZ SW  
WASHINGTON DC 20260

#### Possible Addresses:

- 475 L ENFANT PLZ SW  
WASHINGTON DC 20260-0001
- 475 L ENFANT PLZ SW RM 1910  
WASHINGTON DC 20260-0002
- 475 L ENFANT PLZ SW  
WASHINGTON DC 20260-0006
- 475 L ENFANT PLZ SW  
WASHINGTON DC 20260-0007
- 475 L ENFANT PLZ SW

Back

Continue

2

### Step 5: Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

Indicates a required field

### Existing Company?

The company information you submitted seems to be similar to one of our existing company records. Please review existing records and if you can find a matching record, please select the best option and then select the Continue Button.

#### Original Address:

USPS  
475 L ENFANT PLZ SW  
WASHINGTON DC 20260-0001

#### Existing Records:

USPS  
475 L ENFANT PLZ SW  
WASHINGTON DC 20260-0004  
CRID: 94821836  
Affiliated Users: 02  
CRID Creation Date: 8/01/2018

USPS  
475 L ENFANT PLZ SW  
WASHINGTON DC 20260-0004  
CRID: 1953763  
Affiliated Users: 48

3

Back

Continue

Choose from list of existing companies or original entry if necessary

### Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

1

### Business Verification

Thank you for validating your mailing address. Now please help us verify your business.

- VAUGHN CONSTRUCTION INC  
1901 ROYAL LN  
DALLAS TX 752293183
- VISION ENCLOSURE  
410 W BETHEL RD  
CORPELL TX 750194401
- VAUGHAN CONSTRUCTION, INC  
1901 Royal Ln  
DALLAS TX 75229

← Back to the previous

Making this selection will not impact your mailing address.

Continue

Choose from list of existing verified business location or original entry if necessary

### Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

2

### Congratulations!

The address you've provided has been verified as a valid delivery address.

USPS  
475 L ENFANT PLZ SW  
WASHINGTON DC 20260-0004

Change This Address

### Please read our privacy policy.


Privacy Act Statement: Your information will be used to provide online registration capability for Internet-based services. Collection is authorized by 39 U.S.C. 401, 403, & 404. Providing the information is voluntary, but if not provided, we may not

Create Account

Read privacy policy and click Create Account

## Terms and Conditions for new users

1. The first user to register will become the Business Service Administrator (BSA) in charge of managing who can and cannot use a service at the business location.
2. Users must agree to the terms and conditions.
3. Users can click **Continue** to move to the confirmation page.



# New User: Complete Registration Form

The first user at a business location will become the Business Service Administrator (BSA) for a USPS business application or "service," in charge of managing who can and cannot use a service at a business location. This can be changed later, if someone else needs to be made BSA.

### Welcome To The Business Customer Gateway

You've successfully registered your account, and you are almost ready to use the Business Customer Gateway. We've got you signed up as:

Your Business Location:  
USPS  
2649 N KEDZIE AVE APT 4G  
CHICAGO, IL 60647-1637  
UNITED STATES  
CRID: 94828093

You will be given permission to use several USPS Business Services allowing you to do things like:

- Prepare, track and monitor your mailings
- Manage Mailer IDs and Permits
- Simplify Full Service Mailing and Customer Returns
- Target Areas with Direct Mail
- Send and Manage Large Shipments
- Order Mailing and Shipping Labels
- Enroll for Shipping Services
- Generate Mail and Transaction History reports
- Stay On Top of USPS Promotions and Incentive Programs

Terms and Conditions \*

If you are the first user to request a service for your location, you will become the Business Service Administrator (BSA) of that service; you will be able to manage that service for any future users, controlling who can and cannot use it at your business location.

By clicking Continue you agree to the terms and conditions of the Business Customer Gateway and consent to any future updates.


**Continue**

The terms and conditions can be viewed (and printed, if desired) from the link shown here

Clicking Continue takes the new user to a confirmation page

## Confirmation Page

1. Users will automatically be registered to use the popular business applications and services.
2. To begin to use the BCG the user must click **Continue**.



# New User: Confirmation Page

Register Your Account    Getting Started    You're signed up

## You're Signed Up!

Congratulations, your account is set up with business services. Review the status of your service access below. Having access to a service means that you can see and use it freely. Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA) of each service.

Your Business Location:  
USPS  
2649 N KEDZIE AVE APT 4G  
CHICAGO, IL 60647-1637  
UNITED STATES  
CRID: 94828093

We have automatically assigned you a Mailer ID (MID):  
901061585

Is this location a Mail Service Provider (MSP)?  
 Yes

**Continue**

You can begin using these business services. Services with an asterisk (\*) indicate you have become the BSA.

Service
Click-N-Ship Business Pro™ - End-to-end solution for businesses to fulfill their daily shipping needs.
Customer Label Distribution System (CLDS) - Order bulk, collated or DMM labels online.
Customer/Supplier Agreements (CSAs)* - CSAs define mail preparation requirements and acceptance times.
Electronic Verification Service (eVS)* - Package mailers can use an electronic manifest to document and pay postage.
Every Door Direct Mail - EDDM is designed to help you reach every home, every address, every time.
Incentive Programs* - Participate in promotions and incentives for business mail.
Intelligent Mail Small Business (IMsb) Tool - Produce the IMb for your mailings.

**Continue**

New business users will be enrolled to use popular business applications or "services"

Access to additional services may be requested by clicking here

## Customer Registration IDs (CRID) and Mailer IDs (MID)

1. New Users registering will create a new business account and by doing so will be given a CRID automatically.
2. Through the same process the system will automatically assign a MID.



## Confirmation Page: CRIDs and MIDs

When a new business account is created, a CRID is automatically assigned

### Your Business Location:

USPS  
2649 N KEDZIE AVE APT 4G  
CHICAGO, IL 60647-1637  
UNITED STATES

CRID: 94828093 ⓘ

Add a Location

Register Your Account | Getting Started | You're signed up!

### You're Signed Up!

Congratulations, your account is set up with business services.  
Review the status of your service access below. Having access to a service means that you can see and use it freely. Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA) of each service.

Your Business Location:  
USPS  
2649 N KEDZIE AVE APT 4G  
CHICAGO, IL 60647-1637  
UNITED STATES  
CRID: 94828093 ⓘ  
Add a Location

We have automatically assigned you a Mailer ID (MID):  
901061585 ⓘ

Is this location a Mail Service Provider (MSP)? ⓘ  
 Yes

✓ You can begin using these business services. Services with an asterisk (\*) indicate you have become the BSA.

Service
Click-N-Ship Business Pro™ - End-to-end solution for businesses to fulfill their daily shipping needs. ⓘ
Customer Label Distribution System (CLDS) - Order bulk, collated or DMM labels online. ⓘ
Customer/Supplier Agreements (CSAs)* - CSAs define mail preparation requirements and acceptance times. ⓘ
Electronic Verification Service (eVS)* - Package mailers can use an electronic manifest to document and pay postage. ⓘ
Every Door Direct Mail - EDDM is designed to help you reach every home, every address, every time. ⓘ
Incentive Programs* - Participate in promotions and incentives for business mail. ⓘ
Intelligent Mail Small Business (IMsb) Tool - Produce the IMb for your mailings. ⓘ

Get Access to Additional Services

Continue

During registration, new business locations will automatically be assigned a Mailer ID

We have automatically assigned you a Mailer ID (MID):  
901061585 ⓘ

Is this location a Mail Service Provider (MSP)? ⓘ  
 Yes

The MSP Indicator is displayed on the Confirmation Page under the MID information. Only users who are the BSA of Manage Mailing Activity will be asked this question

## Existing Users that have an account can Log on the Business Customer Gateway

1. Access BCG by going to: <https://gateway.usps.com>
2. Enter Username and Password on BCG Main Page
3. Click Sign In



### Mailers

Save time and money [managing your mailings online](#). Get your message where you need it to go with [Every Door Direct Mail](#). Use the [Intelligent Mail Small Business Tool](#) to manage your mail stream and maximize your discount.

[See full list of Mailing Services](#) +



### Shippers

Utilize [Click-N-Ship Business Pro™](#) as an End-to-end solution for businesses to fulfill their daily shipping needs. Schedule regular reshipment of mail from one or more addresses to a chosen destination with [Premium Forwarding Service Commercial™](#)

[See full list of Shipping Services](#) +



### Business

Sign up for [USPS Promotions and Incentives](#), save money with [Automation Discounts](#). Take advantage of [Informed Visibility](#), which provides mail tracking data for letters, flats, bundles, handling units, and containers.

[See full list of Business Services](#) +



## The New BCG Homepage

1. Business Services are now located under the Mailing Services, Shipping Services, and Additional Services links.
2. Users will now receive alerts on any pending services through the BCG Messages.
3. Users can bookmark their most commonly used services in their Favorite Services.

The screenshot displays the BCG homepage for user Ed Walsh. At the top, navigation links for Mailing Services, Shipping Services, HCR Services, and Additional Services are highlighted with a red box. The header includes Alerts, Pending Requests, Manage Account, USPS.com, and Help. The main content area is divided into three columns: Account Overview, Mailer Scorecard, and Favorite Services. The Account Overview shows a current balance of \$8,061,861.03 and pending transactions of \$0.00. The Mailer Scorecard for January 2021 lists top errors such as Seamless - Nesting/Sortation at 2.87% and Full Service - Bar. Uniq. Piece at 2.95%. The Favorite Services list includes Customer Label Distribution, CSAs, eVS, and others. Below these is a Recent Mailings table with a filter dropdown set to 'Finalized' and a date filter for 06/08/2020.

