2024 Emerging and Advanced Technology Promotion

ENROLLMENT PROCESS

USPS PRODUCT MANAGEMENT

PRE-ENROLLMENT CHECKLIST

USPS PRODUCT MANAGEMENT

✓Confirm access to:

1. Business Customer Gateway: https://gateway.usps.com/
   - For instructions to sign up, visit: https://postalpro.usps.com/promotions/portal/bcg
2. Mailing Promotions Portal:
   - For instructions to access, visit: https://postalpro.usps.com/promotions/portal

✓Submit electronic sample to USPS to get pre-approval via Mailing Promotions Portal

✓Prepare a list of CRIDs you want to partake in the Emerging Tech Promotion

You are ready to proceed to the Enrollment Process

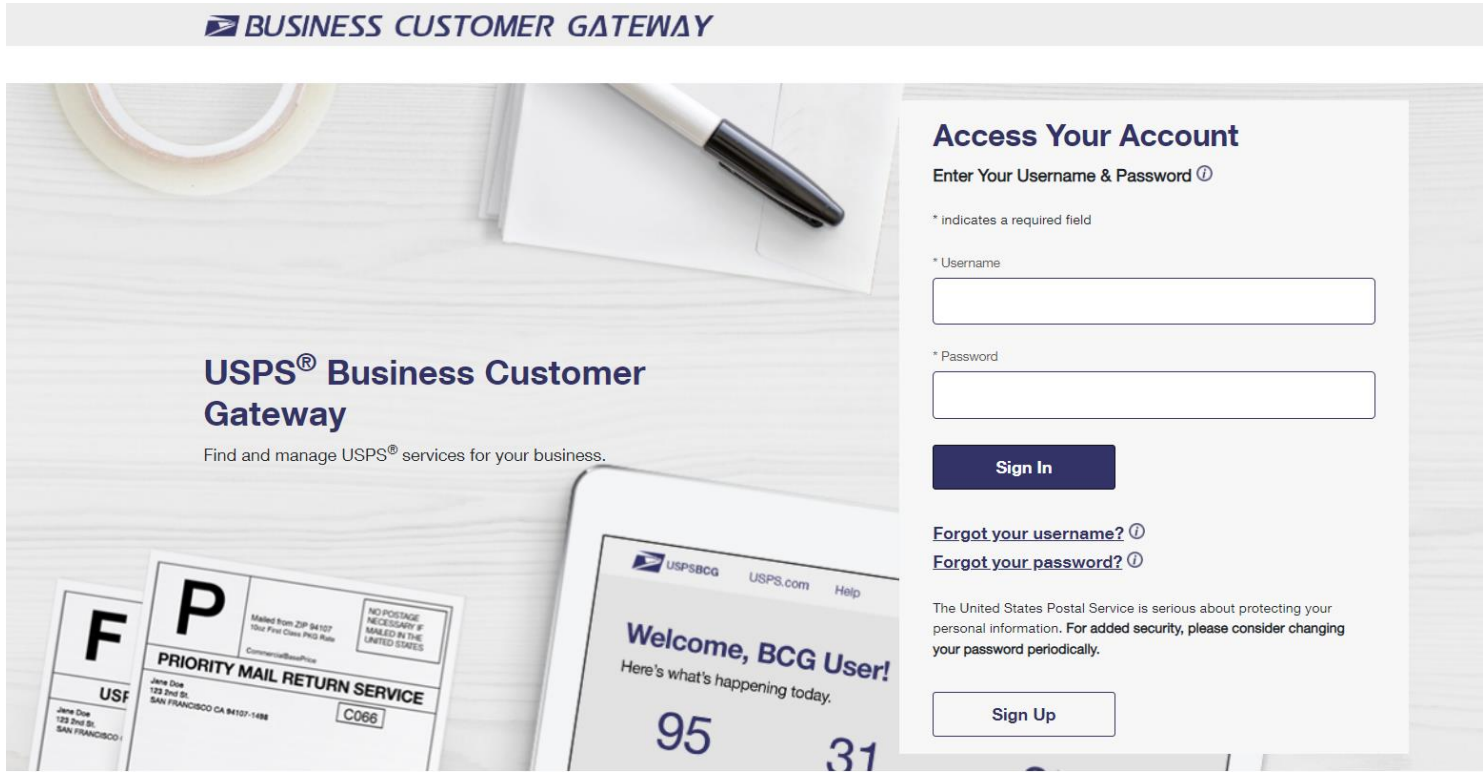
EMERGING TECH ENROLLMENT PROCESS

USPS PRODUCT MANAGEMENT

1

Login to Business Customer Gateway Website:

- https://gateway.usps.com/



EMERGING TECH ENROLLMENT PROCESS

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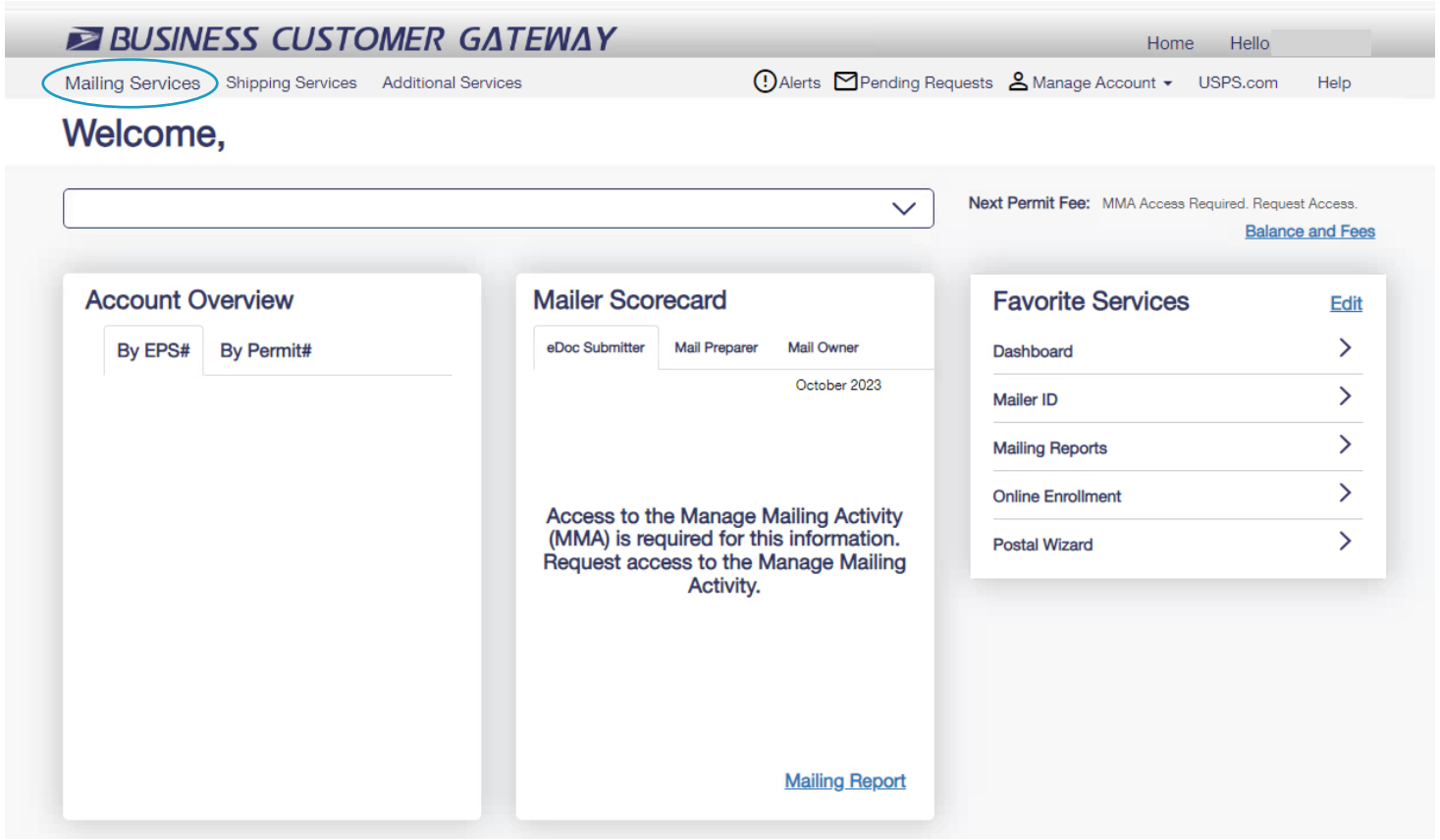
2