**Account Overview**

By EPS# | By Permit#

Select EPS#

Test EPS Account

**\$8,061,861.03**

Current Balance

**\$0.00**

Pending Transactions

Debit transactions are aggregated and withdrawn at 6:00 PM Eastern.

Account Status: ACTIVE

[Enterprise Payment System](#)

**Mailer Scorecard**

eDoc Submitter | Mail Preparer | Mail Owner

January 2021

**Program Status**

! Full Service ⓘ | ! Move/Update ⓘ

! Seamless ⓘ | eInduction ⓘ

**Top Errors**

! Seamless - Nesting/Sortation **2.87%**

! Full Service - Bar. Uniq. Piece **2.95%**

! Move/Update - COA **2.87%**

Full Service - Bar. Uniq. Handling Unit **0.95%**

[Mailer Scorecard](#)

**Favorite Services** [Edit](#)

- Customer Label Distribution >
- CSAs >
- eVS >
- Every Door Direct Mail >
- Incentive Programs >
- Manage Permits >
- PFS Local >
- Printer Directory >
- Scan Based Payment >
- FAST >

**Recent Mailings**

Finalized | 06/08/2020

Job ID	Mail Class	Mailers Mailing Date	Mailing Group ID	Post No.	Post Office Of Mailing	Postage	Postage Statement ID	Statement Status	Submission Date	
CT12127Z	FC	05/30/20	67583360	111	n/a	105000	\$44.18	124621267	FIN	06/02/20
CT12127Z	FC	05/30/20	67583360	30	n/a	105000	\$35.34	124621266	FIN	06/02/20

## Accessing the Mail.dat Client

1. Select **Mailing Services** located on the BCG Home page to get to the Electronic Data Exchange (EDE) **Go to Service** link. This **Go to Service** link will allow the user to gain access to the EDE where the Mail.dat Client link is located.

**BUSINESS CUSTOMER GATEWAY** Home

Mailing Services Shipping Services HCR Services Additional Services Alerts Pending Requests Manage Account USP

Alert: CAPS Retirement Read More

---

Mailing Services Shipping Services HCR Services Additional Services Alerts Pending Requests Manage Account USPS.com Help

### Mailing Services

Mailing services help you deliver letters and flat mail pieces.

Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

Direct Mail

Your Locations:  
All Locations

Automated Business Reply Mail <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
Balance & Fees (PostalOne!) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
Customer Label Distribution System (CLDS) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
Customer/Supplier Agreements (CSAs) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
Dashboard (PostalOne!) <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
<b>Electronic Data Exchange (PostalOne!) <a href="#">more info &gt;</a></b>	<b><a href="#">Go to Service</a></b>
Every Door Direct Mail <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>
Incentive Programs <a href="#">more info &gt;</a>	<a href="#">Go to Service</a>



Manage Mailing Activity

- > Home
- > Summary
- > Balance and Fees
- > Postal Wizard
- > Electronic Data Exchange
- > Mailing Reports
- > Dashboard
- > Manage Permits

Home > Electronic Data Exchange

### Electronic Data Exchange

<b>Mail.dat Support for Production</b>	
<b>Mail.dat</b>	<b>Mail.xml</b>
<a href="#">Download Client Application (Windows)</a>	<a href="#">Download Mail.xml WSDL Files</a>
<a href="#">Download Client Application (Solaris)</a>	

<b>Preproduction for Mailers</b>	
<b>Mail.dat</b>	
<a href="#">Download Client Application (Windows)</a>	
<a href="#">Download Client Application (Solaris)</a>	
<a href="#">Go to Preprod</a>	

Data exchange testing with PostalOne! Customer Support is required prior to activation for all electronic data exchange methods other than Postal Wizard. The PostalOne! system provides customers with a Test Environment for Mailers (TEM) to allow submission of jobs for validation processing in a non-production environment. This will provide mailers a way to test their file layouts and corresponding file submission/creation software prior to submitting jobs to the production application. The TEM environment will process the submitted files for the same validations that will be found in the production environment. It will also capture, log and display the error information in the same manner as the production environment for the mailers use in updating file layout and software processing.

Once you have downloaded the appropriate software (if applicable), you will initiate the test process by sending the Help Desk an email notifying them they are ready to begin testing. This email should include: Company Name, Contact Name, Phone Number, and Data Exchange Method (Mail.dat, Mail.XML, etc) and version (if applicable).

<b>Test Environment for Mailers (TEM)</b>	
<b>Mail.dat</b>	<b>Apply for TEM Testing</b>
<a href="#">Mail.dat Guide</a>	<a href="#">TEM Testing for Full Service eDocs</a>
<a href="#">Download Client Application (Windows)</a>	TEM Testing for FAST Scheduling and CSAs (Coming soon)
<a href="#">Download Client Application (Solaris)</a>	TEM Testing for Full Service Data Distribution (IV) and Quality Data (Coming soon)
<a href="#">Start Testing - Notify Help Desk</a>	TEM Testing for MID/CRID/Account and Incentives Enrollment (Coming soon)
<a href="#">Go to TEM!</a>	<a href="#">Check Application Status</a>
<b>Mail.xml</b>	<b>PostalOne! Postal Wizard</b>
<a href="#">Mail.xml Guide</a>	<a href="#">PostalOne! Guide</a>
<a href="#">Start Testing - Notify Help Desk</a>	<a href="#">Start Testing - Notify Help Desk</a>
<a href="#">Download Mail.xml WSDL Files</a>	<a href="#">Go to TEM!</a>
<a href="#">Verify Web Service in TEM</a>	
<a href="#">Go to TEM!</a>	
<b>Parcel Return Service (PRS)</b>	<b>Electronic Verification System (EVS)</b>
<a href="#">PRS Guide</a>	<a href="#">EVS Guide</a>
<a href="#">PRS Process</a>	<a href="#">EVS Process</a>

2. Save and Install the Client to your operating system:

Save As

Save in: MDR Client

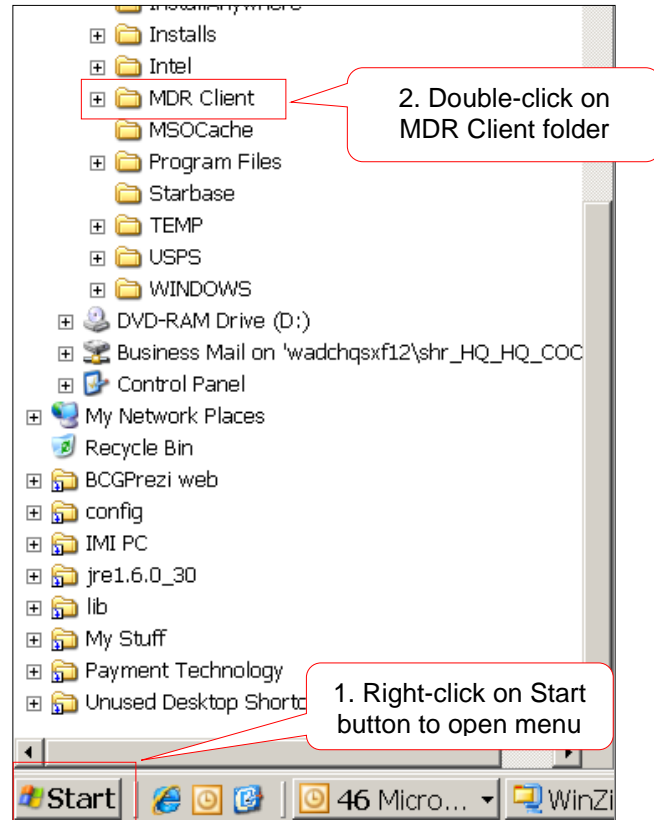
- config
- jre1.6.0\_30
- lib
- MDRClient-win32-TEM.zip

File name: MDRClient-win32-TEM.zip

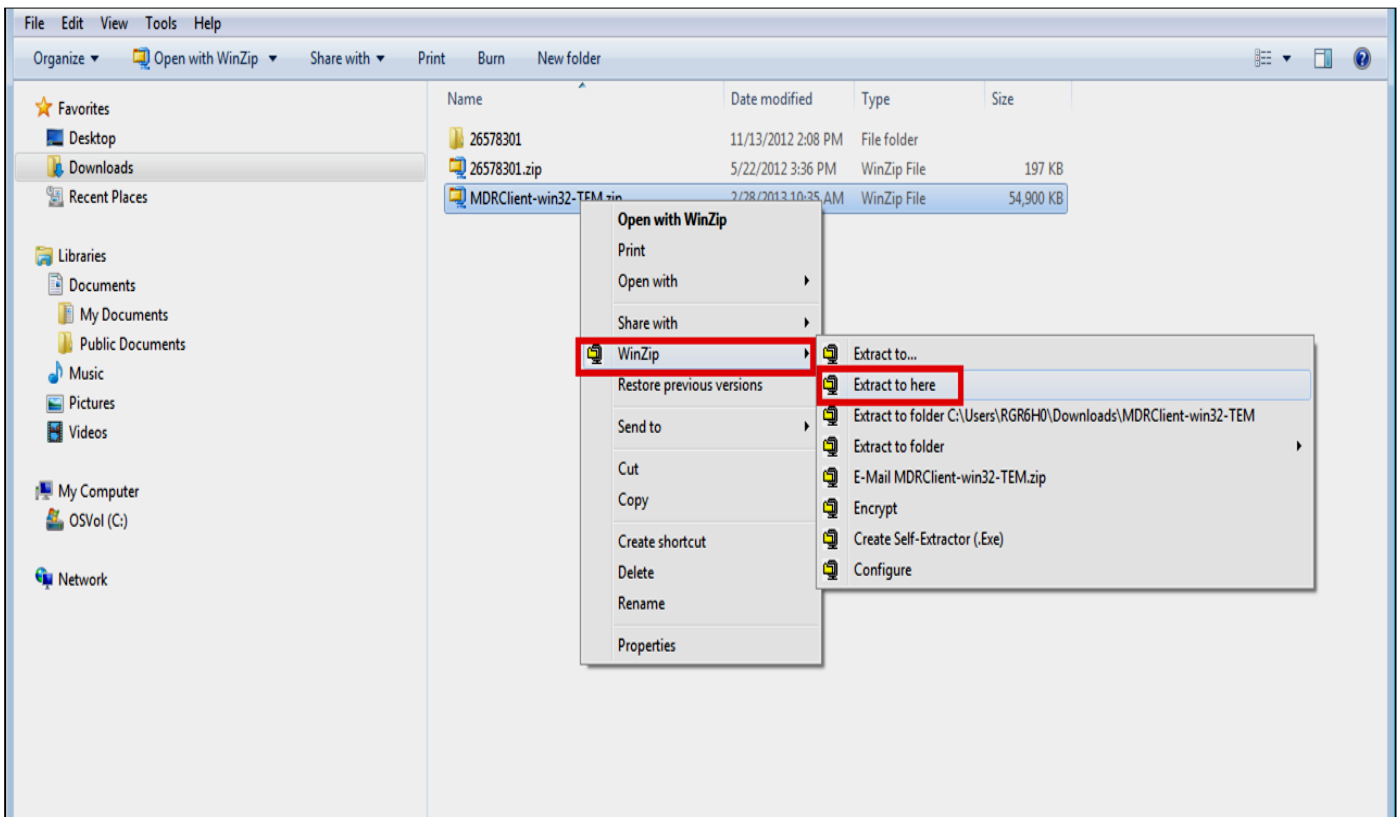
Save as type: WinZip File

Buttons: Save, Cancel

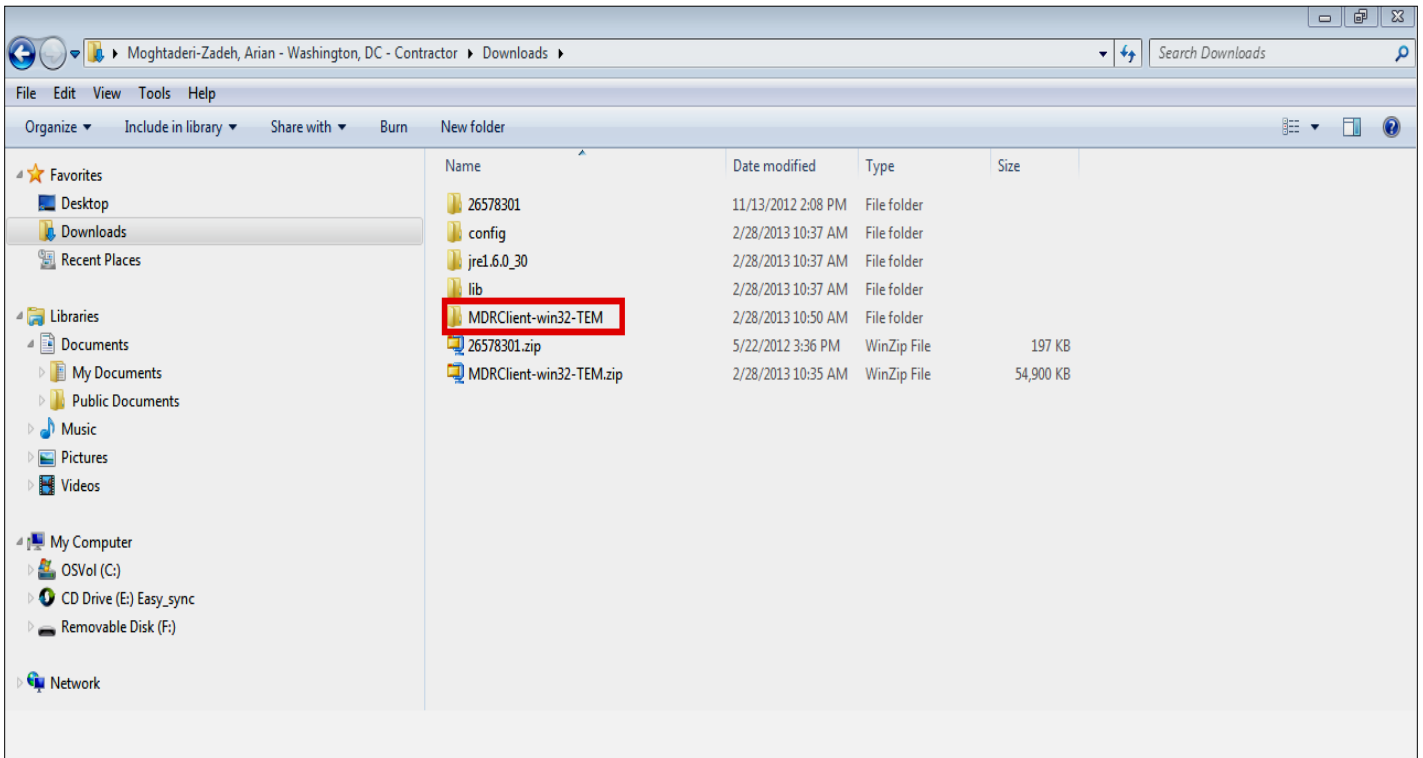
3. Access Client Folder on your system by right clicking the Start button and select Explore, then double-click on the MDR Client folder:



4. Right-click on the downloaded zip-file and unzip the Client by selecting *Extract to here*:

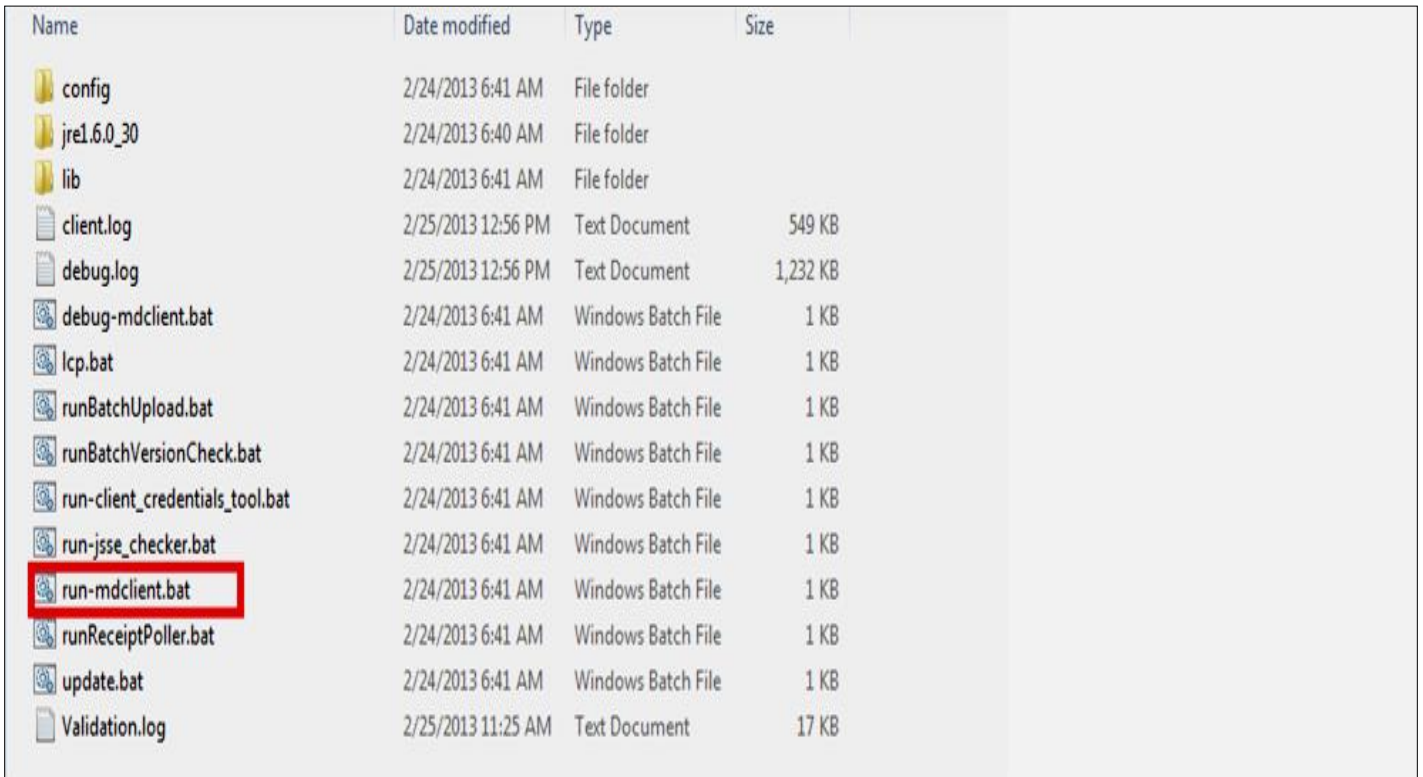


5. Open the unzipped folder:



## Upload Mailing Job

1. Open the Client by selecting the **run-mdclient.bat** link within the folder that has been downloaded:



- As an existing user, enter the appropriate log-in information on the Client's Sign In screen:

PostalOne! Mail.dat Client Application 33.0.0\_TEM

UNITED STATES POSTAL SERVICE®

PostaOne! SITE | HELP | SETTINGS

## Sign In

### Existing Users

Fill in the following information:

Username:

Password:

[Forgot Password](#)

### New Users

Register now for USPS PostalOne! services through the Business Customer Gateway. When the registration is complete, a username and password will be provided to access this application.