Select “Mailing Services”



EMERGING TECH ENROLLMENT PROCESS

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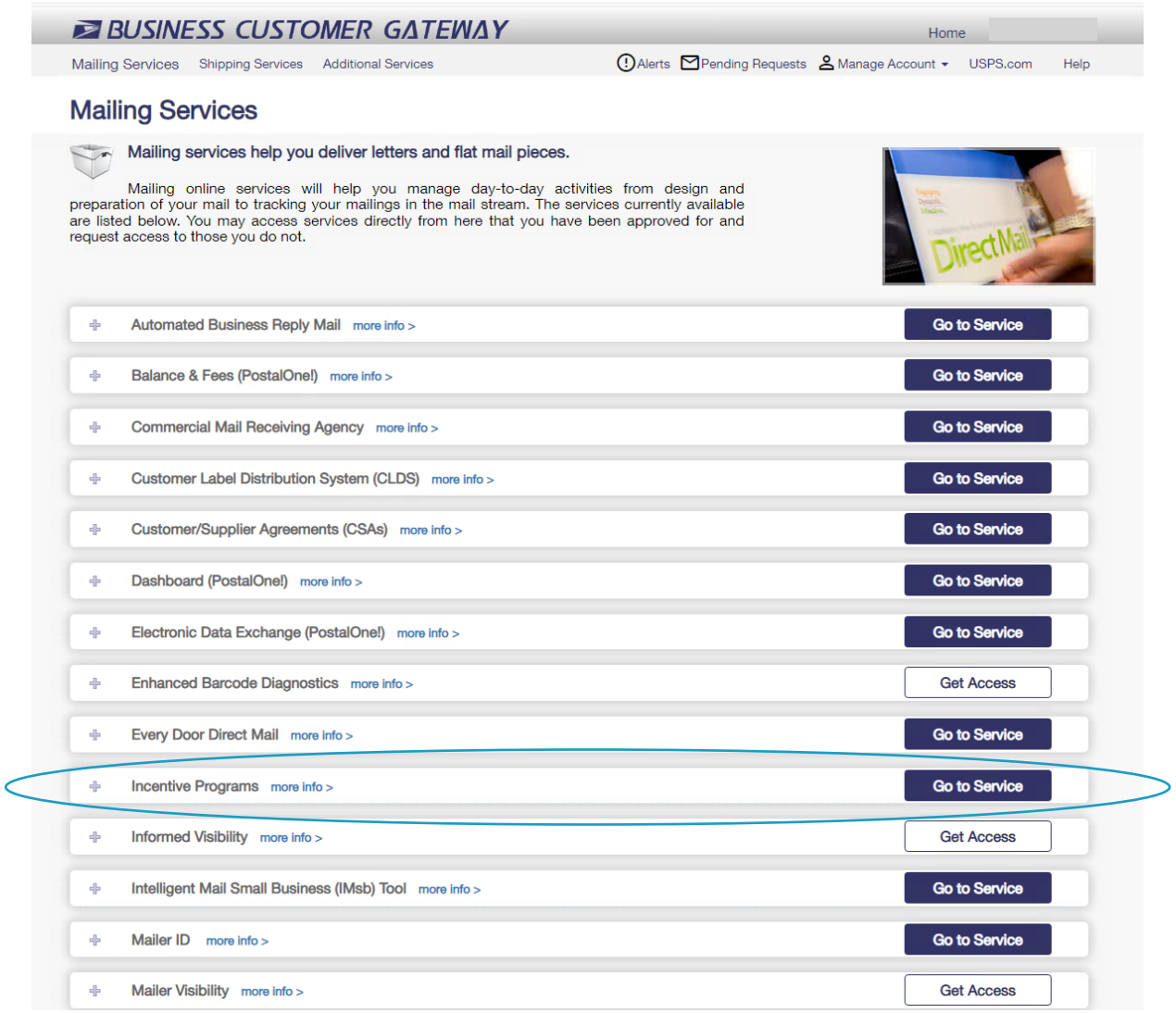
3

Go to “Incentive Programs” and select “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.