### Restricted Information

**WARNING! FOR OFFICIAL USE ONLY**

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

LEGAL

- Privacy Policy >
- Terms of Use >
- FOIA >
- No FEAR Act EEO Data >

ON USPS.COM

- Government Services >
- Buy Stamps & Shop >
- Print a Label with Postage >
- Customer Service >
- Site Index >

ON ABOUT.USPS.COM

- About USPS Home >
- Newsroom >
- Mail Service Updates >
- Forms & Publications >
- Careers >

OTHER USPS SITES

- Business Customer Gateway >
- Postal Inspectors >
- Inspector General >
- Postal Explorer >

Copyright© 2011 USPS. All Rights Reserved.

- Upload the desired job by first selecting the **Job Validation/Upload** link:

PostalOne! Mail.dat Client Application 33.0.0\_TEM

UNITED STATES POSTAL SERVICE®

Home | **Job Validation/Upload** | Upload Metrics

Validation/Upload History - Mail.dat | Validation/Upload History - Mail.XML | Common Errors Summary - Mail.dat | Common Errors Summary - Mail.XML

### Filter Criteria

From:

To:

By Job ID:

By Job Status:

By CRID:

Select: [All](#) | [None](#)

Order By:  CRID  Company Name

- 5098250 CSI 20005-2602
- 5161224 BALL STON 99999-0000
- 5161464 BALL STON 1 22203-1561

LEGAL

- Privacy Policy >
- Terms of Use >
- FOIA >
- No FEAR Act EEO Data >

ON USPS.COM

- Government Services >
- Buy Stamps & Shop >
- Print a Label with Postage >
- Customer Service >
- Site Index >

ON ABOUT.USPS.COM

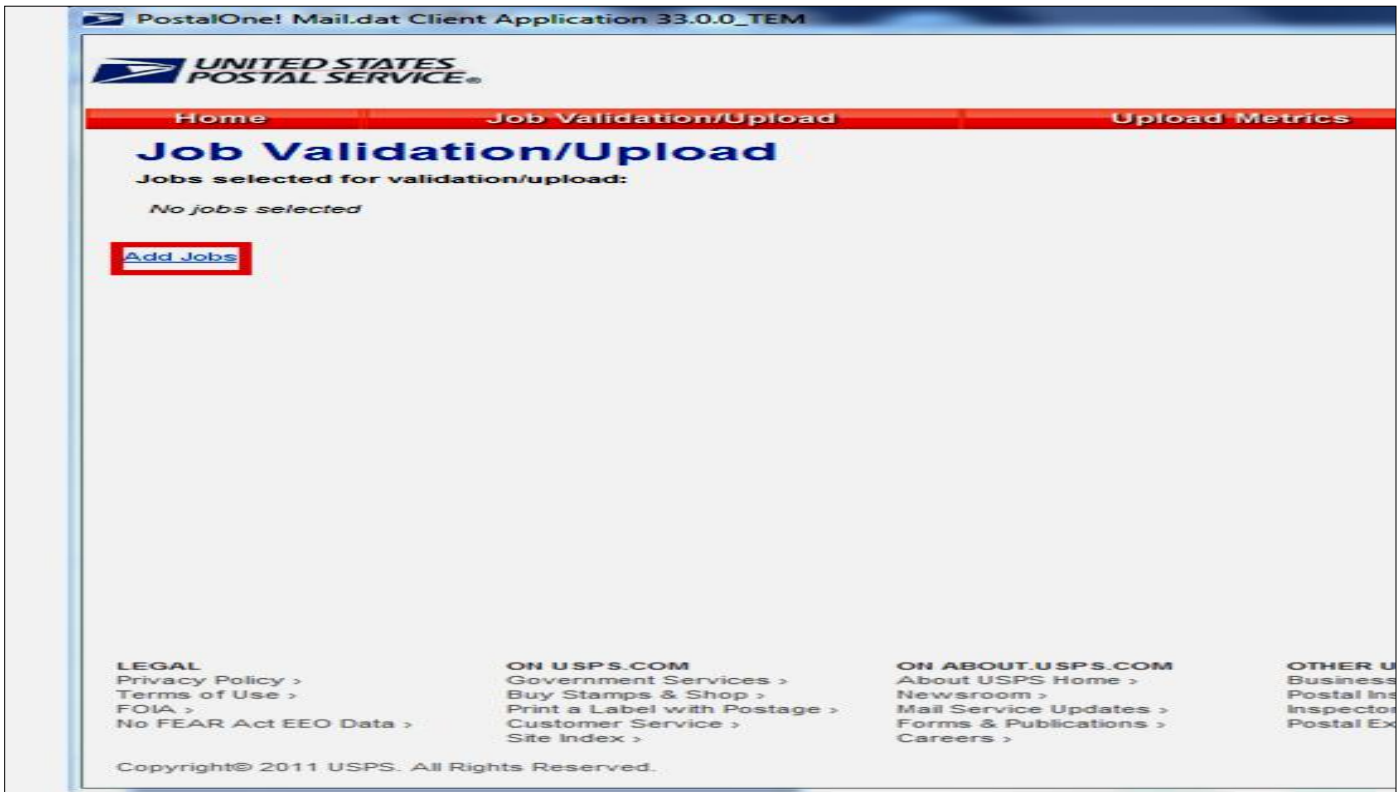
- About USPS Home >
- Newsroom >
- Mail Service Updates >
- Forms & Publications >
- Careers >

OTHER USPS SITES

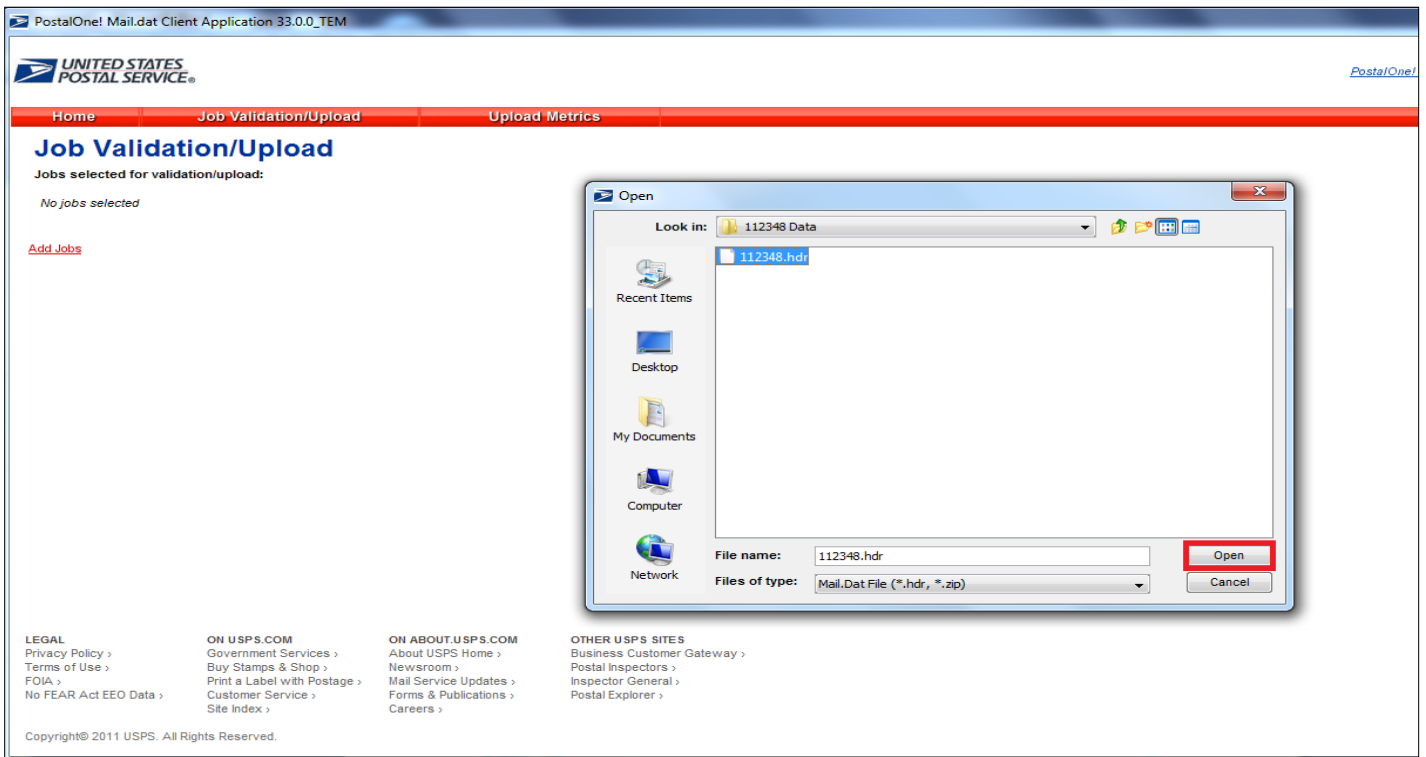
- Business Customer Gateway >
- Postal Inspectors >
- Inspector General >
- Postal Explorer >

Copyright© 2011 USPS. All Rights Reserved.