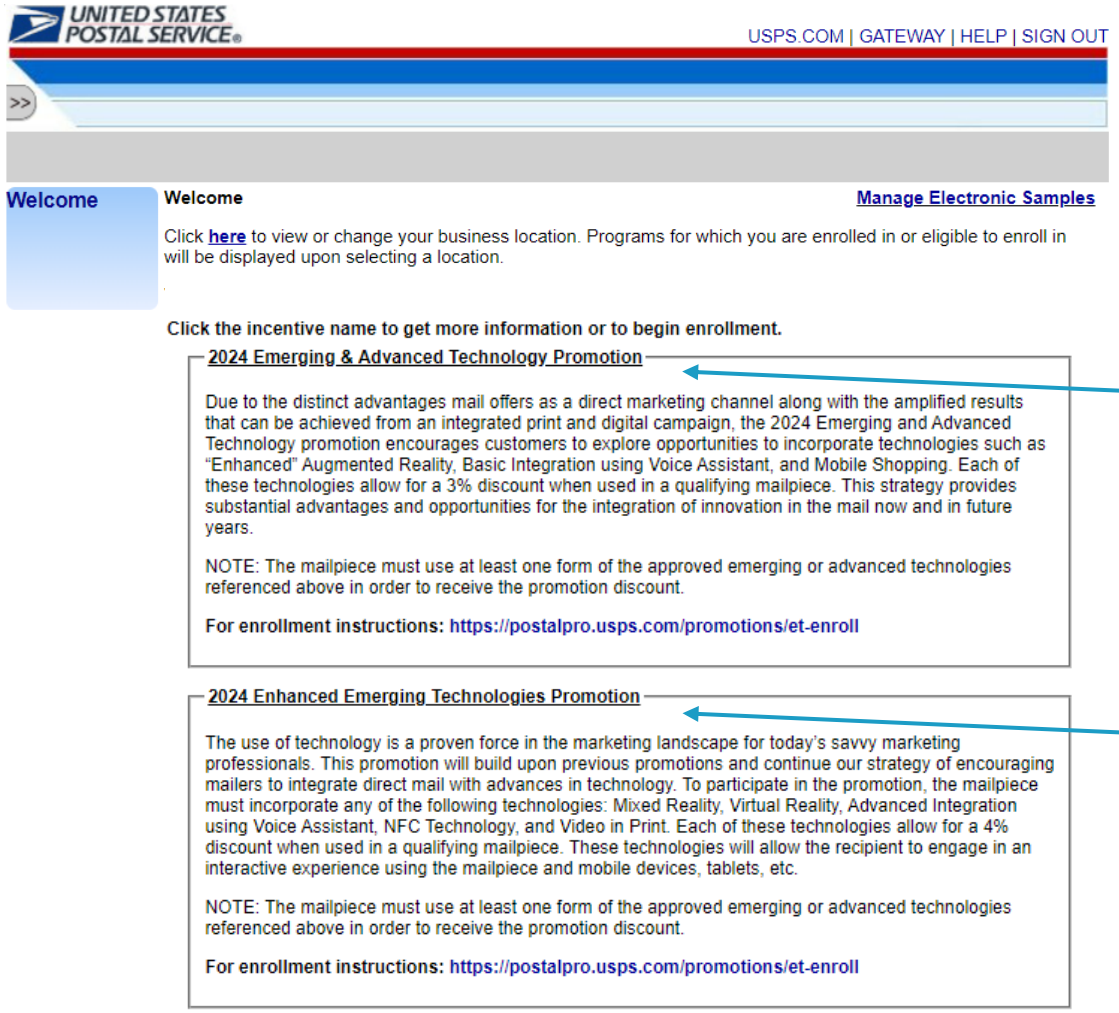


EMERGING TECH ENROLLMENT PROCESS

USPS PRODUCT MANAGEMENT

4

Select the 2024 Emerging Tech Promotion you wish to enroll in



3% Discount

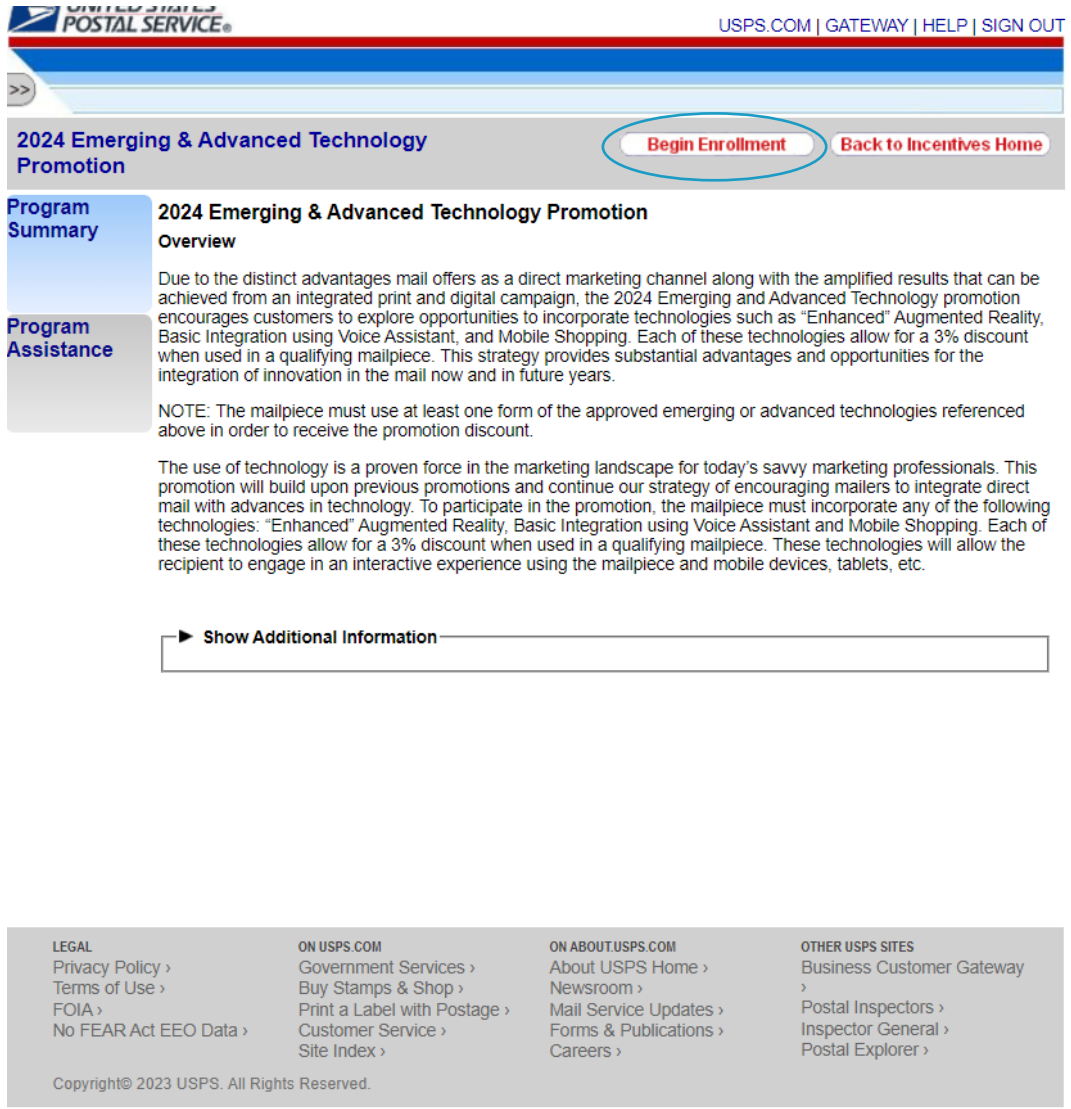
4% Discount

EMERGING TECH ENROLLMENT PROCESS

USPS PRODUCT MANAGEMENT

5

Select “Begin Enrollment”

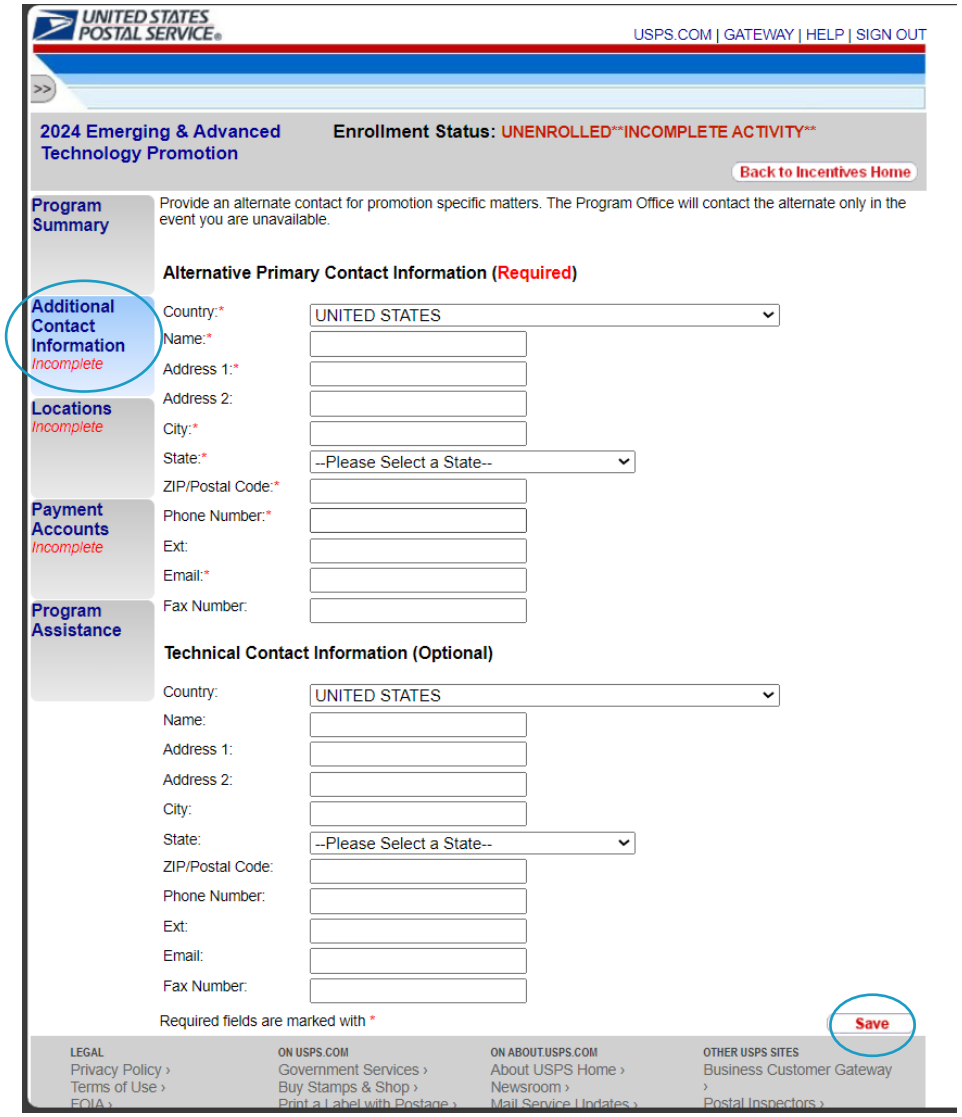


EMERGING TECH ENROLLMENT PROCESS

USPS PRODUCT MANAGEMENT

6

Select “Additional Contact Information”, complete fields, and select “Save”