4. Select the **Add Jobs** link:



5. Search for the desired job and select **Open**:



6. Select the **Upload after validation** radio button.

7. Select **Validate and Upload**:

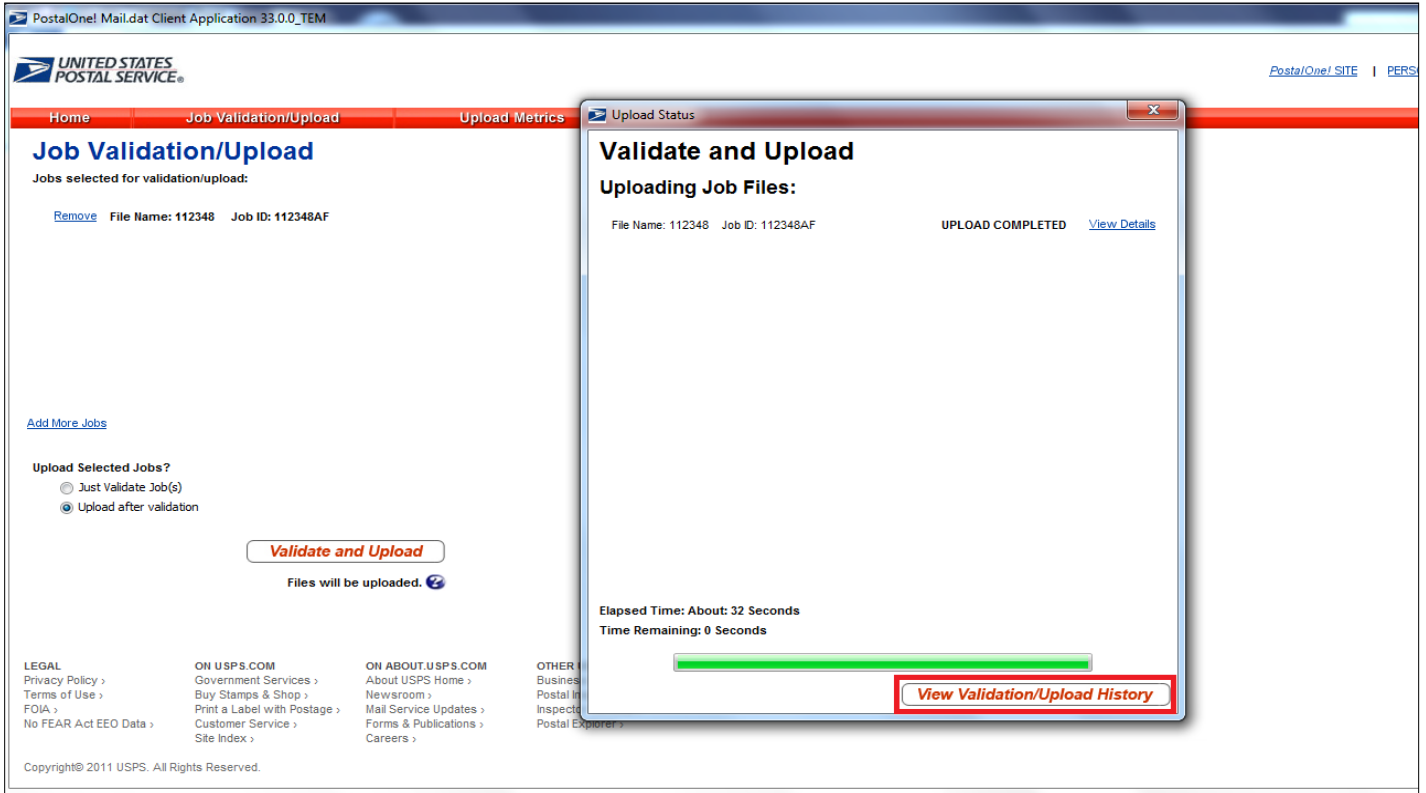
The screenshot shows the 'Job Validation/Upload' page in the PostalOne! Mail.dat Client Application. The page title is 'Job Validation/Upload' and it displays 'Jobs selected for validation/upload:'. Below this, there is a 'Remove' link and 'File Name: 112348 Job ID: 112348AD'. A link for 'Add More Jobs' is also present. Under 'Upload Selected Jobs?', two radio buttons are shown: 'Just Validate Job(s)' and 'Upload after validation', with the latter being selected and highlighted by a red box. Below the radio buttons is a large 'Validate and Upload' button, also highlighted with a red box, and a message 'Files will be uploaded.' with a help icon. The footer contains various links categorized under 'LEGAL', 'ON USPS.COM', 'ON ABOUT.USPS.COM', and 'OTHER USPS SITES', along with a copyright notice for 2011 USPS.

8. Select **Accept Agreement**:

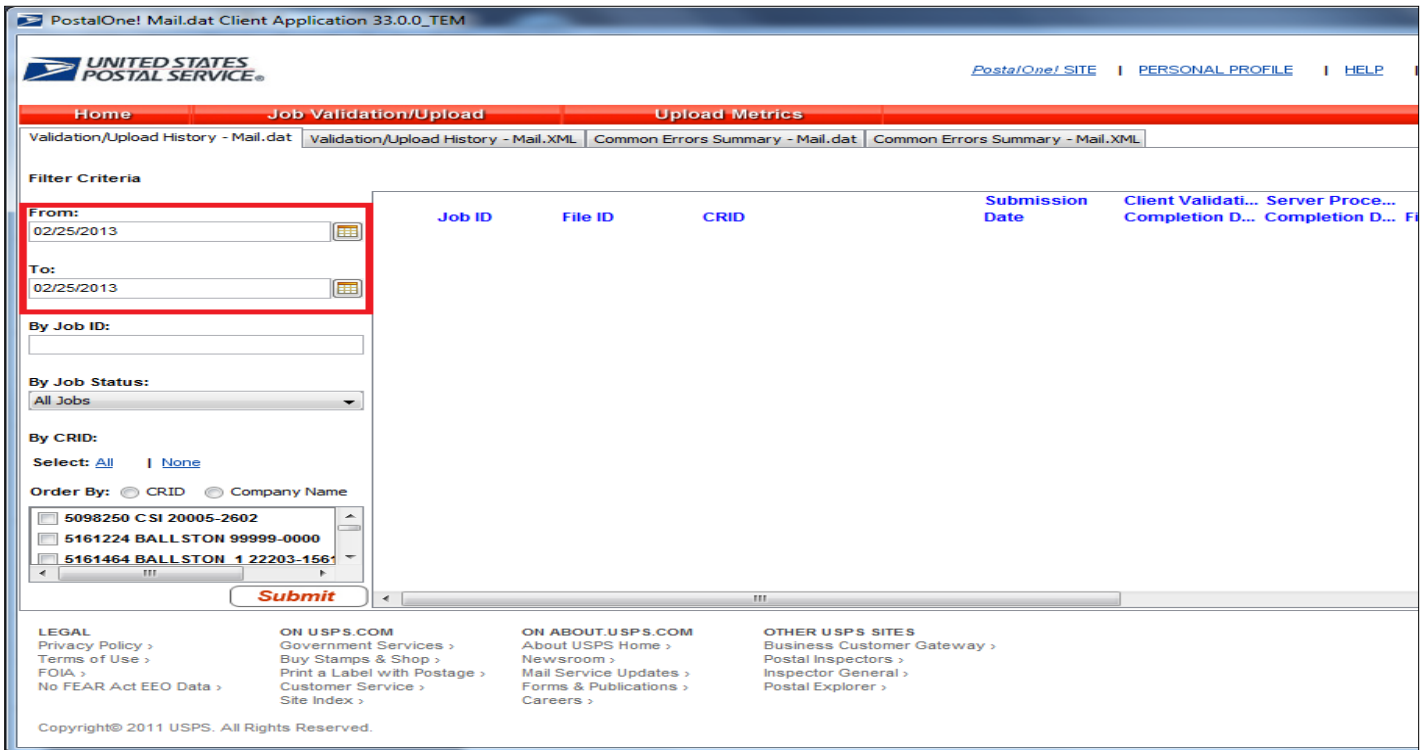
This screenshot shows the 'Job Validation/Upload' page with a detailed agreement text. The text states: 'The sending of this file certifies that: If an agent sends this file, the agent certifies that he or she is authorized to send on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. For nonprofit organizations; (1) the mailing described by the file complies with DMM E670; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. § 3626(j)(1)(D)(i)(I) and 26 U.S.C. § 513(A); (3) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. The mailer hereby certifies that all information furnished in this file is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information in this file or who omits information requested in this file may be subject to criminal and/or civil penalties, including fines and imprisonment.' Below the text is a large 'Accept Agreement' button highlighted with a red box, and a link for 'I do not accept'. The footer is identical to the previous screenshot, showing various links and a copyright notice for 2011 USPS.



- Once the job has finished processing through the Client, select the **View Validation/Upload History** link in order to view the job's results:



- On the proceeding screen, select appropriate criteria range for the Date Filter:



11. Select the checkboxes next to all of the relevant CRIDs.

12. Select the **Submit** link at the bottom of the screen. Any relevant job matching the specified search criteria will now appear:

PostalOne! Mail.dat Client Application 33.0.0\_TEM

UNITED STATES POSTAL SERVICE®

Home Job Validation/Upload Upload Metrics

Validation/Upload History - Mail.dat Validation/Upload History - Mail.XML Common Errors Summary - Mail.dat Common Errors Summary - Mail.XML

Filter Criteria

From: 02/25/2013

To: 02/25/2013

By Job ID:

By Job Status: All Jobs

By CRID:

Select: All | None

Order By: CRID Company Name

5098250 CSI 20005-2602

5161224 BALLSTON 99999-0000

5161464 BALLSTON 1 22203-1561

Submit

Job ID	File ID	CRID	Submission Date	Client Validat... Completion D...	Server Proce... Completion D...	File Size	File Status	Submission Type	Submission Status	Postage Statement	Qual Report	Ve
New 112348AF	112348	5161545 ABBEY LOCATION 9999...	02/25/13 13:50	02/25/13 13:50	02/25/13 13:50	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-
112348AE	112348	5161545 ABBEY LOCATION 9999...	02/25/13 13:47	02/25/13 13:47	02/25/13 13:48	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-
112348AD	112348	5161545 ABBEY LOCATION 9999...	02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-
112348AC	112348	5161545 ABBEY LOCATION 9999...	02/25/13 11:21	02/25/13 11:21	N/A	31.3kB	Original	Validation/Upload	Server Validation Failed	N	N	13-

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ON USPS.COM: Government Services, Buy Stamps & Shop, Print a Label with Postage, Customer Service, Site Index

ON ABOUT.USPS.COM: About USPS Home, Newsroom, Mail Service Updates, Forms & Publications, Careers

OTHER USPS SITES: Business Customer Gateway, Postal Inspectors, Inspector General, Postal Explorer

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13. If the job has any Client or Server Validation Errors, it will be displayed in the field shown below:

PostalOne! Mail.dat Client Application 33.0.0\_TEM

UNITED STATES POSTAL SERVICE®

Home Job Validation/Upload Upload Metrics

Validation/Upload History - Mail.dat Validation/Upload History - Mail.XML Common Errors Summary - Mail.dat Common Errors Summary - Mail.XML

Filter Criteria

From: 02/25/2013

To: 02/25/2013

By Job ID:

By Job Status: All Jobs

By CRID:

Select: All | None

Order By: CRID Company Name

5098250 CSI 20005-2602

5161224 BALLSTON 99999-0000

5161464 BALLSTON 1 22203-1561

Submit

Job ID	File ID	CRID	Submission Date	Client Validat... Completion D...	Server Proce... Completion D...	File Size	File Status	Submission Type	Submission Status	Postage Statement	Qual Report	Version Co-Pal	Client Version
New 112348AF	112348	5161545 ABBEY LOCATION 9999...	02/25/13 13:50	02/25/13 13:50	02/25/13 13:50	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-1	33.0.0_TEM
112348AE	112348	5161545 ABBEY LOCATION 9999...	02/25/13 13:47	02/25/13 13:47	02/25/13 13:48	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-1	33.0.0_TEM
112348AD	112348	5161545 ABBEY LOCATION 9999...	02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-1	33.0.0_TEM
112348AC	112348	5161545 ABBEY LOCATION 9999...	02/25/13 11:21	02/25/13 11:21	N/A	31.3kB	Original	Validation/Upload	Server Validation Failed	N	N	13-1	33.0.0_TEM

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14. Investigate the nature of the error by selecting the **Job ID** link:

The screenshot shows the 'Job Validation/Upload' section of the PostalOne! Mail.dat Client Application. A table lists several job submissions. The job with ID 112348AC is highlighted in red, indicating a 'Server Validation Failed' status. The table columns include Job ID, File ID, CRID, Submission Date, Client Validation Completion Date, Server Process Completion Date, File Size, Status, Submission Type, Submission Status, Postage Statement, Qual Report, Version, Co-Pal, and Client Version.

Job ID	File ID	CRID	Submission Date	Client Validat... Completion D...	Server Proce... Completion D...	File Size	Status	Submission Type	Submission Status	Postage Statement	Qual Report	Version	Co-Pal	Client Version
New 112348AF	112348	5161545 ABBEY LOCATION 9999...	02/25/13 13:50	02/25/13 13:50	02/25/13 13:50	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-1		33.0.0_TEM
112348AE	112348	5161545 ABBEY LOCATION 9999...	02/25/13 13:47	02/25/13 13:47	02/25/13 13:48	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-1		33.0.0_TEM
112348AD	112348	5161545 ABBEY LOCATION 9999...	02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-1		33.0.0_TEM
112348AC	112348	5161545 ABBEY LOCATION 9999...	02/25/13 11:21	02/25/13 11:21	N/A	31.3kB	Original	Validation/Upload	Server Validation Failed	N	N	13-1		33.0.0_TEM

15. Any errors appearing within the job will be display the description of the error and the action to be taken to correct the error:

The screenshot shows the 'Job Validation / Upload Details' for Job ID 112348AC. The status is 'Server Validation Failed'. A table below lists errors with columns for File Extension, File Size, Key ID's, Field Name, Position, Code, Severity, Description, and Action. Two red arrows point from the error descriptions to the 'Action' column.

File Extension	File Size	Key ID's	Field Name	Position	Code	Severity	Description	Action
N/A	0B	Container ID: 000001	N/A	0-0	7112	ERROR	For Seamless, the .csm Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not 'ORIGIN' or 'LOCORIGIN'.	Populate the .csm Entry Point - Actual/Delivery - Locale Key field v or 'LOCORIGIN'.
N/A	0B	Container ID: 000002	N/A	0-0	7112	ERROR	For Seamless, the .csm Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not 'ORIGIN' or 'LOCORIGIN'.	Populate the .csm Entry Point - Actual/Delivery - Locale Key field v or 'LOCORIGIN'.
N/A	0B	Container ID: 000003	N/A	0-0	7112	ERROR	For Seamless, the .csm Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not 'ORIGIN' or 'LOCORIGIN'.	Populate the .csm Entry Point - Actual/Delivery - Locale Key field v or 'LOCORIGIN'.
N/A	0B	Container ID: 000004	N/A	0-0	7112	ERROR	For Seamless, the .csm Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not 'ORIGIN' or 'LOCORIGIN'.	Populate the .csm Entry Point - Actual/Delivery - Locale Key field v or 'LOCORIGIN'.
N/A	0B	Container ID: 000005	N/A	0-0	7112	ERROR	For Seamless, the .csm Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not 'ORIGIN' or 'LOCORIGIN'.	Populate the .csm Entry Point - Actual/Delivery - Locale Key field v or 'LOCORIGIN'.
N/A	0B	Container ID: 000006	N/A	0-0	7112	ERROR	For Seamless, the .csm Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not 'ORIGIN' or 'LOCORIGIN'.	Populate the .csm Entry Point - Actual/Delivery - Locale Key field v or 'LOCORIGIN'.
112348.cqt	550B	N/A	N/A	0-0	3763	INFO	Loaded CQT file	N/A
112348.seg	392B	N/A	N/A	0-0	3760	INFO	Loaded SEG file	N/A
112348.mpu	224B	N/A	N/A	0-0	3761	INFO	Loaded MPU file	N/A
112348.hdr	5.9kB	N/A	N/A	0-0	3782	INFO	Loaded HDR file	N/A
112348.pqt	550B	N/A	N/A	0-0	3764	INFO	Loaded PQT file	N/A

16. Take the necessary measures to correct any errors within the job, ensuring it is now ready to be fully uploaded to the Production.