EMERGING TECH ENROLLMENT PROCESS

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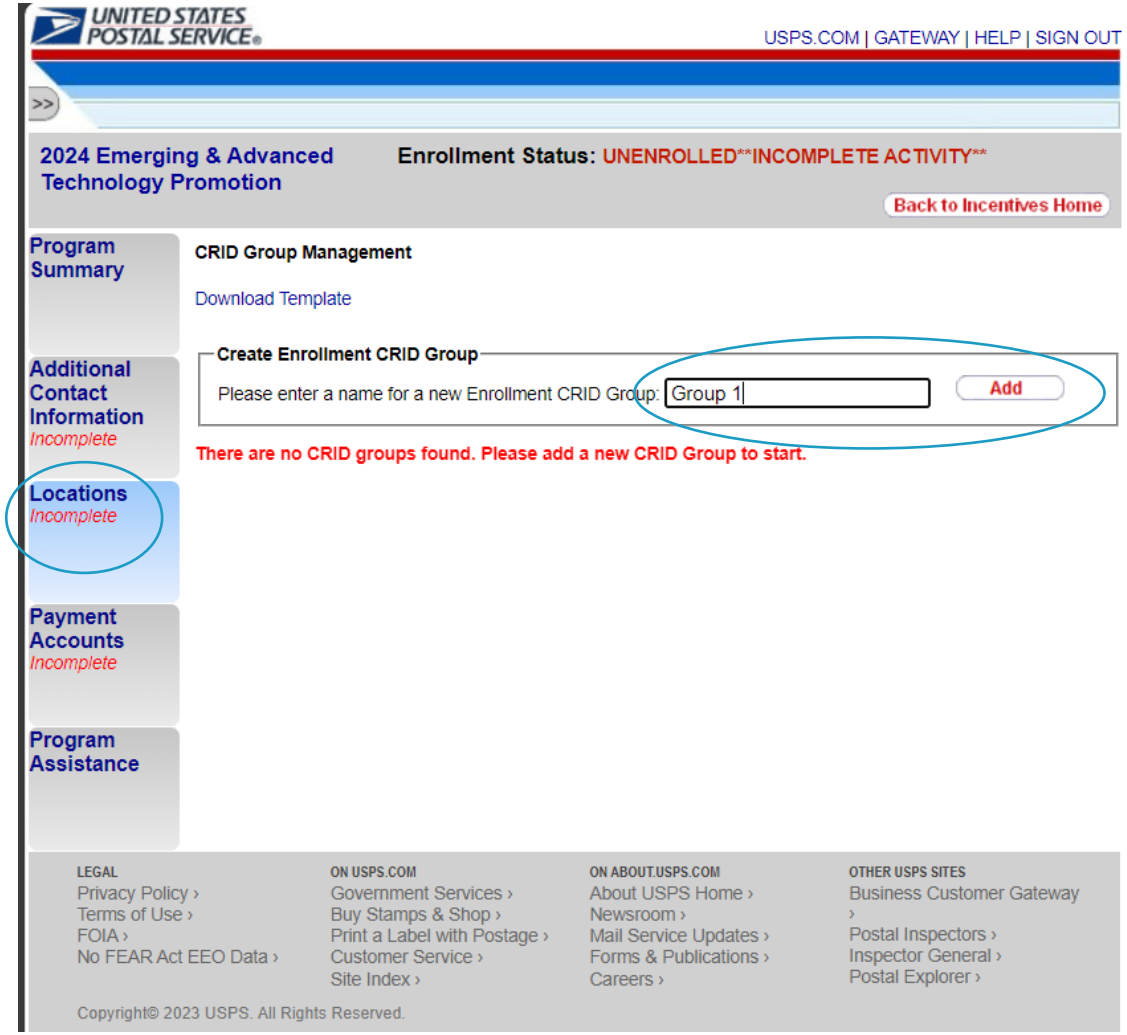
7

Select “Locations”, enter a name for your CRID Group and select “Add”

- You will be adding CRIDs that you wish to partake in this promotion in the following steps
- A CRID group can have multiple CRIDs
- You will be able to create multiple CRID Groups
- A CRID can only be included in a single group



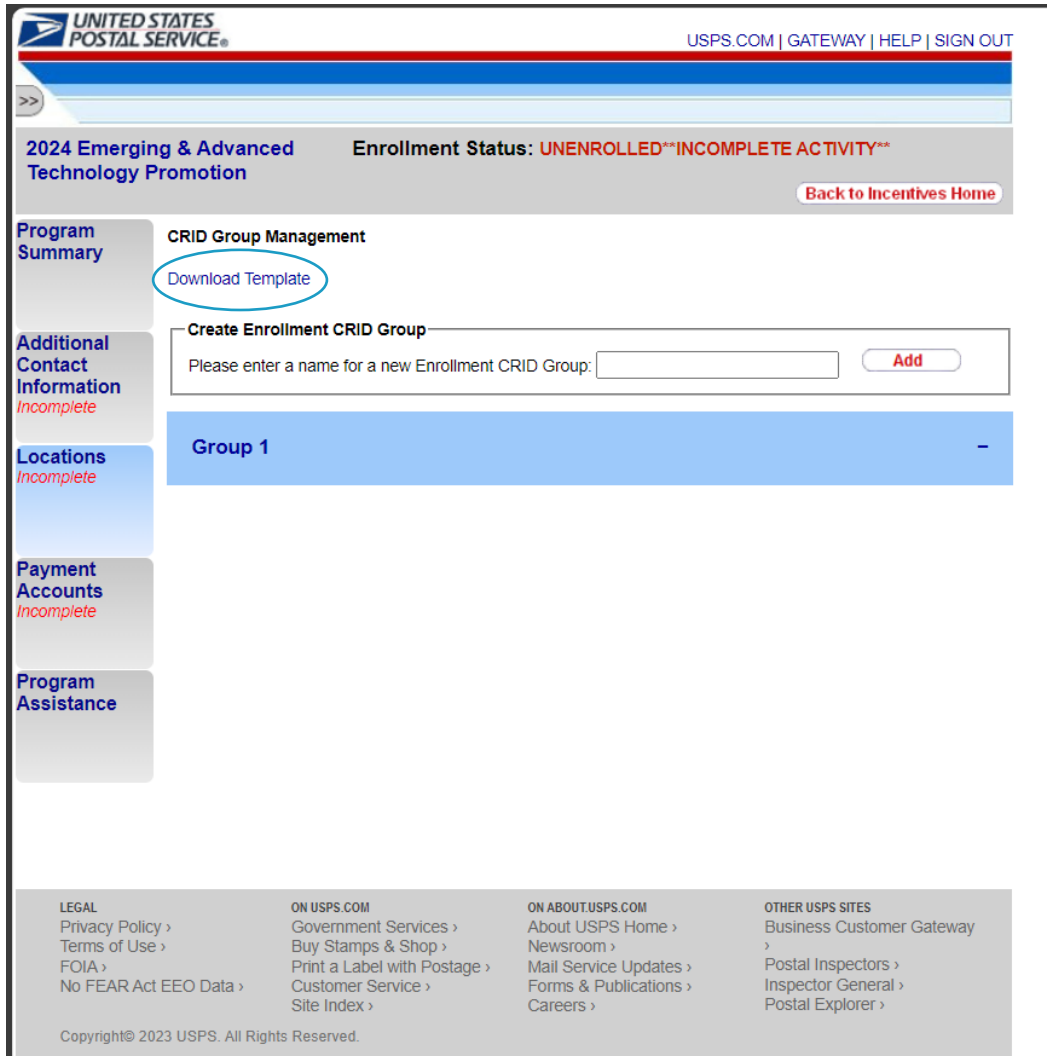
EMERGING TECH ENROLLMENT PROCESS

USPS PRODUCT MANAGEMENT

8

Select “Download Template”, add the CRIDs you wish to partake in this promotion to Column A, and save to your computer

- Add the first CRID to Cell A1
- Add each additional CRID to the next row in Column A
- **DO NOT** add headers or other data