17. Resubmit the job through the Production Mail Client using the aforementioned steps.

18. Once the job has been fully uploaded through the Client to the Production Environment, it will appear as displayed below:

From:	Job ID	File ID	CRID	Submission Date	Client Validat...	Server Proce...	File Size	File Status	Submission Type	Submission Status	Postage Statement Report	Qual	Version	Co-Pal	CI
02/25/2013	New 112348AF	112348	5161545 ABBEY LOCATION 9999...	02/25/13 13:50	02/25/13 13:50	02/25/13 13:50	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-1		33
	112348AE	112348	5161545 ABBEY LOCATION 9999...	02/25/13 13:47	02/25/13 13:47	02/25/13 13:48	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-1		33
	112348AD	112348	5161545 ABBEY LOCATION 9999...	02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-1		33
	112348AC	112348	5161545 ABBEY LOCATION 9999...	02/25/13 11:21	02/25/13 11:21	N/A	31.3kB	Original	Validation/Upload	Server Validation Failed	N	N	13-1		33

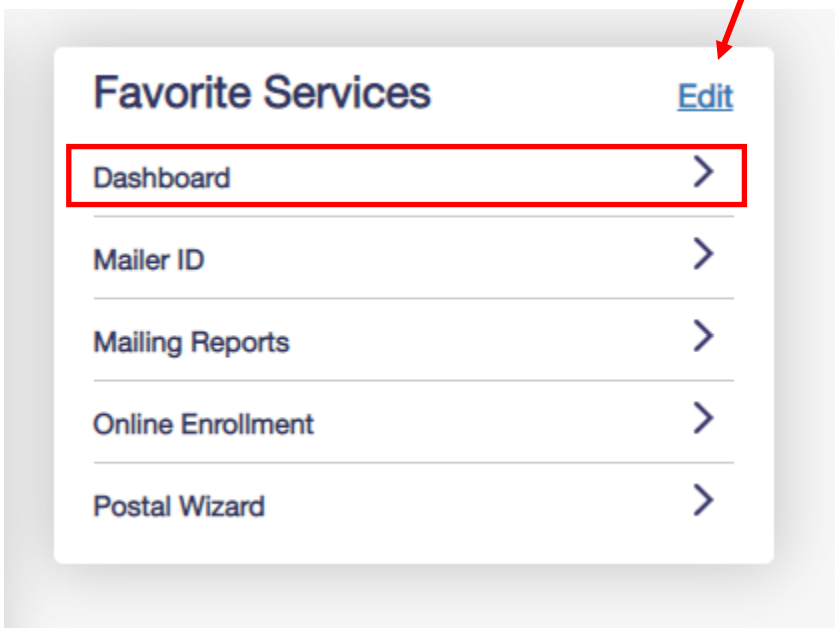
## Go to *PostalOne!* & Review Mailing Job

1. To view the job's postage statement, sign-in to the Business Customer Gateway.



 <h3>Mailers</h3> <p>Save time and money <a href="#">managing your mailings online</a>. Get your message where you need it to go with <a href="#">Every Door Direct Mail</a>. Use the <a href="#">Intelligent Mail Small Business Tool</a> to manage your mail stream and maximize your discount.</p> <p><a href="#">See full list of Mailing Services</a> +</p>	 <h3>Shippers</h3> <p>Utilize <a href="#">Click-N-Ship Business Pro™</a> as an End-to-end solution for businesses to fulfill their daily shipping needs. Schedule regular reshipment of mail from one or more addresses to a chosen destination with <a href="#">Premium Forwarding Service Commercial™</a></p> <p><a href="#">See full list of Shipping Services</a> +</p>	 <h3>Business</h3> <p>Sign up for <a href="#">USPS Promotions and Incentives</a>, save money with <a href="#">Automation Discounts</a>. Take advantage of <a href="#">Informed Visibility</a>, which provides mail tracking data for letters, flats, bundles, handling units, and containers.</p> <p><a href="#">See full list of Business Services</a> +</p>
---	--	--

2. Select the **Dashboard** link located under Favorites if available. (Otherwise go to Mailing Services → Dashboard).  
Note: Users may edit their Favorites by selecting the Edit link.



3. Select the **Dashboard** link:

UNITED STATES POSTAL SERVICE®

HOME | HELP | CUSTOMER CARE | SIGN OUT

**Manage Mailing Activity**

- Home
- Summary
- Balance and Fees
- Postal Wizard
- Electronic Data Exchange
- Mailing Reports
- Dashboard**
- Manage Permits

**Transaction Information**

No.	Date	Permit / Pub	CRID	PO of Mailing	Transaction Type	Customer Reference ID	Begin Balance	Amount	End Balance	Pieces
1	02/24/2013	PI 3	5161224	BALLSTON, VA 3600-R	None		\$996,215,206.02	-\$131.53	\$996,215,134.49	108
2	02/24/2013	PI 144	5098250	BALLSTON, VA 3602-R	GR - DEC 2012 - L1S1		\$22,470.07	-\$685.87	\$21,784.20	1202
3	02/24/2013	PI 144	5098250	BALLSTON, VA 3602-R	GR - DEC 2012 - L1S1		\$22,605.61	-\$135.54	\$22,470.07	310
4	02/24/2013	PI 144	5098250	BALLSTON, VA 3602-R	GR - DEC 2012 - L1S1		\$22,728.40	-\$122.79	\$22,605.61	210
5	02/24/2013	PE 292929	5161224	BALLSTON, VA 3541 reversal	N/A		\$868,950.78	\$42.65	\$868,993.43	-100

**Summary Information**

Activity Summary	YTD Totals
Number of Mailings	117
Number of Pieces	998,650
Total Postage	\$502,019.25
Number of Deposits	4
Total Deposits	\$235,000.00

**Fee Expiration**

MARCH 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[View Fee Calendar](#)

**Library**

- Mailings Guide(DMM 300)
- Postal Explorer
- Business Mail 101
- Domestic Mail Manual
- International Mail Manual
- Network Distribution Centers (NDCs)
- Get the Latest News

**Number of Mailings**

[Mailing Summary](#)

LEGAL: Privacy Policy, Terms of Use, FOIA  
 ON USPS.COM: Government Services, Buy Stamps & Shop, Print a Label with Postage  
 ON ABOUT.USPS.COM: About USPS Home, Newsroom, Mail Service Updates  
 OTHER USPS SITES: Business Customer Gateway, Postal Inspectors, Inspector General

4. Locate the job's postage statement by entering the Job ID and appropriate date criteria. Make sure Statement Status is set to "ALL" and the *Include Closed Jobs* box is checked before clicking the **Search** button:

UNITED STATES POSTAL SERVICE®

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**Manage Mailing Activity**

- Home
- Summary
- Balance and Fees
- Postal Wizard
- Electronic Data Exchange
- Mailing Reports
- Dashboard
- Manage Permits

**Dashboard Management System**

Dashboard Alerts

- ALERT: Review your Dormant Jobs
- ALERT: Refunds

Dashboard Search advanced search: show / hide

Open Date: Begin: 02/25/2013, End: [ ]

Statement Statuses: **All - Include all Statement Statuses**

Job Statuses: All - Include all Jobs

Post Office of Mailing: [ ]

Msb Entry Method: All

PW-Msb Mailings:

Postage Statement ID: [ ]

Mailing Group: [ ]

Preparer Permit #: [ ]

Preparer CRD #: [ ]

Permit Holder Permit #: [ ]

Permit Holder CRD #: [ ]

Account Number: [ ]

Mailer Location: All

**Mailer Job #: 112348AD**

Preparer Permit Type: All

Permit Holder Permit Type: All

Incentive Type: All

Include Closed Job

**Search**

Status Chart show / hide Mail Class Chart show / hide

Manage My Settings show / hide

- My default time frame: 2 weeks
- Number of rows to display per page: 20
- Inactivity alert time period: 7 days

Save all of my current criteria selections as: [ ] **Save Query**

My existing queries: USPS Defaults **Select Query**



5. Open the job's postage statement by selecting the job's **Postage Statement ID**:

UNITED STATES POSTAL SERVICE®

HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

Home > Dashboard Management System

Search Results

My Search Criteria Selections [show / hide](#)

Legend: [\*] for spoilage adjustment. [\*\*] for USPS adjusted entry. [F] for Full-Service statements [M] for Mixed-Service statements [CB] for Copal Bundle mailings [CT] for Copal Tray mailings

60 jobs found, displaying 1 to 20 (First/Prev/ 1, 2, 3 (Next/Last))

Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Permit	PO of Mailing	Mailer's Mailing Date	Open Date	Job/Publication Name	Production Issue & Report	Account Number	Permit/USPS Number	Mail Class	Pieces	Postage(\$)	Statement Status	PO of Permit Fin No	Emb Entry Method
SM LT BS A9 B5	117831314	Multiple	No	No	No			01/28/2013	02/24/2013	Ela SM LT BS GREENWICH MAGAZINE			Multiple	SM	0	\$0.00	CAN	999922	
sb401o04	117831312	Multiple	No	No	No			11/27/2012	02/24/2013	GREENWICH MAGAZINE			Multiple	Multiple	3,444	\$2,037.91	Multiple	999922	
SM LT BS A9 B5	117831151					Ballston, VA	Ballston, VA		02/24/2013	Ela SM LT BS				SM	1,642				999922
MANUAL	117831144	PS# 156225805				Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	AMERICAN EXPRESS FINANCIAL SERVICES		1000991	PI 18	FC	100	\$74.00	INC	999922	
SB110636	117831141	Multiple	Cancel Job	No	No			01/18/2013	02/24/2013	From 50 jobs 1/18/2013	<a href="#">Shipping Summary Report</a>		Multiple	SM	561,162	\$143,054.87	UPD	999922	
TW234801	117831139	Multiple	Cancel Job	No	No			Multiple	02/24/2013	Full maildat: QGCKAT	<a href="#">Shipping Summary Report</a>		PI 270	SM	797,517	\$207,896.74	UPD	999922	
sb401o03	117831138					Ballston, VA	Ballston, VA		02/24/2013	GREENWICH MAGAZINE				PE	1,722				999922
CONPER COMAL	117831136	Multiple	No	No	No			02/05/2013	02/24/2013				Multiple	FC	1,127,790	\$427,796.14	FIN	999922	
sb965o04	117831131	Multiple	Cancel Job	No	No			02/10/2013	02/24/2013	Melinda			Multiple	FC	37	\$39.48	UPD	999922	
PW Mail	117831122	PS# 156883878	Cancel Job			Ballston, VA	Ballston, VA	02/28/2013	02/24/2013	ELVISH LETTERS INC		990630	PI 14	SM	1,000	\$284.92	UPD	999922	RETAIL
SM LT BS A9 B5	117831119	Multiple	No	No	No			01/28/2013	02/24/2013	Ela SM LT BS			Multiple	SM	1,643	\$335.23	FIN	999922	
112348AA	117831112	Multiple	Cancel Job	No	No			Multiple	02/24/2013	WAR014 Regular Statements Day	<a href="#">Shipping Summary Report</a>		PI 989	SM	100	\$24.66	UPD	999922	
SM11069y	117831104	PS# 156206687				Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	MC FINAL NOTICES / TOMS STANDARD PI MC FINAL			PI 989	SM	76	\$15.12	UPD	999922	