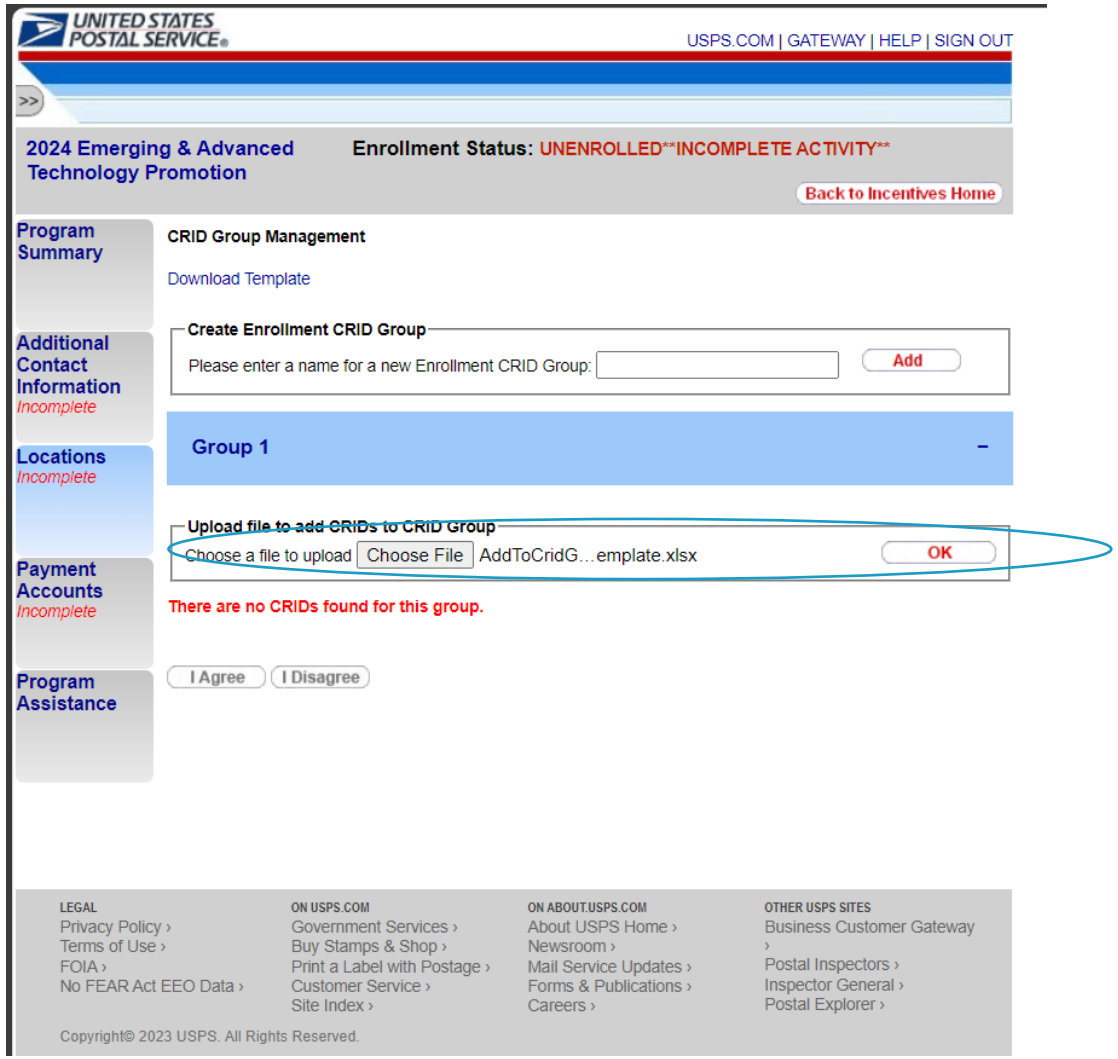
EMERGING TECH ENROLLMENT PROCESS

USPS PRODUCT MANAGEMENT

9

Add your file of CRIDs to your desired CRID Group:

- Select “Choose File”
- Select your file of CRIDs from your computer to upload
- Select “OK”



EMERGING TECH ENROLLMENT PROCESS

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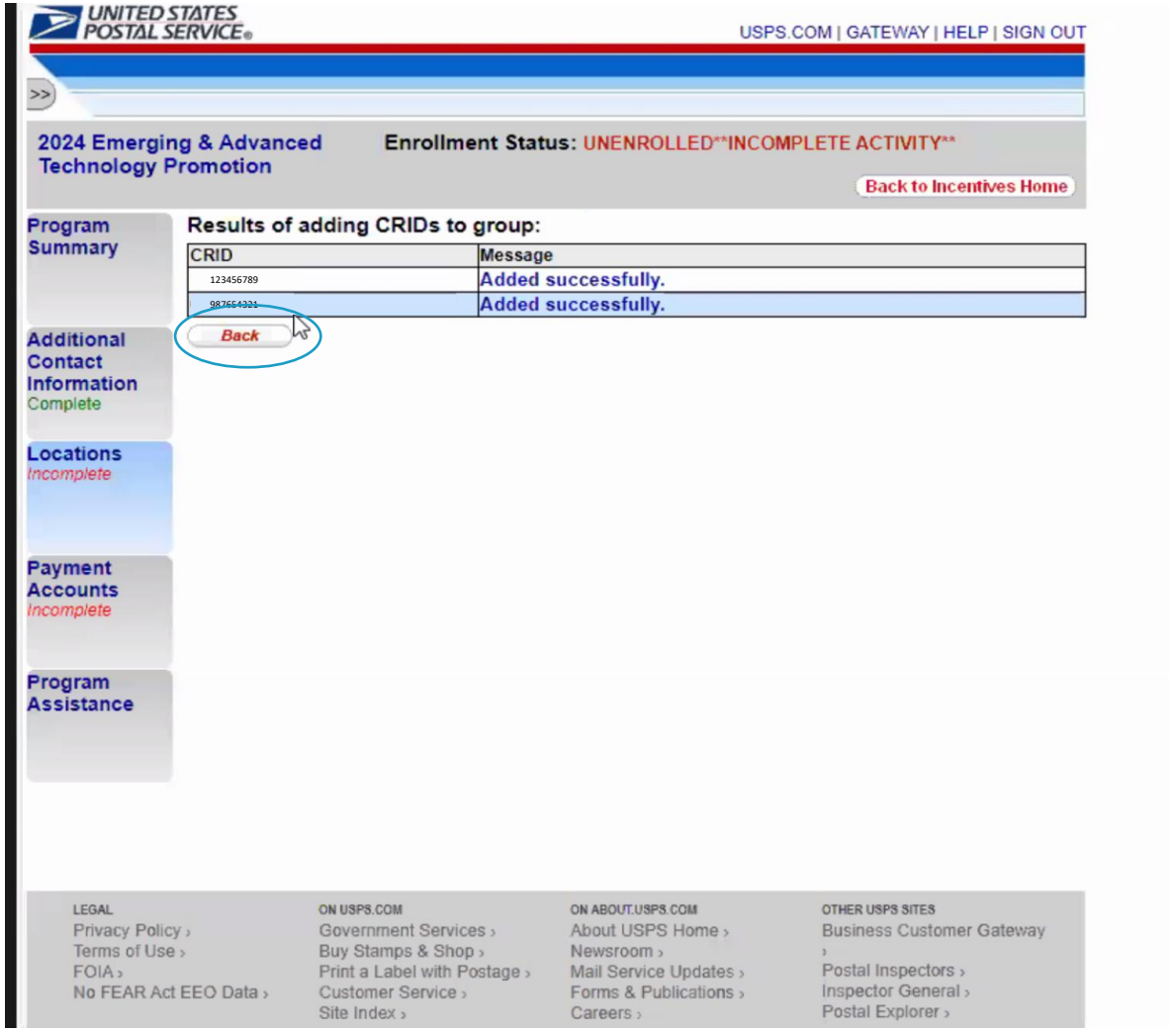
10

Review added CRIDs and select “Back”



EMERGING TECH ENROLLMENT PROCESS

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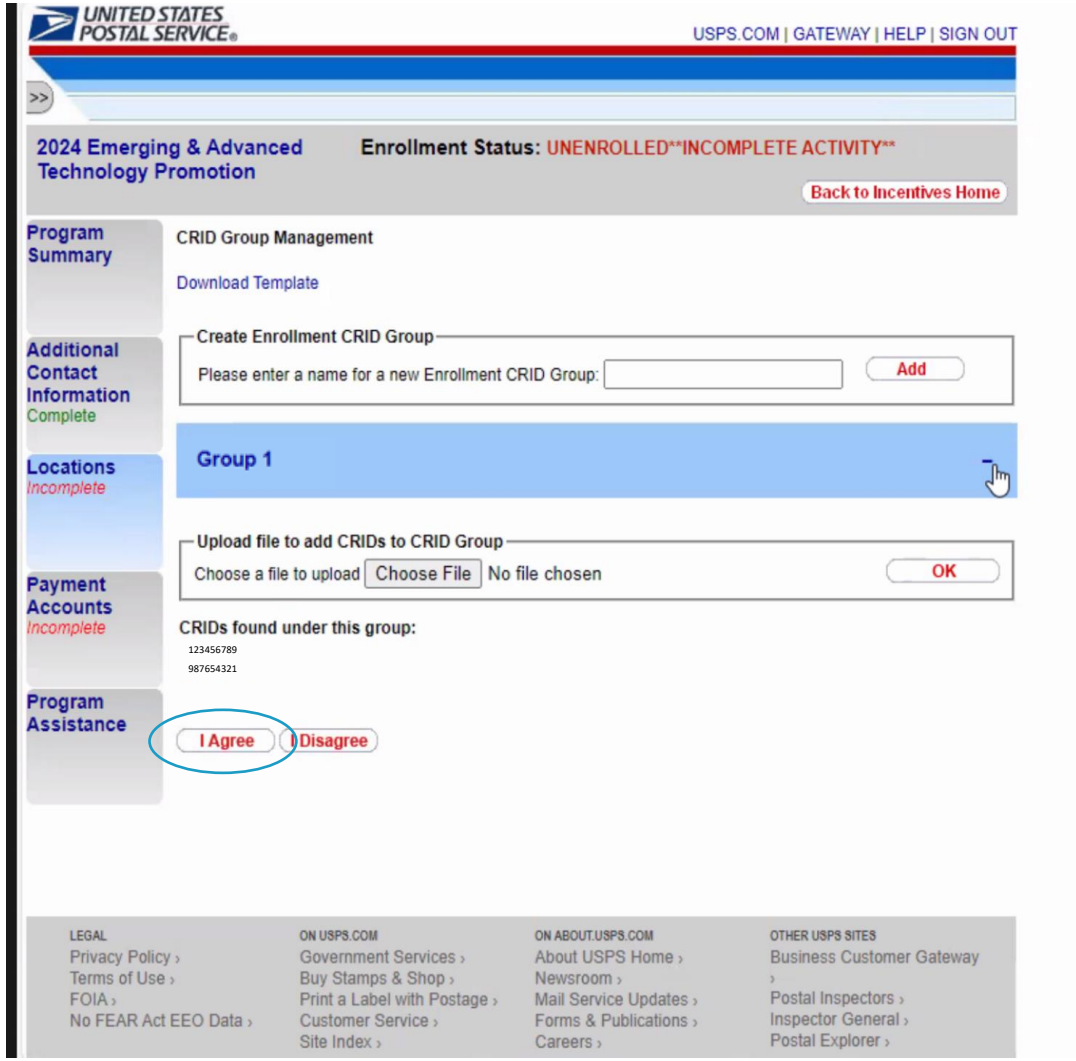
11

Once you have completed creating CRID Groups and adding CRIDs to each group, select “I agree”



EMERGING TECH ENROLLMENT PROCESS

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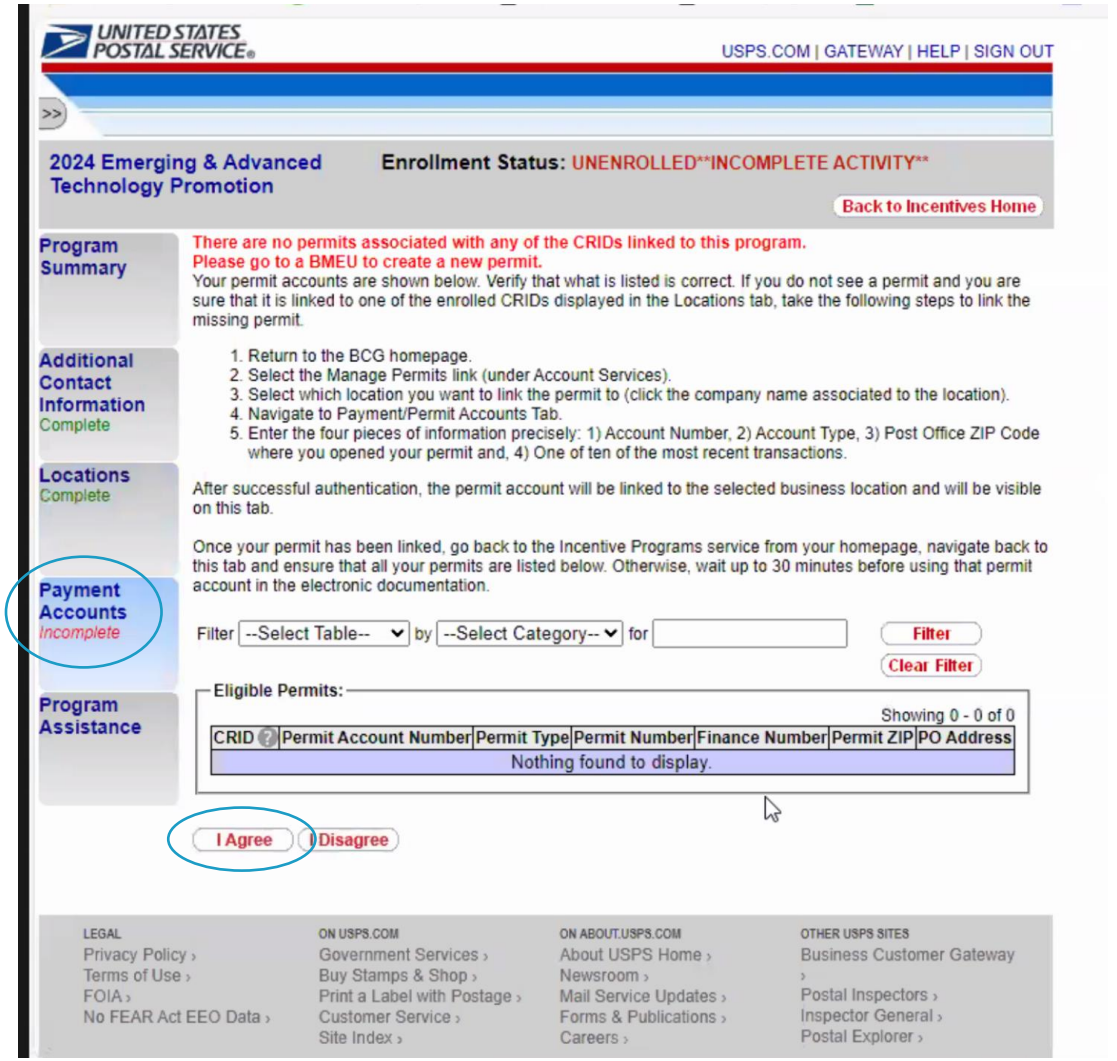
12

Select “Payment Accounts”, confirm Permit Information, and select “I Agree”

- If no Permits are listed, proceed with enrollment by selecting “I Agree”