6. The job's postage statement will appear:

UNITED STATES POSTAL SERVICE®

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Restricted Information

Dashboard > Display Today's Date: 03/01/2013

Postage Statement ID: 156206687

Postage Statement Title: PS Form 3602-R - Standard Mail - Permit Imprint

Postage Summary

Account Holder:	MARBELLA CLUB RESORTS 472 LEINFANT PLZ SW WASHINGTON, DC 20024 Contact: AA (703) 379 - 1023	Mailing Agent:	ELVISH LETTERS INC 800 MAIN STREET FAIRFAX, VA 22004 -1111	Org. For Mailing is Prepared:	
Account Number:	1186361	Permit:	Permit Imprint 270 CRID: 5161545	Processing Category:	Marketing Parcels
Post Office of Mailing:	Ballston, VA	Post Office of Permit:	Ballston, VA	Weight of Single Piece:	0.1692 lbs.
Total Pieces:	754 pcs	Total Weight:	127.6768 lbs.	Total Postage:	\$ 1,113.66
Sequencing Date:	02/21/2013	Address Matching Date - Automation:	02/21/2013	Address Matching Date - Carrier Route:	02/21/2013
No of Containers:	1' MM Trays	2' MM Trays	2' EMM Trays	Flat Trays	Sacks
					13
Customer Reference ID:	10776	Move Update Method:	NCOALink	NSA:	NO
Mailpiece is a product sample:	NO	Mailpieces contain a DVD/CD or other Disk:	NO	Type of Fee:	N/A
Incentive/Discount Claimed:	N/A	Payment Date and Time:	N/A		
Mail Arrival Date and Time:	N/A				
Container Grouping ID:					
Copal Mailing Type:					

Part G: Marketing Parcels

Line Number	Entry Discount	Title	Description	Price	Quantity	Subtotal Postage	Discount Total	Fee Total
G2	NONE	Mixed NDC	Presorted 3.3 oz (0.2063 lbs) or less	1.477	754 pcs	1,113.6580	\$ 0.0000	\$ 1,113.6580

7. Click on the mailing **Job ID** to view the Qualification Report.

UNITED STATES POSTAL SERVICE®

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Manage Mailing Activity

Home > Dashboard Management System

Search Results

My Search Criteria Selections [show / hide](#)

Legend: [A] for postage adjustment, [\*] for USPS adjusted entry, [F] for Full-Service statements, [M] for Mixed-Service statements, [CB] for Copal Bundle mailings, [CT] for Copal Tray mailings

60 jobs found (displaying 1 to 20, [First] [Prev] 1, 2, 3 [Next] [Last])

Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Permit	PO of Mailing	Mailer's Mailing Date	Open Date	Job/Publication Name	Induction Issue & Report	Account Number	Permt/USPS Number	Mail Class	Pieces	Postage(\$)	Statement Status	PO of Permit Fin No	Insb Entry Method
<a href="#">SM LT BS A9 BS</a>	117831314			No	No			01/28/2013	02/24/2013	Ella SM LT BS			Multiple	SM	0	\$0.00	CAN		999922
<a href="#">sb401o04</a>	117831312			No	No			11/27/2012	02/24/2013	GREENWICH MAGAZINE			Multiple	Multiple	3,444	\$2,037.91	Multiple		999922
<a href="#">SM LT BS A9 BS</a>	117831151					Ballston, VA	Ballston, VA		02/24/2013	Ella SM LT BS				SM	1,642				999922
<a href="#">MANUAL</a>	117831144	<a href="#">PS# 156225605</a>				Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	AMERICAN EXPRESS FINANCIAL SERVICES		1000991	PI 18	FC	100	\$74.00	INC		999922
<b><a href="#">SB110636</a></b>	117831141		<a href="#">Cancel Job</a>	No	No			01/18/2013	02/24/2013	From 50 jobs 1/18/2013	<a href="#">Shipping Summary Report</a>		Multiple	SM	561,182	\$143,054.87	UPD		999922
<a href="#">TW234801</a>	117831139		<a href="#">Cancel Job</a>	No	No				02/24/2013	Full maildat: GQCKAT	<a href="#">Shipping Summary Report</a>		PI 270	SM	797,517	\$207,896.74	UPD		999922
<a href="#">sb401o03</a>	117831138					Ballston, VA	Ballston, VA		02/24/2013	GREENWICH MAGAZINE				PE	1,722				999922
<a href="#">CONFER COMAL</a>	117831136			No	No			02/05/2013	02/24/2013				Multiple	FC	1,127,790	\$427,796.14	FIN		999922
<a href="#">sb965o04</a>	117831131		<a href="#">Cancel Job</a>	No	No			02/10/2013	02/24/2013	Melinda			Multiple	FC	37	\$39.48	UPD		999922
<a href="#">PW IMsb</a>	117831122	<a href="#">PS# 155683878</a>	<a href="#">Cancel Job</a>			Ballston, VA	Ballston, VA	02/28/2013	02/24/2013	ELVISH LETTERS INC		990630	PI 14	SM	1,000	\$284.92	UPD		999922 RETAIL
<a href="#">SM LT BS A9 BS</a>	117831119			No	No			01/28/2013	02/24/2013	Ella SM LT BS				Multiple	SM	1,643	\$335.23	FIN	999922
<a href="#">112348AA</a>	117831112		<a href="#">Cancel Job</a>	No	No				02/24/2013	WARD14 Regular Statements Day	<a href="#">Shipping Summary Report</a>		MT 118	SM	100	\$24.66	UPD		999922
<a href="#">SM11069v</a>	117831104	<a href="#">PS# 156206687</a>				Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	MC FINAL NOTICES / TOMS STANDARD PI			PI 989	SM	76	\$15.12	UPD		999922

8. Qualification Report view:

UNITED STATES POSTAL SERVICE®

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Dashboard > Qualification Report

USPS Qualification Report

Mailing Group Summary Information

Mailer's Job #: ME064202  
 Mail Group ID: 09064952  
 Prepare: 14-PI-ELVISH LETTERS INC

Open Date: 02-28-2013  
 Origin: MDAT  
 Description: ST JUDE WKLY TOTE BAG 487  
 Finance Number: 999922

Qualification Report Summary Information

Post Office of Mailing: Ballston, VA  
 Mail Class: Standard Mail  
 Full Service: Non-Auto  
 Incentives Claimed: NF

Software: Anchor Software LLC, Anchor Mail, Dat Creator 8.03.016  
 Copollization Category: Irregular Parcels  
 Copollization Indicator: None

Anchor Software LLC, Anchor Mail, Dat Creator 8.03.016  
 Prepare Date: 02-26-2013  
 Presentation Category: Conventional Presort  
 DMM: None  
 Submit Date: 02-28-2013

[Container Search](#) | [Version Summary Information](#)

Search by:  Starts with:

Container										Rate/Pieces	Totals
#	IMcb/IMtb	Size	Type	Overflow	Level	ZIP	Group Dest	MP	Machinable	Running Total	
000001	001025707106560010747481		S		NDC	00102	00102	49		49	
000002	001025707106560010747481		S		NDC	00102	00102	47		96	
000003	192055707106560010747501		S		NDC	19205	19205	54		150	
000004	207895707106560010747511		S		NDC	20789	20789	51		201	
000005	270755707106560010747521		S		NDC	27075	27075	63		264	
000006	311955707106560010747531		S		NDC	31195	31195	53		317	
000007	320895707106560010747541		S		NDC	32089	32089	71		388	
000008	751995707106560010747551		S		NDC	75199	75199	64		452	
000009	608085947106560010747561		S		MINDC	60808	60808	61		513	
000010	608085947106560010747571		S		MINDC	60808	60808	61		574	
000011	608085947106560010747581		S		MINDC	60808	60808	61		635	
000012	608085947106560010747591		S		MINDC	60808	60808	61		696	
000013	608085947106560010747601		S		MINDC	60808	60808	58		754	

1-13/13

## **Review & Compare**

Compare the electronic postage statement and qualification report displayed on the dashboard with the Mail.dat file submitted.

Ensure the accuracy of the information.

## **Resolve Issues**

If you encounter issues with your test, please contact the Mailing & Shipping Solutions Center at 877-672-0007. Be prepared to supply the Job ID that you submitted.