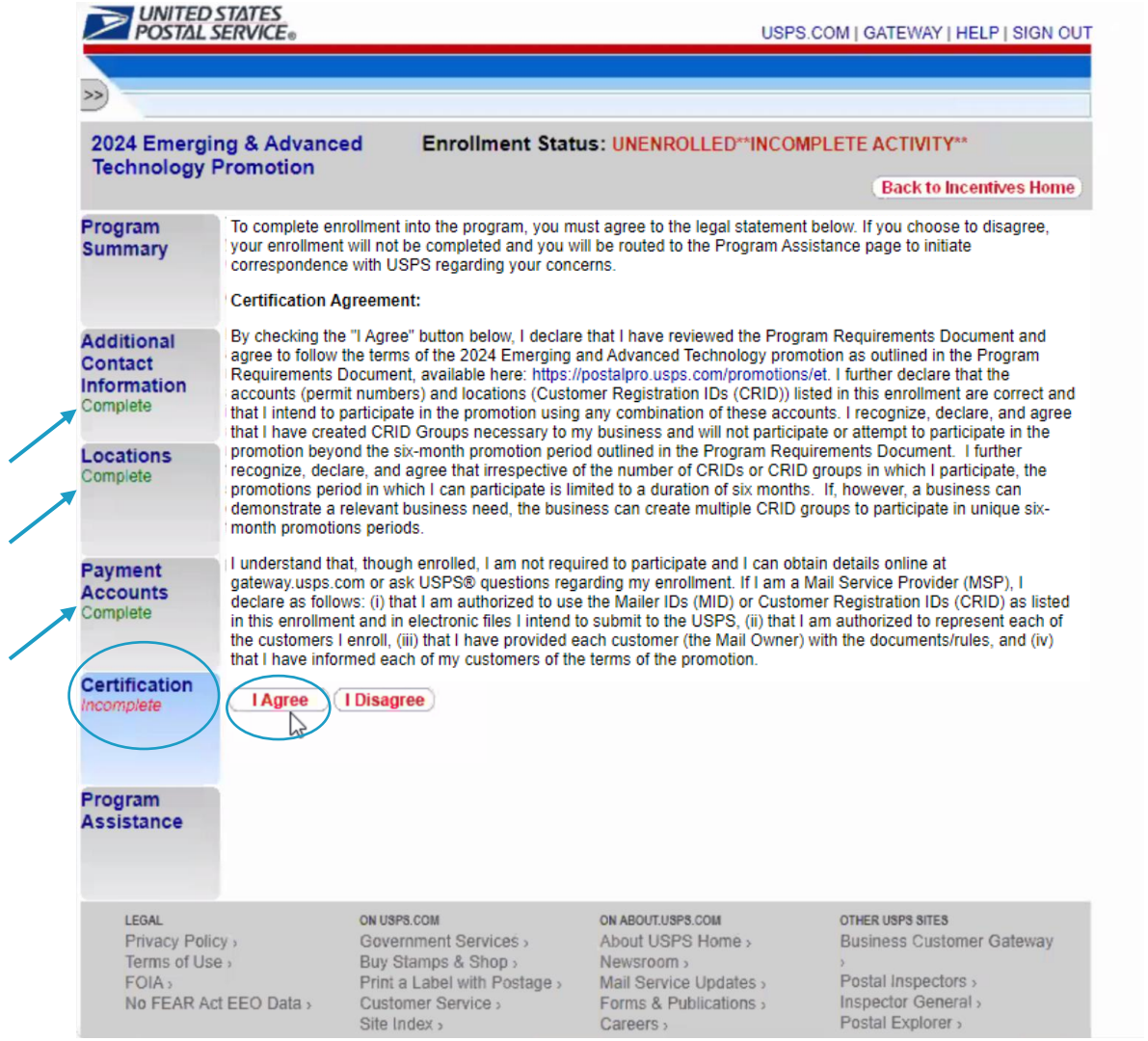


EMERGING TECH ENROLLMENT PROCESS

USPS PRODUCT MANAGEMENT

13

Once “Additional Contact Information”, “Locations” and “Payment Accounts” are complete (denoted in green), **select “Certification”, review and select “I Agree”**



EMERGING TECH ENROLLMENT PROCESS

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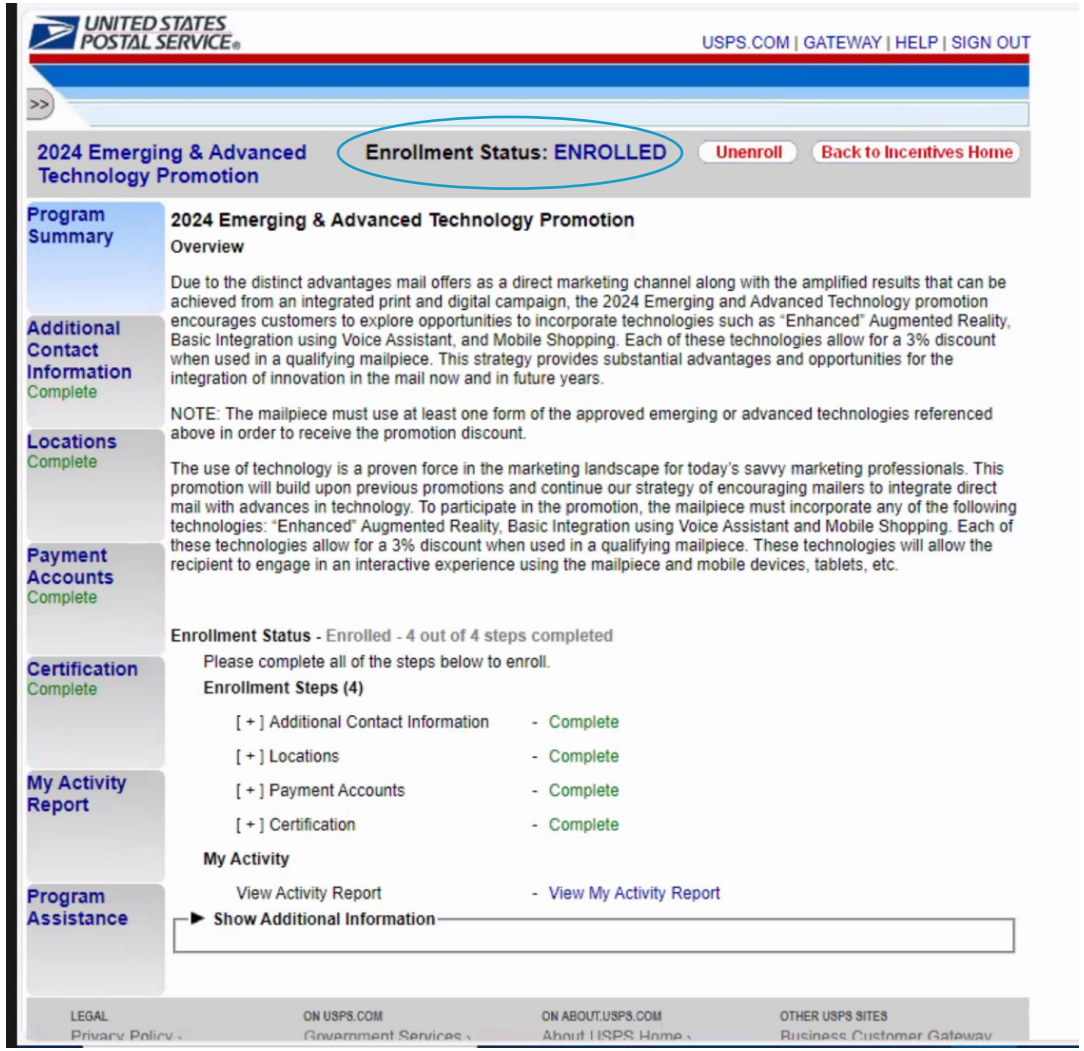
14

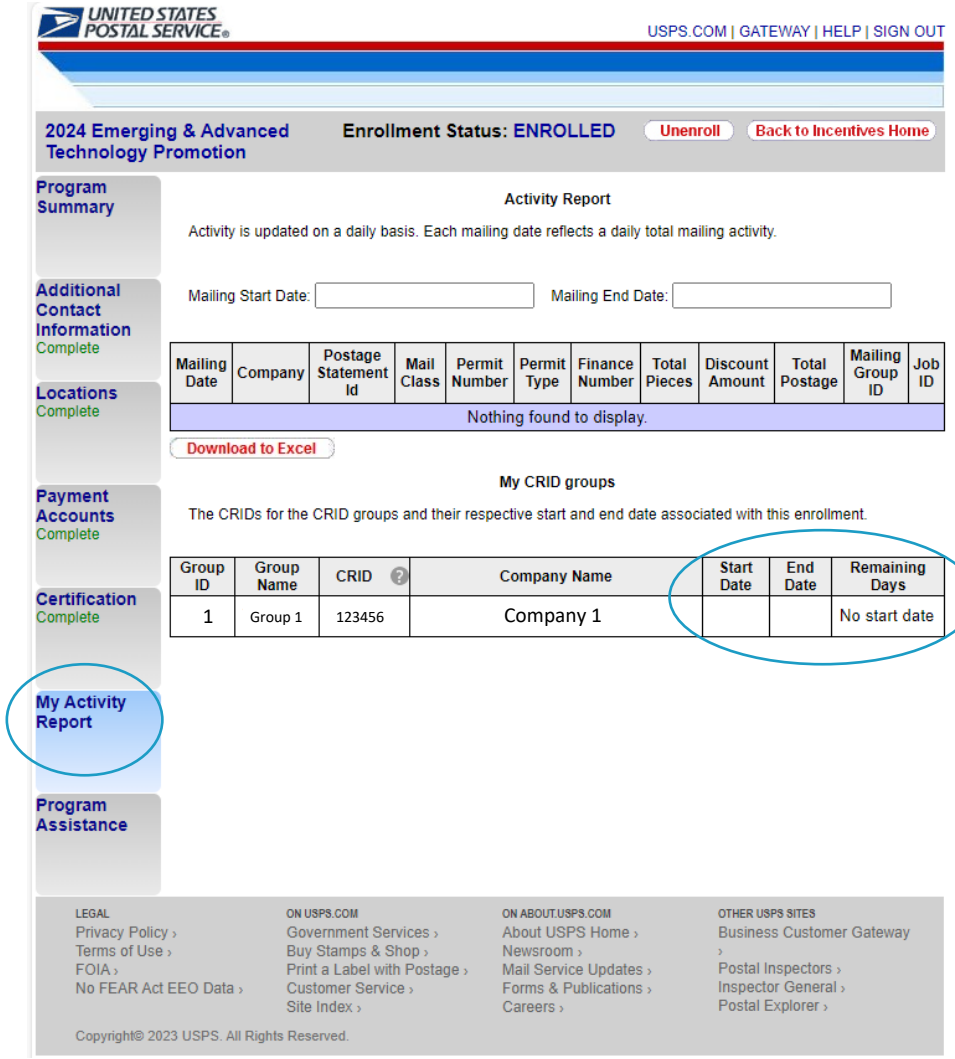
When you have completed the enrollment, **you will receive an email** stating that you are enrolled in the Promotion that you selected, and your Enrollment Status will state **“ENROLLED”**



VIEW PROMOTION START/END DATE

USPS PRODUCT MANAGEMENT

View your promotion start/end date by selecting “My Activity Report”

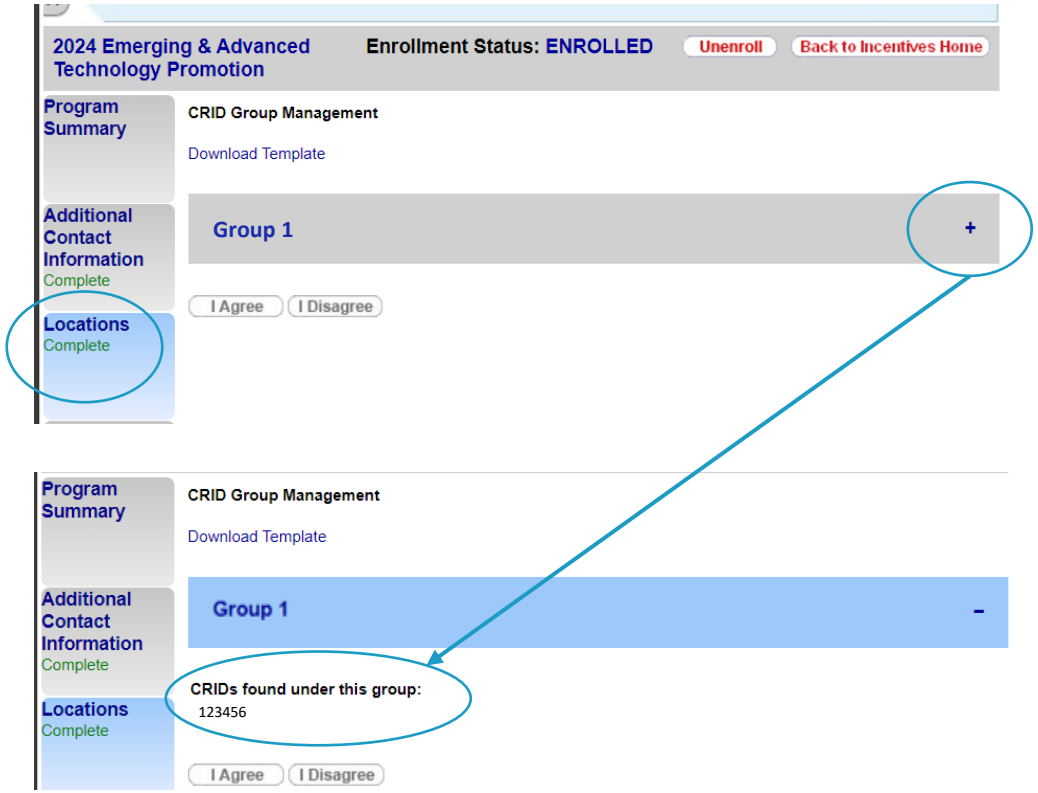


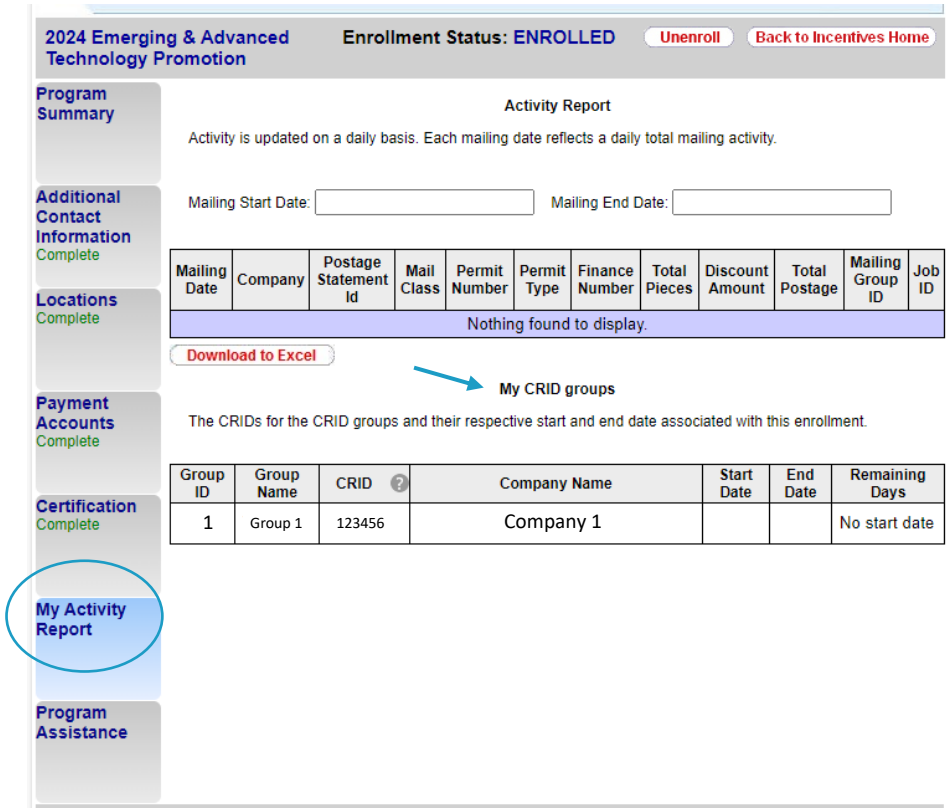
VIEW ENROLLED CRIDs and CRID GROUPS

USPS PRODUCT MANAGEMENT

OPTION 1

- Select “Locations”
- Expand each CRID Group by selecting the “+” symbol



OPTION 2

- Select “My Activity Report”